



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

5<sup>th</sup> 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 both of the following two entities:

| BMI Legal Entity Details |   |   |
|--------------------------|---|---|
|                          | BMI Group Manufacturing UK Limited<br><i>(Formerly known as Monier Redland Limited)</i> | BMI Group UK Limited<br><i>(Formerly known as Icopal Limited)</i> |
| VAT No.                  | GB 898651063  | GB 560842736  |
| Registration No.         | 407552  | 2472635   |
| Registered Office        | BMI House, 2 Pitfield, Kiln Farm,<br>Milton Keynes, MK11 3LW                            |   |
| Invoice Address          | BMI House, 2 Pitfield, Kiln Farm,<br>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 submit your invoices to the appropriate entity 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 Manufacturing UK Limited<br>(Formerly known as Monier Redland Limited) | BMI Group UK Limited<br>(Formerly known as Icopal Limited) |
| Invoices & Credit Notes | 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](http://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](mailto: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