

**INDEX:**

1. **Scope**
2. **Preamble**
3. **Load securing**
4. **Vehicle/Cargo requirements (general/Truck/Container)**
5. **Packaging / Labelling**
6. **Notification of deliveries**
7. **Delivery addresses/opening hours**
8. **Documents for delivery**
9. **Safety instructions / Personal protective equipment**
10. **Checks at factory entrance**
11. **B/L instructions for shipments**
12. **Requirements for full set of documents for shipments (all Sites)**

**1. Scope**

- a) These Aurubis Group General Terms of Service/ Terms of Delivery (hereinafter Delivery Terms) are valid for all purchase and tolling contracts for raw materials (hereinafter Material or Materials) of Aurubis Group companies with the Contract Partner (hereinafter the Contract Partner). The Delivery Terms of Aurubis apply exclusively. Aurubis does not accept alternative conditions of the Contract Partner, even if the conditions have not been expressly contradicted or a delivery has been accepted, unless Aurubis has expressly acknowledged the validity of such alternative conditions in writing. The Delivery Terms also apply to all future contracts/deliveries from the Contract Partner, even if the validity of the Delivery Terms has not been expressly agreed with the Contract Partner.
- b) Additionally, the Code of Conduct of Aurubis and the Aurubis Group General Terms and Conditions for Purchasing and Tolling Contracts (Metals) (available for download at [www.aurubis.com](http://www.aurubis.com)) are valid for the contract with the Contract Partner, which the Contract Partner accepts as legally binding for its own performance.

**2. Preamble**

These general delivery terms describe the logistical requirements of the Aurubis Group (locations Hamburg, Lünen, Olen, Pirdop) for deliveries of Material and are a prerequisite for a trouble-free, time- and cost-efficient incoming goods process. Non-compliance with the delivery requirements mentioned here can lead to additional costs in the incoming goods process, delays and non-acceptance of the delivery. Aurubis accepts no liability for any costs and expenses arising therefrom and reserves the right to pass on these costs to the contract partner.

**3. Load securing**

The load must be loaded on a truck/container in a traffic safe/seaworthy way (**see picture 1 + 2 on page 2**) and secured in accordance with the applicable legislation/guidelines (e.g. DIN EN 12195, VDI2700, CTU Code, etc.). For dangerous goods, the applicable dangerous goods regulations ADR/IMDG must also be taken into account.

**4. Vehicle/Cargo requirements****General (truck & container)**

- a) No exceeding of the legally prescribed max total weight of the respective vehicle/container
- b) Vehicles/Containers must be suitable/approved for the respective cargo/Material and mode of transport
- c) Vehicles/Containers must comply with all applicable legal standards and obligations
- d) In case that on one truck/container are loaded goods for Aurubis and other customers, Aurubis must always be chosen as the last unloading place

**Truck/Trailer**

- a) Preference should always be given to delivery in bulk by tipping vehicles/tipping bulk containers or walking floor vehicles whenever possible
- b) Packaged Material is preferably delivered in tipping vehicles or covered vehicles
- c) Tautliners or similar vehicles which can't be tipped/tilted with packages on pallets must be able to be unloaded from the side by forklift. Unloading from behind is not possible
- d) Other deliveries only after prior and contractual written agreement with Aurubis Group
- e) Open containers, tippers, trailers must be covered by a tarpaulin during transport until arrival at the receiving plant. Opening of the tarpaulin only after permission of a responsible Aurubis employee at the respective Aurubis Site
- f) Any loose fastening Materials/securing Material brought along (e.g. wooden boards, etc.) must, as far as possible, be taken back immediately after unloading

**Containers**

- a) **Sea containers** (packed and loose Material) must always be delivered by **tipping chassis**
- b) In case of non-primarily pourable bulk Material in containers where the containers can be damaged (e.g. blister copper) the side walls must be covered/lined with wood or similar
- c) For employee protection make sure that no Material could fall out when the doors are opened (if necessary securing to the door according CTU Code)
- d) Containers should be stowed in the way that the Material can be fall out easily when tilted without getting caught on the side walls or damaging them (not overfilled or squeezed – **see picture 4 on page 2**)

**5. Packaging / Labelling**

The Supplier shall be responsible for ensuring that the Materials supplied are not damaged or altered by the intended mode of transport and the packaging is suitable and approved for this purpose.

For dangerous goods packing and labelling in accordance with dangerous goods regulations ADR/IMDG.

