



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

5th March 2021

RE: Legal Entity Change and Process Update

Dear Supplier,

Following our initial communication dated 4th January 2021, which explained the steps we are taking to evolve our business and the way our legal entities will be structured, this communication is to provide you with further information related to these changes.

As a supplier of Monier Redland Limited and/or Icopal Limited, effective on 29th of March 2021, your engagement will be with one or more of the following three entities in this list :

BMI Legal Entity			
	BMI Group Operations Sàrl	BMI Group Manufacturing UK Limited <i>(Formerly known as Monier Redland Limited)</i>	BMI Group UK Limited <i>(Formerly known as Icopal Limited)</i>
VAT No.	GB 371286979	GB 898651063	GB 560842736
Registration No.	B122155	407552	2472635
Registered Office & Invoice Address	2b Rue Albert Borschette, L- 1246 Luxembourg	BMI House, 2 Pitfield, Kiln Farm, Milton Keynes, MK11 3LW	

We will work with you to ensure a smooth transition as we evolve 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 effective at the end of the first quarter.

All existing purchase orders, for goods and services delivered up to and including the 29th March 2021 should be processed and invoiced following our original instruction on the purchase order.

From the 29th March 2021, new purchase orders for deliveries goods and services will be issued by the appropriate BMI entity. Please follow the instructions and ensure that your invoices display the appropriate name and address as stated on the purchase order.



We kindly remind you that all invoices shall be (i) quoted with a valid purchase order number, (ii) addressed to the BMI legal entity mentioned on the relevant purchase order and (iii) submitted electronically to the relevant email indicated in the table below, in pdf format individually, please do not consolidate multiple invoices in one PDF file. PDF invoices cannot exceed 1MB. As a consequence, any invoices received without a valid purchase order number or addressed to the wrong entity will be rejected and may result in delayed payment. Hard copy postal invoices submitted will not be accepted or processed.

Please ensure that the documents referenced below are submitted electronically to the relevant email address indicated in the following table:

BMI Legal Entity			
	BMI Group Operations Sàrl	BMI Group Manufacturing UK Limited (Formerly known as Monier Redland Limited)	BMI Group UK Limited (Formerly known as Icopal Limited)
Invoices & Credit Notes	lux.apinvoices@bmigroup.com	manuf.apinvoices@bmigroup.com	ukltd.apinvoices@bmigroup.com
Statements	ukltd.apstatements@bmigroup.com		
Queries	ukltd.apqueries@bmigroup.com		

Please visit our online vendor support page: www.bmigroup.com/uk/vendorsupport to view previous communications, Frequently Asked Questions and the Terms and Conditions of Purchase. This document confirms our supplier payment terms at 75 days unless otherwise agreed in writing.

If you have any questions related to this communication, please contact ukandivendorsupport@bmigroup.com.

As we finalise this process we appreciate your support and look forward to our continued business with you.

Yours sincerely,

John Sinfield
Group Managing Director