

# COPENHAGEN CONTRACT

## DAKOFO – Danish Grain and Feed Association

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**GRAIN  
IN LOCO**

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Transactions in Grain "in loco" or "delivered"

In force from 1. January 2025

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Contract No. : Date:

Seller :

Buyer :

Agent/Broker :

Quantity and  
goods :

Quality :

Price :

To take/  
deliver :

Delivery period :

Payment :

Commission :

Special terms :

**Arbitration:** The Copenhagen Adjudication and Arbitration Committee for the Grain and Feedstuff Trade, Danneskiold-Samsøes Allé 9 1. Tv. DK-1434 Copenhagen K., (hereinafter called "the Arbitration Committee") see Clause 16. The Seller and the Buyer shall otherwise be bound by the General Rules hereinafter mentioned, which are to be regarded as an integral part of this contract unless restricted or cancelled by additions or special terms.

Seller

Agent/Broker

Buyer

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**GENERAL RULES**

- a) Definition of working days follows the law of the country where the goods are delivered, with the exception of Saturdays / Sundays and the 24th and 31st of December. Days are understood as calendar days.
- b) Notices received on a non-business day or after 4 p.m. on a business day shall be deemed to have been received on the following business day.
- c) Where this Contract indicates time limits in terms of business days/days, the day on which the Contract is concluded and the day on which notices and the like are received shall not be included for the purpose of calculating time limits, unless otherwise specifically stated.
- d) Commission shall be paid by the Seller, even when the Contract is not performed.
- e) In case of discrepancy, the Danish version shall be binding.

**1 QUANTITY**

- a) A quantity of up to 5% may be delivered in excess of or less than the contract quantity. If shipment/delivery is effected in several lots, the said margin shall only apply to the last lot. If the quantity is indicated by two figures, e.g., 400/500 tonnes, any quantity within the stipulated limits may be delivered.
- b) Any quantity shipped/delivered in excess of or less than the contract quantity or the mean quantity shall be settled pro et contra at the market price prevailing on the delivery date.
- c) If the lot has not been taken/delivered within the agreed term of delivery, the contract quantity or the mean quantity, as appropriate, shall apply.
- d) If, according to the contract, the quantity may be taken/shipped in several lots, each lot shall be considered a separate contract.

**2 SALE BY SAMPLE - OMITTED****3 TAKING/EFFECTING DELIVERY**

- a) In the case of "in loco" sales, the Buyer shall take punctual delivery of the goods, and the goods shall be available as and when the Buyer's dispatch orders arrive. Lorries shall be made available by the Buyer, railway wagons by the Seller. The goods will be delivered in bulk. The risk shall pass to the Buyer at the time of the loading of the goods, cf. Clause 5(a).
- b) Where the transaction is for "in loco" at the Seller's option, the Seller shall give due notice not sooner than four business days before the commencement of the term of delivery nor later than six business days before the end of the term of delivery, setting out the date of the contract, the place of delivery, where such place is not specified in the contract, and the name of the supplier. Then the Buyer, without delay and not later than two business days after the notice, in case of delivery taken by lorry, though not later than the first business day of the term, shall make a lorry available at the specified place or, as the case may be, stipulate a destination for the railway wagon to be supplied by the Seller via the supplier. The goods will be delivered in bulk. The risk shall pass to the Buyer at the time of the loading of the goods, cf. Clause 5(a).
- c) In the case of sale of goods "delivered" at an unspecified location, the Seller can give notice not sooner than four business days before the commencement of the term of delivery nor later than six business days before the end of the term of delivery, and the Buyer shall then, without delay and not later than the first business day after the notice, name the destination.

Where the goods are sold for delivery at a specific location, the Seller may deliver at any time within the

period agreed upon, subject to not less than one business day's notice. The goods will be delivered in bulk. The risk shall pass to the Buyer at the time of arrival of the goods, cf. Clause 5(b).

