

## **BBL COMPANY BOOKING PROCEDURE (applicable to forward flow bookings up to 1 November 2015)**

### **Introduction**

Terms defined in the *Conditions* shall have the same meaning when used herein. This *Booking Procedure* shall form part of the *Conditions* as amended from time to time and where it modifies provisions in or conflicts with the *Conditions*, the *Conditions* shall govern and take precedent. The *Conditions* are published on the *Web Site*.

This *Booking Procedure* is the procedure employed by *BBL Company* for the processing of capacity booking requests of *BBL-Shippers*.

This *Booking Procedure* is based on the following fundamental principles:

- a) the procedure must be transparent and non-discriminatory;
- b) shippers apply for capacity until 26 October 2015 followed by a comparison by *BBL Company* of total capacity requested and available capacity;
- c) in the event that demand exceeds supply, capacity is allocated with priority given to longer duration booking request.

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

Capacity in the BBL pipeline can only be contracted by a *BBL-Shipper*. The exact conditions to become a *BBL-Shipper* are laid down in Article 3.1 of the *Conditions*. All of the conditions need to be fulfilled, unless they are waived according to Article 3.2 of the *Conditions*. 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*.

### **Booking request by a *BBL-Shipper***

Any party which has fulfilled the conditions of becoming a *BBL-Shipper*, can submit to *BBL Company* a request for booking of capacity. The only document which can be used for booking requests is the applicable *Transmission Agreement* document as published on the *Web Site*. Any other document will not be accepted by *BBL Company*.

In the booking request, *BBL-Shipper* states the desired amount of capacity, the *Start Date* and the *End Date*. The booking request has to be fully completed and signed. If the booking request is not fully completed and/or not signed, it will not be accepted by *BBL Company*.

The booking request can be submitted by means of either e-mail or telefax.

- In case of an e-mail, the booking request has to be sent to [bbl-sales@bblcompany.com](mailto:bbl-sales@bblcompany.com).
- In case of a telefax, the booking request has to be sent to +31 (0) 50 521 3545.
- Shippers have to submit their booking request by Monday 26 October at the latest. *BBL Company* will then compare the total demand in relation to the total available capacity. In the event that more capacity is applied for than is available, capacity will be allocated based on the length of the booking with priority given to longer duration booking requests. All bookings are subject to final NRA approval of this revised booking procedure and the charging methodology.

### **General conditions applicable to a booking request**

In general the following conditions always apply to booking requests:

- *Firm* capacity for a *Contract Period* of more than 12 *Months* can be contracted in the period from 12 *Months* before the *Start Date* up to the second *Business Day* (12:00 hours *LET*) before the *Start Date*.

- *Interruptible* capacity has a maximum *Contract Period* of 12 *Months*.
- *Monthly Firm* and *Interruptible* capacity can be contracted in the period from 12 *Months* before the *Start Date* up to the second *Business Day* (12:00 hours *LET*) before the *Start Date*.
- *Daily* firm capacity can only be contracted in the period from the seventh *Business Day* up to the *Business Day* (12:00 hours *LET*) before the *Start Date*.
- With a single booking request, it is only possible to request capacity for consecutive periods. Any party that wishes to request capacity for non-consecutive periods, should complete and sign a separate booking request for every period.
- With a booking request, it is possible to request for profiled bookings. Profiled bookings are only possible for a *Contract Period* of at least 2 *Years*. For these bookings the following conditions are applicable:
  - In the *Contract Period* these bookings must consist of flat bookings for 2 consecutive quarters;
  - In one *Year* the difference between the capacity booked in the one and in the other period of 2 consecutive quarters is a maximum of 50% (fifty percent).
- *BBL Company* may accept reshuffling of capacity bookings under existing *Agreements* if requested by *BBL Shipper*. Reshuffling of capacity bookings is only possible for booked capacity which is obligated after the year 2022. Reshuffling of capacity bookings are not considered to be new bookings.
- *Interruptible* capacity can only be contracted if all the *Firm* capacity has been sold.

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

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

1. The booking request is fully completed and signed.
2. The booking request is received within the time limits indicated above.
3. The requesting party fulfils the conditions of becoming a *BBL-Shipper*, which includes that *BBL-Shipper* is sufficiently creditworthy for the capacity ordered.
4. The requested capacity is available.

Only if all conditions are met, *BBL Company* will accept the booking request. If one or more of the conditions is not met, *BBL Company* will reject the booking request and inform the requesting party about the reasons for the rejection.

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

In the event that more *Transmission Capacity* is applied for than is available, *Transmission Capacity* is allocated based on the length of the booking request, meaning priority is given to bookings with a longer duration.

*BBL Company* provides information on its *Web Site* on the availability of capacity. This information is indicative only, and no rights can be derived from it. A completed capacity booking reduces the available capacity. The capacity information on the *Web Site* will be updated after each capacity booking.

**Conclusion of a new booking request**

If a new booking request is accepted and successfully processed, *BBL Company* confirms the booking by countersigning this new booking request. The resulting *Agreement* will be returned to *BBL-Shipper*. If, after 1 November 2015, the situation occurs that *BBL Company* will offer similar yearly capacity bookings for a price lower than the component T1 (as set out in Article 11 of the *Conditions*) under the *Agreement*, the component T1 under the *Agreement* will be adjusted accordingly. Component T2 is excluded from the above obligation.