If delivery in bulk is not possible, the following packaging specifications shall apply:

- a) Only Big Bags (all locations) or iron drums (all sites **apart of Pirdop**) on wooden pallets (complied with ISPM15 regulation/IPPC standard) are to be selected as packaging
- b) If possible due to the nature of Material the Material can be strapped also directly on wooden palette
- c) Big Bags, unless otherwise prescribed by law or special requirement from Aurubis, without liners, not overfilled and as large (but max. 2t) as possible
- d) Drums preferably a 200l and not returnable
- e) BigBags/drums should not project beyond the pallet and should not exceed the maximum width of 110 cm and the maximum height of 150 cm
- f) Packages must be delivered straight on pallets and shouldn't be stacked (without pallets) on top of each other
- g) Only stack pallets on top of each other if it is ensured that they do not move or fall into each other (observe stacking factor/load securing - **see picture 3 on page2**)
- h) Pallets must be delivered sorted (only one batch per pallet – exception too small quantities)
- i) When using used packaging, make sure that old or incorrect labels/markings must be removed
- j) No damaged packaging
- k) No damaged securing aids
- l) It must be possible to move each package individually

- m) Different batches and lots on a vehicle/container must be clearly marked, visibly separated and identifiable, e.g. by means of color marking/labelling
- n) Preference shall be given to loading different batches/qualities/Materials on separate vehicles
- o) Otherwise the batches and qualities (max three per truck) must stand together in such a way that they can be unloaded directly in batches/lots
- p) Deliveries in other forms of packaging such as e.g. wooden boxes and cardboards are only possible after prior consultation with Customer Services/Purchasing and written confirmation in contract
- q) Plastic packaging (e.g. plastic boxes, plastic drums, etc.) of any kind is not permitted

Aurubis accepts no liability for the storage and return of returnable packaging and reserves the right to charge 500,-€ for additional handling and storage.

**allowed packaging:**



Material directly Strapped on wooden palette

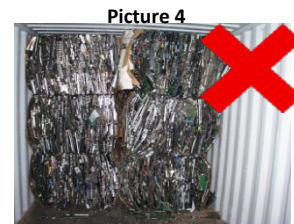


Material in Big Bags on wooden palette



Material in 200l iron drums on wooden palette

**not allowed load securing:**



**6. Notification of deliveries**

For all Material deliveries, the contract partner (via the respective customer services contact) must request a time slot for unloading in order to ensure optimal capacity/resource planning for unloading.

If sufficient capacities are available at the desired time, the delivery date is confirmed by Aurubis. Otherwise, Aurubis automatically offers the next free time slot.

Unloading of a vehicle can only be guaranteed for the delivery date previously agreed with Aurubis. In the event of changes/delays, Aurubis must be informed immediately by the contractual partner and a new date must be agreed.

Vehicles with more than two parcels/batches/qualities should register for unloading as early as possible (by 10 a.m. on the delivery day at the latest)

The following information are already required for deliveries when the delivery date is agreed:

- a) Contract number / Parcel number / shipment order
- b) Type of vehicle (e.g. dump truck, trailer, walking floor, etc.)
- c) Truck nr. / Container-nr.
- d) Type of Material
- e) Markings (markings for different parcels/lots/qualities)
- f) Type/quantity of packaging (e.g. Big Bags/pallet)
- g) Seal No.
- h) Weight (gross and net weight)

- i) The necessity for a representative to be present for sampling and unloading

In addition, please send a packing list and for not loose loaded Material in containers a photo of the cargo beforehand.

**7. Delivery addresses/opening hours**

If not otherwise agreed, the delivery shall be made to the delivery address specified in the order/contract at the delivery times provided. Addresses/Opening hours for the Aurubis Sites as follows:

**Aurubis Belgium NV, Belgium:**

6 a.m.-3 p.m., Monday to Friday (except public holidays)  
Place of delivery: AV Department, Watertorenstraat 35 (entry A), 2250 Olen, Belgium

**Aurubis AG, Hamburg, Germany:**

6.30 a.m.-1 p.m., Monday to Friday (except public holidays)  
Place of delivery: Muggenburger Hauptdeich 2, 20539 Hamburg, Germany

**Aurubis AG, Lünen, Germany:**

6 a.m.-1 p.m., Monday to Friday (except public holidays)  
Place of delivery: Buchenberg, Werkseinfahrt Süd, 44532 Lünen, Germany

**Aurubis Bulgaria AD, Bulgaria:**

8 a.m.-3 p.m. Monday to Friday (except public holidays)  
Place of delivery: Industrial Zone, 2070 Pirdop, Bulgaria

**8. Documents for delivery:**

The truck driver must carry the following documents for the delivery of Materials:

- a) Original identity card (for all passengers)
- b) Original vehicle documents of the truck
- c) Vehicle documents for the trailer (original or copy)
- d) Delivery note / CMR