- d) In the event that the Buyer fails to comply with the time limits set out in Clause (3)(b) or (c), and the Seller fails to comply with the time limits set out in Clause (3)(e) the Seller/Buyer shall, after demonstrably having pressed the Buyer/Seller once for performance after the expiry of the stated time limit, be entitled to rely on Clause 15, provided that the Buyer/Seller has not filled his obligation by noon on the subsequent business day.
- e) A specified place of delivery may be changed only as agreed between the buyer and the seller. A variety once specified may be changed only as agreed between the buyer and the seller. The Buyer can stipulate the variety 15 days, at the earliest, before the commencement of the term.
- f) Where shipment/delivery in the first or second half of the month is stipulated, in months of 30 days, the 15th and 16th day shall be the last and the first day of the period, respectively. In months of 31 days, the 16th day shall be the last and the first day, and in February, the 15th day shall always be the last and the first day, respectively.
- g) Immediate shipment/delivery shall be understood as shipment/delivery within three business days, and prompt delivery as delivery within 10 business days.
- h) Sale for delivery from a specified vessel shall be regarded as sale for delivery at the Seller's option; however, the Buyer shall take delivery of the goods from stock or following discharge where it has been impossible for the Seller to deliver direct from the vessel. Where the goods are not delivered direct from the vessel, the Seller shall deliver from stock as soon as practicable. If the consignment is temporarily stored in a silo, any time of storage in silo shall be included in the hours of discharge from the vessel.

**4 METRIC WEIGHT**

The Seller provides and pays for weight documents issued by an accredited/recognized company.

**5 WARRANTY REGARDING QUALITY, CONDITION AND ANALYSIS**

- a) In the case of "in loco" sale:
  1. The Seller shall supply good and sound goods, and warrants the quality and condition of the goods supplied, and shall furnish the agreed analysis warranties upon loading.
  2. If the Buyer accepts loading of the goods without samples sealed (with wax or lead), the goods shall be deemed to have been accepted without complaint.
  3. In the event that the Buyer wishes to make use of his right to reject the goods under Clause 12(b) and Clause 16(e)(2), the goods may not have left the place of loading.
- b) In the case of sale as "delivered":
  1. The Seller shall supply good and sound goods and warrants the quality and condition of the goods supplied, and shall furnish the agreed analysis warranties delivered at the destination.
  2. If the Buyer accepts unloading of the goods without samples sealed (with wax or lead), the goods shall be deemed to have been accepted without complaint.
  3. In the event that the Buyer wishes to make use of his right to reject the goods under Clause 12(b) and Clause 16(e)(2), the goods shall not be unloaded or be stored and kept separately in a sealed room.

**6 SUPERINTENDENCE, SAMPLING AND FORWARDING OF SAMPLES AND ANALYSIS CERTIFICATES**

- a. At the Buyer's request, the parties or their representatives will jointly draw samples, as exactly as possible; such samples to be sealed (with wax or lead) and submitted for analysis and assessment by the Arbitration Committee (arbitration).
- b. For analysis and arbitration, the following samples shall be sealed (with wax or lead) and numbered (sample size approx. 1 kg):
  - Two samples to be analysed for moisture and screening.
  - Two samples to be analysed for all other warranties.
  - Two samples for use by the Arbitration Committee (to be marked: arbitration sample).Regarding samples to be examined for natural weight, see Clause 10.
- c. The samples are to be drawn in step with the goods being taken/delivered, cf. Clause 5.
- d) The samples shall be filled into clean, odourless, tight bags of linen or similar material. However, samples drawn for testing of moisture and screening shall be filled into clean, air-tight bottles, plastic bags or other suitable containers. All samples shall be sealed by the parties jointly.
- e) In the event that the Seller is not represented, or his representative refuses to draw samples or to ascertain the natural weight, or in case of disagreement between the Buyer and the representative on the sampling or the ascertaining of the weight, two independent experts appointed by DAKOFO shall do so.
- f) With respect to lots weighing between 500 and 2,000 tonnes, sealed samples shall be taken of each half of the approximate quantity if either party so demands. With respect to lots weighing more than 2,000 tonnes, samples shall be sealed for each commenced 1,000 tonnes if so demanded by either party. The weighted average of the analyses shall form the basis of the final settlement.
- g) The samples drawn shall be forwarded/delivered direct to Handelsstandens Inspektør Kontor (HIK), Danneskiold-Samsøes Allé 9, DK-1434 Copenhagen K., for storage for use in connection with any first analysis, second analysis, and for use by the Arbitration Committee. However, the first set of samples for analysis can be forwarded/delivered direct to the laboratory. In the event or reported arbitrage concerning condition/quality the first arbitrage sample/the first set of arbitrage samples can be forwarded/delivered direct to the Arbitration Committee against receipt. Samples are stored for 4 months from the date of receipt at the Handelsstandens Inspektør Kontor.
- h) Samples shall be forwarded/delivered not later than the first business day after the samples have been sealed. In case of samples forwarded/delivered from abroad, the samples shall be delivered not later than two business days after they have been sealed.
- i) A request for analysis for moisture, screening and/or germinative energy/germinative capacity shall be forwarded/delivered within the time limit set out in Clause 6(h). For all other warranties, testing shall be requested within seven business days after the samples have been sealed.
- j) The original analysis certificate shall be passed on to the other party not later than five business days after receipt by post or electronically.
- k) Not later than 5 business days after receipt of the original analysis certificate(s) for the consignment concerned, both the Buyer and the Seller shall be entitled to request a second analysis to be made of sample No. 2. At the same time, the other party shall be duly notified thereof. The second analysis can be requested before the result of the first analysis is available. The average of the first and second analyses shall form the basis for the final settlement. With

