

## How to obtain an approved and registered capacity transfer

### Introduction

This document describes the procedure employed by *BBL Company* for the processing of requests for transfer of capacity by *BBL-Shippers*.

The definitions used in this document shall have the meaning as described in the General Terms and Conditions document (hereinafter referred to as the "*Conditions*") which is applicable to the transfer request. The *Conditions* are published on the *Web Site*.

### Precondition of being a *BBL-Shipper*

Capacity in the BBL pipeline can only be transferred to a *BBL-Shipper*. The most important conditions for a party to become a *BBL-Shipper* are that this party:

- has proved to the satisfaction of *BBL Company* to be sufficiently creditworthy or has provided satisfying surety;
- has passed a communication test as defined in the *Operating Manual*;
- has accepted the version of the *Conditions* which is applicable to the transfer request.

The exact conditions to become a *BBL-Shipper* are laid down in Article 3.1 of the *Conditions*. *BBL Company* may waive in writing the applicability of one or more of the abovementioned three conditions, in part or in whole, for a specified period of time. It is preferable to start the process of becoming a *BBL-Shipper* well in advance of the date on which *BBL-Shipper* wishes to start using BBL capacity. *BBL Company* needs at least 10 *Business Days* to complete the process of granting an interested party the status of *BBL-Shipper*.

### Transfer request

Any party which has contracted capacity in the BBL pipeline, can submit to *BBL Company* a request for transfer of capacity. The only document which can be used for transfer requests is the applicable BBL transfer of capacity form as published on the *Web Site*. Any other document will not be accepted by *BBL Company*.

In the transfer request, the desired amount of capacity to be transferred, the *Start Date* and the *End Date* have to be filled out. The transfer request has to be fully completed and signed by the delivering party and the receiving party. If the transfer request is not fully completed and/or not signed by both parties, it will not be accepted by *BBL Company*.

The transfer request can be submitted by means of either e-mail or telefax:

- In case of an e-mail, the transfer request has to be sent to [bbl-sales@bblcompany.com](mailto:bbl-sales@bblcompany.com).
- In case of a telefax, the transfer request has to be sent to +31 (0) 50 521 3545.

### General conditions applicable to a transfer request

In general the following conditions always apply to transfer requests:

- Capacity can be transferred up to the second *Business Day* (12:00 hours *LET*) before the *Start Date*.
- With a single transfer request form, it is only possible to request a capacity transfer for a consecutive period. Any party that wishes to transfer capacity for non-consecutive periods, should complete and sign a separate transfer request for every period.

### Processing of a transfer request by *BBL Company*

The processing of transfer requests will be done by the Commercial Operations department of *BBL Company*. *BBL Company* will check if:

1. The transfer request is fully completed and signed.
2. The transfer request is received within the time limits indicated above.
3. The receiving party fulfils the conditions of becoming a *BBL-Shipper*.
4. The requested amount of capacity to be transferred does not exceed the amount of capacity that has been contracted by the delivering party.

Only if all conditions are met, *BBL Company* will accept the transfer request. If one or more of the conditions is not met, *BBL Company* will reject the transfer request.

In the case of acceptance *BBL Company* will register the transfer, meaning that the usage rights of the transferor will be decreased by the transferred capacity amount and that the usage rights of the transferee will be increased by the transferred capacity amount during the transfer period. For the avoidance of doubt, from the registration date the transferor cannot nominate for the transferred capacity during the transfer period. Before the registration date the transferee cannot nominate for the transferred capacity during the transfer period.

Upon receipt by *BBL Company*, a completed and signed transfer request establishes a binding declaration of *BBL-Shipper* to enter into an agreement as specified in the request. Conclusion of the transfer request is only subject to acceptance by *BBL Company*.

The Commercial Operations department will only process transfer requests on *Business Days* during office hours, being from 8:30 hours *LET* to 17:00 hours *LET*.

#### **Conclusion of a transfer request**

If a transfer request is accepted and successfully processed, *BBL Company* will validate the request by sending three copies of a confirmation letter signed by *BBL Company* to both transferor and transferee. It is the responsibility of transferor and transferee to return one fully signed copy to *BBL Company*. The transfer takes effect from the moment of receipt of the fully signed confirmation letter by *BBL Company*. An example of such confirmation letter is available on the website.

If a transfer request is not accepted, *BBL Company* will inform transferor and transferee about the reasons for the rejection.