**If applicable:**

- e) Pro forma invoice/commercial invoice for non EU Material
- f) Copy of electronic consignment note for waste (German domestic transport)
- g) Annex VII (cross border transport)
- h) Movement document for transboundary movements/ shipments of waste (notification)
- i) Customs document (e.g. T1, Carnet Tir, T2, T2L)

**Delivery notes / CMR must contain at least the following information:**

- a) Contract no. + parcel no., order or similar reference
- b) Material description

- c) Number of packages (if applicable, markings)
- d) Weight per delivery item/per Material type
- e) EWC (European waste code) number and Basel OECD Code if applicable (and not mentioned already on accompanying waste documents)
- f) Reference to additional documents (e.g. customs and waste documents)

Any accompanying documents required for waste, dangerous goods and customs must be filled in accordance with the applicable laws and be available upon delivery. Assistance can be given and asked for by the responsible customer services contact of Aurubis.

**9. Safety instructions / Personal protective equipment**

Every person entering our factory should wear at least the following protective clothing:

- a) Fluorescent jacket
- b) Safety shoes (S-3)
- c) Safety helmet
- d) Full-Length **workwear**

In addition, depending on the Material (e.g. dangerous goods), other legally prescribed safety equipment may be mandatory. Access and unloading will be refused without this personal protective clothing. Drivers must independently report themselves to the receiving plant dressed accordingly.

The additional instructions (e.g. speed limit, prohibition of photography, etc.), guidelines and safety regulations applicable at the receiving plant must be complied with. The truck drivers must be able to understand and implement our regulations. If they are unable to do so, we may refuse unloading.

**10. Checks at factory entrance**

- a) All vehicles must comply with all applicable legal standards and obligations
- b) All original documents of the vehicle must be presented on simple request
- c) Our safety personnel and our dangerous goods officers carry out regular inspections of the condition and equipment of the vehicles as well as the legally prescribed dangerous goods requirements
- d) Additional checks in and around the vehicles are possible at any time
- e) Since the SEVESO guidelines are applicable to our company, Aurubis Group must disclose certain personal data of the persons present on our factory premises. All persons entering our premises must provide the necessary information upon simple request and have to sign a data protection declaration if applicable on the specific delivery plant

All copper in all its forms found in or around vehicles, both trucks and trailers leaving our premises, is considered to be the property of Aurubis Group if it is not announced before entering the works.

**11. B/L instructions for shipments**

for shipments to PIRDOP

B/L instructions	Pirdop (via Port Burgas)	Pirdop (via Port Thessaloniki)	Pirdop (via Port Varna)
<b>shipper</b>	Company: Address: Telephone: e-mail/fax:	Company: Address: Telephone: e-mail/fax:	Company: Address: Telephone: e-mail/fax:
<b>consignee</b>	Aurubis Bulgaria AD Industrial Zone BG - 2070 Pirdop Bulgaria Attn. Mr. Alexander Blazhev Tel.: +359 728 6 2315 Fax: + 359 728 6 2660	Aurubis Bulgaria AD Industrial Zone BG - 2070 Pirdop Bulgaria Attn. Mr. Alexander Blazhev Tel.: +359 728 6 2315 Fax: + 359 728 6 2660	Aurubis Bulgaria AD Industrial Zone BG - 2070 Pirdop Bulgaria Attn. Mr. Alexander Blazhev Tel.: +359 728 6 2315 Fax: + 359 728 6 2660
<b>notify</b>	Miramar Ltd 8000 Bourgas, 6, Kniaz Al. Batenberg str. I - st floor Bulgaria Attn. Mrs Angelina Ilieva Tel.:+ 35956840146 Fax: + 35956844529	United Marine Agencies S.A 11 str, Kountouriouto 54625 Thessalonki Greece Attn.: Mrs. Katerina Thanou Tel.: +30 2310 569100 Fax: + 30 2310 596108 Email: tkibiz2-imp@uma.gr	Unimaster Logistics plc Marine House 40 Graf Ignatiev Street BG-9000 Varna Bulgaria Attn. Mr. Alexander Alexandrov T.: + 359 52 818043 F: + 359 52 818385
<b>Also notify</b>	Aurubis Bulgaria AD Industrial Zone BG - 2070 Pirdop Bulgaria Attn. Mr. Alexander Blazhev Tel.: +359 728 6 2315 Fax: + 359 728 6 2660	Aurubis Bulgaria AD Industrial Zone BG - 2070 Pirdop Bulgaria Attn. Mr. Alexander Blazhev Tel.: +359 728 6 2315 Fax: + 359 728 6 2660	Aurubis Bulgaria AD Industrial Zone BG - 2070 Pirdop Bulgaria Attn. Mr. Alexander Blazhev Tel.: +359 728 6 2315 Fax: + 359 728 6 2660
<b>contact</b>	Mr. Alexander Blazhev	Mr. Alexander Blazhev	Mr. Alexander Blazhev
<b>material description</b>	as contractually agreed	as contractually agreed	as contractually agreed
<b>port of destination/place of delivery</b>	Burgas	Thessaloniki	Varna
<b>number of free days for detention/demurrage/storage</b>	21 days	21 days	21 days
<b>acceptable container size</b>	20'	20'	20'
<b>tipping chassis necessary</b>	yes	yes	yes

