

Instructions on Applying for a Letter of Access

The Lead REACH Consortium Letter of Access (LOA) Agreement and accompanying documents can be downloaded from the Consortium's [website](#). If after having read these documents you wish to proceed with an LOA application, you must carefully read the guidance given below before proceeding further.

Step 1 – Select OR or EU manufacturer/importer agreement

There are two different versions of the LOA Agreement. One version is to be signed by EU manufacturers/importers and the other to be signed by Only Representatives (ORs) acting on behalf of non-EU manufacturers/formulators/producers of articles. Please select the version that applies to you. **You will need to complete TWO hardcopies of this agreement.**

Step 2 (ORs) – Complete the LOA Agreement

ORs must complete the OR LOA Agreement as follows:

- a) Page 1 – Insert the OR's company name, full address of the registered office and the company registration number. Please note that the company registration number is NOT a REACH registration or pre-registration number.
- b) Signature – Ensure that the agreement is signed and dated by an authorised representative and insert their name and position.
- c) Schedule 3, first paragraph – Insert the name of the non-EU manufacturer (legal entity) on whose behalf the OR is making the LOA application. Also insert the full address of their registered office and the company registration number. Please note that the company registration number is NOT a REACH registration or pre-registration number!
- d) Schedule 3, Tables 1-3 – For each substance for which you are applying for an LOA, clearly tick the box corresponding to the tonnage band for which an LOA is required.

The Lead REACH Consortium is managed by the International Lead Association

Bravington House, 2 Bravingtons Walk, Regent Quarter, London, N1 9AF Tel: +44 (0)20 7833 8090
Fax: +44 (0)20 7833 1611; Email: REACH@ila-lead.org

Step 2 (EU manufacturers/importers) – Complete the agreement

EU Manufacturers/importers must complete the EU M/I LOA Agreement as follows:

- a) Page 1 – Insert the company name, full address of the registered office and the company registration number. Please note that the company registration number is NOT a REACH registration or pre-registration number.
- b) Signature – Ensure that the agreement is signed and dated by an authorised representative and insert their name and position.
- c) Schedule 3, Tables 1-3 – For each substance for which you are applying for an LOA, clearly tick the box corresponding to the tonnage band for which an LOA is required.

Step 3 – Complete the Additional Information Form

You must now complete the “Additional Information Form”. The information submitted in this form is used to facilitate prompt processing of your application, including invoicing.

Step 4 – Return documents

The following must be returned to Maura McDermott, International Lead Association, Bravington House, 2 Bravingtons Walk, Regent Quarter, London, N1 9AF, United Kingdom:

- **Two original hard copies** of the fully completed and signed LOA Agreement
- **One copy** of the completed “Additional Information” form.

Step 5 – Payment of fees

Upon receipt of your application, ILA will check the agreement has been correctly completed and issue an invoice for the relevant fee. Once payment has been received, ILA will return one countersigned copy of the LOA Agreement.

Step 6 – LOA Letter and information package

Following payment of fees you will also receive:

- A Letter of Access document signed on behalf of the Pb REACH Consortium confirming that the company has the right to refer to the Lead Registrant dossier for the sole purpose of making a REACH-registration for a Consortium substance and

The Lead REACH Consortium is managed by the International Lead Association

Bravington House, 2 Bravingtons Walk, Regent Quarter, London, N1 9AF Tel: +44 (0)20 7833 8090
Fax: +44 (0)20 7833 1611; Email: REACH@ila-lead.org

for the purposes of meeting its downstream user (DU) communications obligations for identified uses;

- A 'Token' that enables you to 'join the Joint-Submission' in ECHA REACH-IT. This token has a maximum validity of 30 days, so you should use it promptly to confirm membership of the joint submission. You must be part of the joint submission in REACH-IT before you submit your registration dossier to ECHA;
- A part-filled IUCLID dataset for the substance, which can be used as a starting point when preparing your co-registrant dossier;
- Where applicable, access to the Chemical Safety Report;
- Classification & Labelling information, including template "Guidance on Safe Use".

Joining the Joint Submission and Registration

Upon receipt of the abovementioned "Token" Companies must join the joint submission in REACH-IT; subsequently, they need to create and submit a IUCLID "member of a joint submission" dossier.

Kindly note that it is the sole responsibility of legal entities to ensure compliance with the REACH Regulation, including any relevant registration obligations. The LOA agreement does not entitle the purchaser to any support from either ILA or the Pb REACH Consortium regarding the preparation and submission to ECHA of co-registrant registration files.

Further information

Should you require any further information on the above process, please contact the Pb REACH Consortium Secretariat (REACH@ila-lead.org).

The Lead REACH Consortium is managed by the International Lead Association

Bravington House, 2 Bravingtons Walk, Regent Quarter, London, N1 9AF Tel: +44 (0)20 7833 8090
Fax: +44 (0)20 7833 1611; Email: REACH@ila-lead.org