**Procedures for Pre-Qualification**

RDF can only be imported and used by incinerators having R1 recovery status. Please see R1 application process for information on R1 recovery status.

It is deemed as non-dangerous combustible waste, subject to export license specifically addressed to destination plant and inclusive of destination Country's authority’s approval (procedure known as "prior written notification and consent"). Destination Country must be signatory of Basel Convention on wastes.

1. End User / Importers pre approval letter. Addressed to “AK Enterprises. 35 Grosvenor Road, ILFORD, ESSEX. IG1 1LD. UK.”
2. Be written on company letter headed paper, acknowledging their interest in importing RDF from the above listed company.
3. The purpose of using RDF being for “RECOVERY by burning to generate heat”, must be mentioned.
4. Being licensed by the environment agency for use of furnace for coal fire.
5. List the total annual, monthly and daily use of coal. Along with the required tonnage of RDF for monthly use and annual requirement.
6. List the planned ratio usage of RDF and Coal
7. Acknowledge the arranging of Financial Guarantee or an Insurance Cover before any import to the UK Environment Agency covering the importers commitment of RECOVERY for the RDF.
8. Signed and sealed.
9. Documentation and technical reports on the facility and its operation.
10. Plans of the facility, operating procedures, description of the material flows, fume extractions etc.
11. photographic documentation
12. Local Country's Competent Authority (EPA, Ministry of Environment); Consent Addressed to Importer / End User. This document must also be accompanied by:
13. a copy of the operating licence; and
14. Written confirmation from the competent authority in the importing state
15. Stating what the applicable environmental regulations are with regards to RDF “Imports and USE”.
16. Local Country’s Competent Authority (EPA, Environment Agency) confirmation Addressed to “AK Enterprises. 35 Grosvenor Road, ILFORD, ESSEX. IG1 1LD. UK.”
17. Confirmation that the End User / Importer is permitted to import RDF.
18. Stating any Environmental regulations and laws.
19. Clearing agent contact details
20. Transport companies contact details and profile for the ones that will be contracted to haul and transport the RDF from port / dockside to the End User location.

**Application Process**

After documents have been received, due diligence will be carried out on the information provided. This process can take up to 3 weeks. If the buyer qualifies a contract will be forwarded to the buyers.

The contract once approved, and terms accepted, signed contracts will be exchanged. The contracts will be presented to the Environment Agencies involved and the buyer will put up the financial guarantee or equivalent insurance.

The Exporters will put up the Notification and Movement of Waste Document with the UK Environment Agency. The Notification document process can take up to 16 weeks. Once Notification is received, the buyers will activate the financial guarantee.

Loading is carried out and shipping commences. The buyer will arrange all off loading, transport at the destination port. The buyer will confirm the complete recovery of the RDF with a Certificate of Recovery in the allotted time.

When contract is completed the financial guarantee is returned to the named issuer by the Environment Agency UK.