



## **LME WAREHOUSE DELIVERY OUT PROCEDURES AND RATES** **for Singapore, Malaysia, South Korea & Taiwan**

### **A) GENERAL**

1. These LME Warehouse Delivery Out Procedures and Rates (the “Procedures”) set out the general process effective as of 1 April 2020 in respect to Access World’s scheduling system for allocation of loading slots for delivery out of material which is the subject of a cancelled LME warrant. Applicable rates along with effective dates for ease of reference are also set forth as part of these Procedures. These Procedures may be amended from time to time and amendments are published on our website [www.accessworld.com](http://www.accessworld.com).
2. These Procedures have been drawn up in accordance with LME requirements and are applicable in addition to any specifically agreed terms with Customer for cancelled LME warrants at Access World’s approved LME warehouses. All services provided by Access World are subject to Access World’s Standard Terms and Conditions, a copy of which is available upon request or can be found on our website at [www.accessworld.com](http://www.accessworld.com).
3. Customer must arrange full payment of FOT charges and LME Rent accrued for the cancelled warrants to Access World’s designated bank account without deduction and/or set off and provide all shipping instructions prior to sending Access World a written request for delivery out of cancelled warrants. LME Rent will continue to accumulate up to and including the date of material collection from LME warehouse and will be invoiced separately.
4. Once all formalities permitting delivery (including customs clearance, payment of applicable LME Rent and delivery out charges, provision of shipping instructions, etc.) have been completed, Access World will process a request for delivery slots on the basis of 48 operational hours notice (two full business days). Available appointments shall be endeavored to start, unless subject to any applicable LME Queue requirements, thereafter, unless specifically agreed between the material owner and Access World. Loading slots shall be allocated strictly on a first come first served basis, unless otherwise agreed by the Warrant holders seeking cancellation.
5. The FOT charge and LME Rent refer to a collection on the basis of customs uncleared, duty unpaid and shall be invoiced for
  - a. LME Rent: Basis standard LME lot weight for the applicable material
  - b. FOT charge: Basis actual gross weight of material delivered out
6. In the event Customer requests rent, cost and charges to be invoiced in a currency other than the published currency(ies), the conversion shall be effected at the applicable exchange rate prevailing on the day of conversion, subject to Customer’s chosen currency being acceptable to Access World.



7. Customer must inform Access World of the collection method being used and provide information on shipping instructions/collection arrangements, including required documentation such as but not limited to (proforma) invoice, packing list and shipping/delivery instructions, etc., specifying Access World's Warehouse Reference Number, commodity and quantity details.
8. Customs and/or VAT formalities must be completed prior to any material being delivered out from our LME warehouses. Customer must ensure that all formalities and paperwork are completed and presented to Access World along with receipt of import duties (where applicable) by latest 48 working hours prior to collection of material if Customer nominates their own customs broker.
9. In the event bank releases or holding certification/warehouse receipt releases are required for collection of material, Customer must ensure that the final or unconditional release (including effective date) are provided to Access World by latest 48 working hours prior to collection of material.
10. Working days are Monday to Friday, excluding weekends, local Public Holidays and days of port closures. Access World will provide notice to Customer of applicable holidays and of any Force Majeure situation which may affect loading schedules resulting in suspension of operations until the Force Majeure situation has been rectified and/or alternative arrangements are implemented.
11. Failure to provide any required information and/or documentation in time for the allocated loading slot(s) and/or providing information or documentation which cannot be verified, and/or late and/or no arrival of truck(s), may result in the cancellation of the collection and rescheduling to the next available loading slot(s) at published rate. In addition, should an allocated loading slot be missed through no fault of Access World then all outstanding rental charges will be due and payable up until the rescheduled loading slot date and any rental charges under the LME Queue Based Rent Capping (QBRC) rules which may apply will be reset as of the date of the missed loading slot.
12. Access World is not responsible for any delays and/or consequential damages and/or charges for missed and rescheduled loading slots.

