

Instructions on Completing Membership Documents

The Lead REACH Consortium Agreement and accompanying papers to be completed by all New Consortium Members can be downloaded from the Consortium's [website](#). Please carefully read the guidance given below on how to proceed. Hard copies of the full signed Consortium Agreement and other papers must be returned to The REACH Consortium Manager, c/o International Lead Association, 120 New Cavendish Street, London W1W 6XX, United Kingdom.

The documents that must be signed and returned to ILA are as follows:

- Consortium Agreement (2 original copies)
- General Assembly nomination form
- Basis of Participation form
- Agreement for substance-specific funding for pure substances
- Agreement for substance-specific funding for complex substances (intermediates).

Original hard copies of all pages of these documents are required and this must include two signed copies of the Consortium Agreement. Additional guidance on completing the agreement is given below. Once ILA has received the signed documents you will receive an email confirming receipt. If you do not receive such an email within two weeks of mailing the documents, please contact ILA.

Consortium Agreement

There are two different versions of the Consortium Agreement. One version is to be signed by EU legal entities and the other version is to be signed by non-EU legal entities. Please ensure you sign the correct version. We would ask that you insert the name of your legal entity together with the name of your authorised signatory into the signature clauses at the end of Schedules 5, 7 and 8. In addition, for Schedule 7 you must insert the date and company name in the first line and also insert the company name and address in Whereas (A). Please also insert the date at the top of the first two pages of the agreement.

Please note that you must send two original signed hard copies of the Consortium Agreement to ILA, one of which will be countersigned and returned to you for your records.

According to the Agreement, Consortium Members are defined as the signatories to the Agreement. This means that each entity within a group of companies must become a Consortium Member in its own right (i.e. each legal entity must sign its own copy of the agreement) and the Agreement prohibits disclosure by any corporate entity of any confidential information to another member of its group of companies.

“Only Representatives” may not join the Consortium. Instead the corresponding non-EU manufacturers must sign the agreement.

General Assembly Nomination Form

All Consortium Members are entitled to designate a representative to the General Assembly. The GA is the key decision-making body within the Consortium, and as such it is important that you sign and return the nomination form.

Basis of Participation Form

Companies participating in the Lead REACH Consortium are subject to different fees depending on the substances in which they have an interest. The Basis of Participation Form data are used when calculating the fees for new members.

Substance-Specific Funding Forms

Two substance-specific funding forms must be completed (pure substances and complex substances). The data in these forms are used to identify which substance groups a member belongs to and calculate the corresponding substance-specific fees.

Fixed and Levy Fees

Schedule 8 of the Consortium agreement refers to an *indicative* annual levy fee of €0.13 per metric tonne of lead or lead content of compounds manufactured or imported. However this fee must be set by the General Assembly. The General Assembly set a levy fee of €0.18 per tonne for 2008 and €0.05 per tonne for both 2009 and 2010. Since 1 January 2011, there has been no levy fee.

From 1 January 2011, any new Member is expected to pay, on joining the Consortium, the Fixed Fees from formation of the Consortium up to the year of joining together with other relevant fees levied to other Members for that membership year. This approach was considered to be an

equitable contribution by a new Member for the work that was previously performed by the Consortium regarding REACH registration for which the new Member would take benefit.

Currently (2023), the annual Fixed Fees are €7,500 for lead metal and €5,500 for lead compounds.

Approval of Membership

Please note that Membership of the Consortium requires the approval of the Steering Committee and is also subject to the payment of pro-rata fees.

Letter of Access

Some legal entities may be eligible to purchase a Letter of Access as an alternative to full Consortium membership. Please check the Consortium's website for further information.

Further information

Should you require any further information on the Lead REACH Consortium, or clarification on any aspect of the Consortium Agreement, please contact the Secretarial (REACH@ila-lead.org).