

IMV-70 ENG

Date : 16/11/2007

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Purpose of the procedure

The purpose of this procedure is to guarantee that the principal and/or purchaser of specific tasks is/are in line with the following legislation:

1. Act pertaining to the economic reorientation, in particular: Article 69 of the Act dated 04/08/1978, and the Royal Decree of 20 March 2007 in execution of Chapter 8 of Title IV of the Programme Act (I) of 27 December 2006 with regard to the first, for independent employees and independent workers (Limosa)
2. Act pertaining to joint liability and withholding obligation, in particular: Article 30 bis of the NOSS (National Office of Social Security) Act and Articles 400 et seq. W.I.B. (Income Tax Code).

Furthermore, the intention is to collect the necessary information for the authorities to enable them to exercise proper control, both with regard to the responsibilities of the purchaser, the principal, the contractor and the subcontractors.

Responsibilities of the Contractor

The contractor shall sign in all persons who, in terms of the agreement he has with the principal and/or construction manager, come to work on the site of INEOS and shall carry the full responsibility to ensure that all information provided are correct.

If subcontractors are used, the contractor shall also sign in the persons working for subcontractors and guarantees that the information provided with regard to these persons are correct.

In terms of possible checks by the authorities, the contractor shall upon request present the documents that proof correctness of the information provided.

In the light of the importance of the information provided, the contractor shall not outsource the task to sign employees in, and shall always be done under the supervision of a responsible person in the organisation of contractor.

Language requirements for persons working on the site

Communication is an important prerequisite to ensure safety. Therefore it is a requirement that in each team where all persons in close proximity and line of view are active, there must be at least one person who is able to speak and understand the language of each person in the team, as well as being able to speak and understand at least one of the following languages: Dutch, English, French or German.

Documentation required at first report on the site

Every person that reports on the site has to be in possession of:

- His identity card or passport.

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- A valid **and** signed-off E101 form if he has a non-Belgian employer or if he is an independent contractor domiciled outside the country, and his SIS (Social Security) card in all other cases.
- Proof of registration in Limosa (www.limosa.be) if he has a non-Belgian employer or if he is an independent person domiciled outside Belgium.
- Allocation of a registration number if he is an independent person domiciled in Belgium.
- Work permit for non EU habitants.

On reporting at the southern entrance, he has to submit an A4 copy of these documents.

Documents required while on site

Each person who is present on the sites of INEOS in terms of this procedure shall still have the above-mentioned documents in his possession.

Signing in

Appointment takes place by means of a web application.

The following steps are to be taken:

- The contractor provides the responsible technical person of the principal or purchaser with the e-mail address of the responsible for signing in persons.
- The responsible technical person shall provide the applicant with a Login ID, password and web address in order to allow him to sign in persons. At the same time the period that the Login will be valid will be determined.

The responsible technical person may decide that he himself will complete the required information into the web application.

The following steps are to be taken:

- The contractor provides the responsible technical person of the principal or purchaser by e-mail a completed form "Application form contractors INEOS nv". This form can be downloaded from <http://www.ineosoxide.com/procurement.htm>
- The responsible technical person will complete the information into the web application.