## **B) DELIVERY OUT METHODS**

### **13. Delivery out by truck**

In addition to any specifically requested information, Access World must receive by latest 13.00 hours of the working day prior to the collection day (loading slot) the following information:

- a. Transportation company
- b. Truck / Trailer number
- c. Driver's full name
- d. Driver's ID
- e. Standard weight load (SWL) of truck(s)



Access World will only accept flatbed trucks/trailers (none with metal floors) and/or trucks with curtains suitable for side loading via fork lift trucks. Trucks which arrive outside the allocated loading slot are not guaranteed to be loaded and may have to re-apply for a new loading slot. Late arrivals will however be accommodated on the same day if loading schedule permit.

Truck drivers must sign in at the main gate or warehouse office for identification according to the above requested information. Truck drivers will be directed to the relevant warehouse for collection of material where the loading process shall be managed in sequential order of arrival until all scheduled vehicles are completed. Truck drivers must sign and date the Delivery Order at the warehouse after loading is completed and are responsible for the blocking, bracing, securing and lashing of the material and must at all times strictly adhere to all applicable safety rules.

#### **14. Delivery out by container**

In addition to any specifically requested information, Access World must receive by latest 13.00 hours of the working day prior to delivery of any containers the following information:

- a. Transportation company
- b. Truck / Trailer plate number
- c. Driver's full name
- d. Driver's ID
- e. Container number
- f. Container seal number

Access World will advise Customer the completion of container loading/sealing. Access World will only accept appropriate container(s) (e.g. suitable type/payload and, undamaged).

In addition to any specifically requested information, Access World must be advised by latest 13.00 hours of the working day prior to the collection of any loaded container of the following information:

- a. Transportation company
- b. Truck / Trailer plate number
- c. Driver's full name
- d. Driver's ID

Truck drivers must sign in at the main gate or warehouse office for identification in accordance with the above requested information. Truck drivers will be directed to the relevant warehouse for delivery/collection of container where the unloading/loading process shall be managed in sequential order of arrival until all scheduled vehicles are completed. Truck drivers must sign and date the Delivery Order at the warehouse when picking up the laden container and must at all times strictly adhere to all applicable safety rules.

**15. Delivery out by breakbulk vessel and/or barge**

Access World must receive the vessel/barge nomination for loading at LME warehouse's approved and nominated loading berth(s) for acceptance by latest 10 (ten) working days prior to proposed laycan. The nominated Agent must give notice to Access World and update E.T.A. of the vessel 72/48/24 hours before arrival for berthing.

**16. Delivery out by rail**

Rail delivery service is not available in Singapore, Malaysia, South Korea and Taiwan.

**C) GENERAL OPENING AND OPERATING HOURS**

**17. Warehouse opening hours (local time)**

Location	From	To
Singapore	09:00 hrs	12:00 hrs
	13:00 hrs	18:00 hrs
Pasir Gudang	09:00 hrs	13:00 hrs
	14:00 hrs	18:00 hrs
Port Klang	09:00 hrs	13:00 hrs
	14:00 hrs	18:00 hrs
Incheon	08:00 hrs	12:00 hrs
	13:00 hrs	17:00 hrs
Busan	09:00 hrs	12:00 hrs
	13:00 hrs	18:00 hrs
Gwangyang	09:00 hrs	12:00 hrs
	13:00 hrs	18:00 hrs
Kaohsiung	09:00 hrs	12:00 hrs
	13:00 hrs	17:00 hrs

**18. Daily Warehouse loading operating hours (local time)**

Location		From	To	Last vehicle check-in
Singapore	Morning	09:00 hrs	11:30 hrs	11:00 hrs
	Afternoon	13:00 hrs	17:00 hrs	16:30 hrs
Pasir Gudang	Morning	09:30 hrs	13:00 hrs	12:00 hrs
	Afternoon	14:30 hrs	16:30 hrs	16:00 hrs
	Friday Afternoon	15:00 hrs	16:30 hrs	16:00 hrs
Port Klang	Morning	09:00 hrs	13:00 hrs	12:00 hrs
	Afternoon	14:30 hrs	16:30 hrs	16:00 hrs
	Friday Afternoon	15:00 hrs	16:30 hrs	16:00 hrs
Incheon	Morning	08:00 hrs	12:00 hrs	11:00 hrs
	Afternoon	13:00 hrs	17:00 hrs	16:00 hrs

