



Icopal Limited and Monier Redland Ltd
TRADING AS BMI UK & IRELAND
BMI House, Kiln Farm, 2 Pitfield
Milton Keynes, MK11 3LW

4th January 2021

Dear Supplier,

RE: Legal entity change notification

Following the coming together of roofing industry leaders Monier Redland Limited and Icopal Limited, under the BMI umbrella brand for pitched and flat roofing systems manufactured in the United Kingdom, we are taking steps to evolve our business.

We're making some changes to the way our legal entities are structured in order to simplify how we transact with our suppliers and customers. The purpose of this communication is to provide our suppliers with information related to these changes.

As a supplier of **Monier Redland Limited** and/or **Icopal Limited**, effective in the first quarter of 2021, your engagement will be with one or more of the following three entities in this list :

BMI Group Operations Sàrl
BMI Group Manufacturing UK Limited
BMI Group UK Limited

We will work with you to ensure a smooth transition as we restructure certain aspects of our procurement, invoicing, and payments. We will continue to operate as per our normal course of business with you until the changes are made in the course of this year.

All existing purchase orders should be processed and invoiced following our original instruction on the purchase order. Please follow the instructions and submit your invoices to the appropriate entity and address, as stated on the purchase order.

Attached within this letter is the Frequently Asked Questions Guide and a copy of the new BMI Terms and Conditions of Purchase effective in 2021. If you have any questions related to this notice, please contact our Vendor Support Team: ukandivendorsupport@bmigroup.com.

We will be communicating with you in February with further information as we finalise this process. Further information including terms and conditions, and FAQs can be found online: www.bmigroup.com/uk/vendorsupport

We appreciate your support and look forward to continued business with you.

A handwritten signature in black ink, appearing to read "John Sinfield", with a small dot at the end of the line.

John Sinfield
Group Managing Director - UK & Ireland

FAQs

Who should I contact with any questions?

Vendor Support Team :
ukandivendorsupport@bmigroup.com
www.bmigroup.com/uk/vendorsupport

Why is the legal entity structure being changed?

We are making some changes to the way our legal entities are structured in order to simplify how we transact with our suppliers and customers.

When will the changes be implemented?

The changes will be made effective at the end of this quarter.

Will existing Purchase Orders be impacted?

Please follow the instructions and submit your invoices to the appropriate entity and address, as stated on the purchase order.

All existing POs should be processed and invoiced following our original instruction on the purchase order.

We ask that you make the required updates needed in April 2021, including new legal names in your accounting and invoicing systems to ensure our ability to process and pay invoices without interruption.

What happens if I don't have an official purchase order?

Every invoice that you provide us with must include the valid purchase order number as supplied by us.

What happens if the entity details are incorrect on my invoice?

Invoices without the correct entity as confirmed on the purchase order will be rejected and payment may be delayed.

Will there be any changes to our daily interactions with our BMI/Monier Redland/ Icopal contacts?

Engagements and interactions with your BMI contacts will not change.

Do I need to take any action?

Yes. Although we will continue to operate as per our normal course of business with you until the changes are made effective in 2021; please follow the instructions and submit your invoices to the appropriate entity and address, as stated on the purchase order.

I need BMI to complete a new credit account application; where should I send this?

ukandivendorsupport@bmigroup.com

We currently have a supply contract in place with Monier Redland / Icopal. Will this contract continue to be effective even with these changes taking place?

Supply under the existing contract will continue although the contract will be novated to the new legal entity in line with when the changes take place. We will provide further communication in the subsequent letters.