

## **BBL COMPANY TRANSPORT PROTOCOL** **(applicable to firm forward flow bookings)**

### **Introduction**

The Transport Protocol is the procedure employed by *BBL Company* for the processing of capacity booking requests of *BBL-Shippers*.

This protocol is based on the following fundamental principles:

- a) the procedure must be transparent and non-discriminatory;
- b) capacity will be granted according to the principle of first come first served.

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

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

Capacity in the BBL pipeline can only be contracted by 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 booking 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*.

### **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 BBL 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. The different means may result in a relevant difference in timestamp with respect to the application of the principle of first come first served.

- In case of an e-mail, the booking request has to be sent to [bbl-sales@bblcompany.com](mailto:bbl-sales@bblcompany.com). The date and time of receipt of the e-mail on the [bbl-sales@bblcompany.com](mailto:bbl-sales@bblcompany.com) e-mail address is the timestamp of the booking request.
- In case of a telefax, the booking request has to be sent to +31 (0) 50 521 3545. The date and time of receipt of the telefax (added by the *BBL Company* telefax machine) is the timestamp of the booking request.
- If booking requests per e-mail arrive at the same time (in dd:hh:mm), the e-mail first listed in the inbox will have the highest priority.
- If booking requests per telefax arrive at the same time (in dd:hh:mm), the first received fax message will have the highest priority.
- If booking requests arrive at the same time (in dd:hh:mm), booking requests sent per e-mail will have a higher priority than booking requests sent per telefax.

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

In general the following conditions always apply to booking requests:

- Firm forward flow capacity for a period of more than 12 *Months* can be contracted up to the second *Business Day* (12:00 hours *LET*) before the *Start Date*.
- *Monthly* firm forward flow capacity can be contracted up to the second *Business Day* (12:00 hours *LET*) before the *Start Date*.
- *Daily* firm forward flow capacity can only be contracted in the period from the seventh *Business Day* up to the second *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 single booking request, it is only possible to request for flat bookings. Any party that wishes to request for a profiled booking, should divide this profile over several booking requests and send them all to *BBL Company*.
- Firm forward flow capacity can be contracted to a maximum of twelve (12) *Months* upfront.

### **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*.

*Transmission Capacity* is allocated on a first come first served basis. The Commercial Operations department will only process requests for booking on *Business Days* during office hours, being from 8:30 hours *LET* to 17:00 hours *LET*.

*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 booking request**

If a booking request is accepted and successfully processed, *BBL Company* confirms the booking by countersigning the booking request. The resulting *Agreement* will be returned to *BBL-Shipper*.