**Additional remarks on B/L:**

- Net + gross weight and number of packages (containers.) for total shipment on B/L
- Each container number, seal number and gross/net weight for each container
- Remark "freight prepaid"
- Remark "clean on board" with date/month/year

**for shipments to HAMBURG, LÜNEN, OLEN**

B/L instructions	Hamburg	Lünen	Olen
shipper	Company: Adress: Telephone: e-mail/fax:	Company: Adress: Telephone: e-mail/fax:	Company: Adress: Telephone: e-mail/fax:
consignee	Aurubis AG Hovestr. 50 20539 Hamburg Germany	Aurubis AG Recycling Kupferstr. 23 44532 Lünen Germany	N.V. Aurubis Belgium S.A. Watertorenstraat 35 2250 Olen Belgium
notify	same as consignee	same as consignee	same as consignee
contact	Customer Services Hamburg	Customer Services Lünen	Inge Vonckx shipping olen@aurubis.com
material description	as contractually agreed	as contractually agreed	as contractually agreed
port of destination/place of delivery*	Hamburg	Rotterdam	Antwerp
number of free days for detention/demurrage/storage	14 days	14 days	14 days
acceptable container size	20' + 40'	20'**	20'**
tipping chassis necessary	yes	yes	yes

\*for DAT contracts place of delivery = Port ("Hamburg", "Rotterdam" or "Olen") CY (container yard)

\*\*40' Ctr. only after special written agreement with purchasing department and only for sorted bulk Material which can be tilted.

**Additional remarks on B/L:**

- Net + gross weight and number of packages (containers.) for total shipment on B/L
- Each container number, seal number and gross/net weight for each container
- Remark "freight prepaid"
- Remark "shipped on board" with date/month/year

The contract partner shall inform Aurubis about the vessel's departure and estimated date of arrival at the corresponding port immediately, at the latest on the next working day after departure of the vessel.

Within 5 working days after the vessel's departure, the Contract Partner shall forward to Aurubis all corresponding documents (scanned cypys from B/L, invoice, if necessary Annex VII, certificate of origin, packing list, insurance policy, radioactivity certificate). If the shipping time is less than ten days, the Contract Partner shall forward to Aurubis all the documents latest one day after the vessel's departure.

**12. Requirements for the full set of documents for shipments (all Sites)**

- a) Proforma Invoice/Commercial Invoice should contain at least (date, number, incoterms, bank details, currency, consignee, price, total amount, container nr., signature and stamp, origin of Material, VAT/UST-number)
- b) Packing list should contain at least gross and net weight, packaging if existing, Material type, container nr., labeling or marking
- c) Annex VII (one Annex for each container with container number on it; for different qualities in one ctr. one Annex for each type of Material) blank form for each site can be requested via the responsible known contacts for each site
- d) Certificate of origin (if not already included in invoice) should contain the declaration of the Material origin
- e) Radioactivity certificate should contain at least container number and invoice number along with the declaration that container is free from radioactivity
- f) Insurance policy has to be at least 110% of the invoice value

- g) B/L as per our instructions given above and as mentioned in our Aurubis Group Terms and Conditions for Purchase and Tolling Contracts (Metals)
- h) Electronic Bill of Lading (Sea Waybill/Express Bill of Lading) should be issued whenever the business allows the usage
- i) In case of telex release the telex release confirmation shall be send to Aurubis latest until arrival at port of destination

**Please send scanned draft documents of the full set of documents to the above mentioned contact for the relevant site so we can review and confirm them. Confirmed documents have to be send to the above mentioned Notify Party for the relevant site.**

**Make sure to arrange all details (payment, manifest correctors, release, etc.) with the shipping line office at origin before arrival of shipment. Any costs occurred (e.g. delayed/wrong documents, missing releases/payments or original B/L's, etc.) that was not caused by Aurubis will be invoiced to the contract partner or deduct from next payment.**

Status: February 26, 2020