respect to lots from which more than one sample for analysis has been sealed, any second analysis shall be made of all partial samples, and the weighted average of all samples shall form the basis for the final settlement.

#### **7 STRING**

- a) This provision applies where three or more Sellers/Buyers are involved and the description of goods, warranties, places of analysis and the term coincide, or where the parties agree on terms that may differ in relation to the initial Seller and the end-Buyer to the effect that the parties are prepared to settle any price differential with their direct contracting party.
- b) 1. In the event that it is ascertained that goods covered by Clause 7(a) are referred to in a given contract or part of a contract, a formal string can be established, and, accordingly, the contract can be performed pursuant to this Contract directly between the initial Seller and the end-Buyer.  
2. A string will be formal for the parties who have accepted it and the terms governing it, apart from such cases where Clause 14 is relied upon.  
3. All parties making up the formal string shall agree on the settlement of any price differential, and payment shall be effected within 10 days after receipt of invoice.
- c) In the event that a formal string cannot be established, the time limits set out in this Contract with respect to matters relating to analysis and arbitration will be deemed to have been kept if the parties have forthwith passed on notices served on them with respect to these matters.

#### **8 CIRCLE**

- a) In the event that a Seller repurchases goods from his Buyer or from any subsequent buyer of the same goods or part thereof, a circle shall be deemed to exist, and the provisions of Clause 15 will lapse.
- b) All parties involved shall contribute to ascertaining the circle, and when its existence has been ascertained, it shall be binding on all parties.
- c) In the event that the goods have not been delivered, settlement shall be effected between each buyer and his seller on the basis of the contracted quantity or mean quantity, as appropriate, by payment of the amount by which the Seller's invoice amount exceeds the lowest invoice amount within the circle.
- d) In the event that delivery has been effected, but the documents have not yet been presented, settlement shall be effected on the basis of the weight supplied, and in other respects according to Clause 8(c).
- e) Payment shall be effected not later than 10 days after the expiry of the term, or, should the circle not be ascertained before the expiry of the term, not later than 10 days after the circle is ascertained.
- f) In the event that the provisions on suspension of payments, etc. laid down in Clause 14 are relied upon within the aforesaid term of payment, settlement shall be made pro et contra between the parties on the basis of the difference between the contract prices and the market price prevailing on the date for suspension of payments, etc. In the event that the parties cannot agree on the market price as aforesaid, such price shall be determined by the Arbitration Committee.

#### **9 PAYMENT**

- a) Payment shall be effected not later than on the day after the inspection report and the invoice have been presented. Where the day(s) after the presentation is(are) bank holiday(s), the term shall be extended to the following day. In the event that payment is delayed without sufficient cause, the Buyer shall compensate the Seller for any loss sustained thereby.
- b) The Buyer may not dispose of and/or make use of documents that have not been paid/remunerated unless otherwise agreed between the parties. The risk

of the goods is transferred upon loading, while the ownership does not transfer until the payment has been received in full.

