

## **Renewal of Letters of Conformance**

### **1. Renewal process**

There are fixed dates for renewal of Letters of Conformance, which apply to both Oil Marketers and Base Stock Manufacturers. This process is designed to simplify administration of the Code of Practice and to ensure that the list of signatories posted on the ATIEL website is always up-to-date.

### **2 Renewal dates**

The current dates for renewal are:

November 1, 2006; November 1, 2008; November 1, 2010 etc.

### **3 Templates for the Letters of Conformance**

Templates for renewing Letters of Conformance are available on the ATIEL website [www.atiel.org](http://www.atiel.org) under the Code of Practice section.

### **4. Bringing new signatories into line with the fixed renewal dates**

New signatories whose Letter is received by ATIEL **less** than 12 months before the next fixed renewal date will be asked to agree to an extension to the succeeding renewal date, e.g. if the Letter is received on July 1, 2006, the company will be asked to agree to a renewal date of November 1, 2008. (Otherwise they would have to sign again on November 1, 2006.)

New signatories whose Letter is received by ATIEL **more** than 12 months before the next fixed renewal will use that date as their next renewal date, e.g. if the Letter is received on February 1, 2007, the renewal date will be of November 1, 2008.

### **5. ATIEL's role in the renewal process**

As a courtesy to signatories, ATIEL will send out first and second reminder letters four months and two months before the fixed renewal dates.

### **6. Signatories responsibilities for renewal**

**6.1** Notwithstanding the reminder letters sent out by ATIEL, it is the responsibility of the signatories to ensure their Letters of Conformance are renewed in a timely fashion.

**6.2** Companies who have not renewed their Letters of Conformance by the recurring expiry dates of November 1, 2006, November 1, 2008 etc. will be removed from the list of signatories posted on the ATIEL website. This removal means that the company will no longer be able to claim that it commits to the quality assurance guidelines described in the ATIEL Code of Practice. As a consequence claims to meet the requirements of the ACEA sequences cannot be made.