Busan	Morning	09:00 hrs	12:00 hrs	11:00 hrs
	Afternoon	13:00 hrs	18:00 hrs	16:00 hrs
Gwangyang	Morning	09:00 hrs	12:00 hrs	11:00 hrs
	Afternoon	13:00 hrs	18:00 hrs	16:00 hrs
Kaohsiung	Morning	09:00 hrs	12:00 hrs	11:30 hrs
	Afternoon	13:00 hrs	17:00 hrs	16:30 hrs

#### D) RATES AND CHARGES

##### 19. LME Storage Rent per Metric Ton

Rates as published on the LME website: <https://www.lme.com/en-GB/Trading/Warehousing/Warehousing-charges#tabIndex=0> and amended from time to time.

##### 20. FOT Delivery Out Charges per Metric Ton

FOT Rates as published on the LME website <https://www.lme.com/en-GB/Trading/Warehousing/Warehousing-charges#tabIndex=0> and amended from time to time.

FOT: covers loading from in LME warehouse on to truck provided by Customer to LME warehouse, excluding documentation, blocking, bracing, lashing, securing, dunnage.

##### 21. Other Delivery Out Charges per Metric Ton (Effective 01 April 2020 – Expiry 31 March 2021)

Location	Currency	Free Alongside	Free in Container	Free on Rail
Singapore	SGD	86.00	83.50	N/A
Pasir Gudang	MYR	212.00	196.00	N/A
Port Klang	MYR	212.00	196.00	N/A
Incheon	KRW	65,150.00	60,650.00	N/A
Busan	KRW	65,000.00	60,650.00	N/A
Gwangyang	KRW	62,650.00	60,650.00	N/A
Kaohsiung	TWD	1,915.00	1,715.00	N/A

The above delivery out charges cover the following:

- a. Free Alongside: Cost of transferring metal from in LME warehouse up to unloaded from truck at quayside of LME warehouse's approved and Access World's nominated loading berth, excluding documentation.
- b. Free in container: Loading from in LME warehouse up to in container, excluding documentation, blocking, bracing, lashing, securing, dunnage excluding container 'loading off, loading on' from/to trailer, if applicable. The cost of transportation of such container to and from warehouse's nominated facility are for the metal owner's account.
- c. Free on Rail: Not available in Singapore, Malaysia, South Korea and Taiwan.

- d. Miscellaneous Charges: To the extent applicable, unless otherwise agreed, the following rates and charges will apply. Rates and charges for services not listed to be separately agreed.

	USD	Per
Release/Transfer documentation	100.00	SET
Customs documentation	100.00	SET
Packing List (without melt number)	75.00	SET
Packing List (including melt number)	100.00	SET
Warehouse Receipt	125.00	SET
Holding Certificate	100.00	SET

**22. Procedures Specific to Metal Re-warranting and Applicable Charges for Metal Re-warranting and Slot Re-scheduling**

- a. Access World is not obligated to agree to re-warrant metal but to the extent that Access World does allow re-warranting of metal then the below charges will apply.

Currency	Re-warranting
<b>USD</b>	9.00 per metric ton

- b. In addition, Access World may impose additional charges to the extent any Warrant holder would have otherwise benefited via reduced rent under Queue Based Rent Capping (QBRC). In particular, the Warrant holder will be responsible for payment of outstanding rental charges on the basis that there was no possibility of being charged reduced or zero rent on any given day up until the re-warranting date.
- c. Reschedule of slots with change of Mode of Transportation will imply extra handling fees to be charged on demand. An administrative charge will be imposed for any slot re-scheduling.

Currency	Re-scheduling
<b>USD</b>	75.00 per unit if rescheduling request received by 13:00 on business day prior to scheduled shipment
<b>USD</b>	200.00 per unit per missed appointment on day of shipment

\*A Unit is an individual transportation unit which is requested to be re-scheduled (i.e. a truck, a railcar, a container, etc.). Cost and charges for any other delivery, services and/or documentation shall be invoiced by Access World separately at rates to be agreed or on a 'at cost basis'.

- d. If release is currently in-progress, there may be additional handling fees for re-lotting/warranting.

**The above procedures are subject to LME rules and regulations as amended from time to time.**