**10 NATURAL WEIGHT**

- a) Where the parties fail to agree on the natural weight, the parties or their representatives shall jointly draw average samples (each weighing approx. 1 kg) upon delivery and seal (with wax or lead) such samples in plastic bags or the like, cf. Clause 6 (a) and (c-j). For transactions based on natural weight by hectolitre, the natural weight shall be ascertained by a recognised Danish laboratory.
- b) Where the natural weight is indicated by two figures, e.g. 69/70 kilos per hectolitre, and the ascertained weight is below the lower figure, the mean figure shall form the basis for settlement.
- c) The Seller shall compensate the Buyer for any deficiency in the warranted natural weight (fractions in proportion) based on the contract price according to the following scale:  
 The deficiency being up to 2 kg/hl: allowance of 0.75% for each kg/hl deficient over 2 kg/hl, but not more than 3 kg/hl: allowance of 1.00% for each kg/hl deficient.  
 Any deficiency exceeding this is to be compensated at the discretion of the Arbitration Committee.

**11 PLACES OF ANALYSIS AND ANALYSIS ALLOWANCES**

- a) Places of analysis:  
 Purity:
  - Malting barley: Scandinavian Brewery Laboratory, Ladelundvej 85, DK-6600 Vejen
  - Other grain: Recognised Danish laboratory.
 Germinative energy:
  - Malting barley: Scandinavian Brewery Laboratory, Aubry according to the MEBAK method (5 days and nights).
 Germinative capacity:
  - Malting barley: Scandinavian Brewery Laboratory according to EBC-Analytica.
 Moisture:
  - Malting barley: 1. Second analysis: Scandinavian Brewery Laboratory according to EBC-Analytica.  
2. Second analysis: Scandinavian Brewery Laboratory or other recognised Danish laboratory analysing according to EBC-Analytica.
  - Other grain: Recognised Danish laboratory.
 Screening:
  - Malting barley: Scandinavian Brewery Laboratory according to the MEBAK method.
 Protein:
  - Malting barley: Scandinavian Brewery Laboratory according to EBC-Analytica.
  - Other grain: Recognised Danish laboratory.

Purity of variety / Winter barley content:

- Malting barley: To be commissioned from Scandinavian Brewery Laboratory. The result of any second analysis will form the basis for the final settlement. Both analyses to be performed on the first set of samples.

- Other analyses: Recognised Danish laboratory.
- b) Analysing for the germination energy of malting barley is not to be effected prior to November 15. Based on dormancy, the Arbitration Committee can determine a later date for assessing germination energy for the crop year in question.
  - c) The expenses connected with storing the samples and analysing them shall be borne by the party requesting the analysis. However, the Seller shall pay all expenses connected with results of analyses entitling the Buyer to an allowance.
  - d) Analysis allowances:  
 In the event of deviations from the warranties given in the contract, the Seller shall grant the Buyer an allowance based on the contract price (fractions in proportion) on the following scale, and above that as determined by the Arbitration Committee:
    1. Purity: For each 1% deficiency: 1% allowance.
    - 2a. Germinative energy in malting barley: The deficiency in the warranted germinative energy amounts to
      - up to 1%: 0.50% allowance for each 1% over 1%, but not more than 2%: 0.75% allowance for each 1%
      - over 2%: refer to Clause 1(b).
    - 2b. Germinative capacity in malting barley/other grain: The deficiency in the warranted germinative capacity amounts to
      - up to 1%: 0.50% allowance for each 1% over 1%, but not more than 2%: 0.75% allowance for each 1%
      - over 2%, but not more than 3%: 1.00% allowance for each 1%
      - over 3%, but not more than 4%: 1.10% allowance for each 1%
      - over 4%, but not more than 5%: 1.20% allowance for each 1%
      - over 5%: refer to Clause 12(b).
    3. Moisture: For any excess in the warranted moisture content
      - up to 1%: 2.00% allowance for each 1% over 1%, but not more than 2%: 2.50% allowance for each 1%
      - over 2%: refer to Clause 12(b).
    4. Screening: For 1st, 2nd and 4th sorting in malting barley, the following applies:
      - For any shortage in the 1st and 2nd sorting (not passing through 2.5 mm screen): 0.25% allowance for each 1%
      - For any excess in the 4th sorting (passing through 2.2 mm screen): 0.25% allowance for each 1%
 Where the shortage in the 1st and 2nd sorting and/or the excess in the 4th sorting exceed 5%, refer to Clause 12(b).
    5. Protein in dry matter (N x 6.25): If the excess amount in malting barley constitutes up to 1%: 1.00% allowance for each 1% over 1%, but not more than 1.5%: 1.35% allowance for each 1% over 1.5%: refer to Clause 12(b).
    6. Purity of variety: If delivery of a specific variety of malting barley has been agreed upon, the Seller is required to supply a malting barley containing 92% of this variety. If this

limit is not complied with, a 20% allowance is payable for each 1% down to 87%, on the price difference on the day of loading between faq malting barley of the same origin and of the agreed variety. For purities of less than 87%, refer to Clause 12(b).

7. Content of winter barley in malting barley:

The Seller is obliged to supply goods containing 96% spring barley. If the content of spring barley amounts to less than 96%, but not less than 93%: 0.50% allowance for each 1% less than 93%, but not less than 92%: 0.60% allowance for each 1% under 92%: refer to Clause 12(b).

**12 MAXIMUM/MINIMUM WARRANTIES AND REJECTION**

- a) In the event that the words maximum and/or minimum are used in connection with a warranty, the rights set out in Clause 12(b) shall accrue to the Buyer if the warranty is not complied with.
- b) The Buyer has the option to reject the goods, or to accept the goods with the allowance fixed by the Arbitration Committee. The option taken by the Buyer shall be notified forthwith to the Seller.
- c) Where the Buyer exercises his right to reject goods, the Seller shall be entitled to a second delivery, cf. Clause 16(e)(3).

**13 PREVENTION FROM TAKING/EFFECTING DELIVERY**

- a) In the event of due taking/effecting delivery being prevented at the place of loading due to strike or lockout, about which the Seller shall forthwith advise the Buyer, or if due taking delivery is prevented by the Buyer due to nationwide strike or lockout, about which the Buyer shall forthwith advise the Seller, the delivery period shall be extended by the same period of time for which the strike or lockout has been ongoing, but not more than 30 days (the number of days for which the strike or lockout has lasted before the beginning of the term of delivery shall not be included). Should the delay exceed 30 days, and if the extension has expired in the meantime, the Contract shall be cancelled for the quantity in question.
- b) In the event that war, prohibition or blockade should prevent the Buyer/Seller from taking/effecting delivery, this Contract or any unperformed part thereof shall be cancelled.
- c) In the event that goods in storage and appropriated for delivery are lost in a fire or by natural disaster before they should have been taken/delivered according to contract, the Seller, on giving notice forthwith to the Buyer, shall be exempted from delivering the goods against compensating the Buyer for any price differential, which shall be settled according to the market price for similar goods, on the same terms and conditions, prevailing on the day on which the news of the loss is received.
- d) In the event of damage or total loss of goods carried by a vessel/lighter named in the contract, the contract shall be cancelled for the part of the consignment thus damaged or not arrived, with mixed cargoes calculated on a prorated basis.

**14. BANKRUPTCY AND RECONSTRUCTION, ETC.**

In the event that one of the contracting parties is declared bankrupt or taken under reconstruction, the other party shall, immediately after having learned thereof, request the other party to furnish adequate security for contract performance, and, if such security is not furnished within two business days, he has the option of **either** effecting the necessary purchase of goods in replacement/compulsory sale according to Clause 15(c), such purchase/sale, however, only to be effected on the first business day after

the expiry of the aforesaid time-limit, **or** having the value of the goods assessed by the Arbitration Committee, after which the resulting price differential shall be settled pro et contra.

**15. NON-PERFORMANCE**

In the event of non-performance, the non-defaulting party has the option of

- a) considering the contract as cancelled; or
- b) letting the Arbitration Committee determine the value of the goods, cf. Clause 16; or
- c) 1. purchasing goods in replacement/effecting compulsory sale and claiming that the defaulting party pay any price differential as well as any justified costs.  
2. The defaulting party shall be notified forthwith of any purchase of goods in replacement/compulsory sale.  
3. Purchase of goods in replacement/compulsory sale shall be effected through a recognised agent/broker not later than two business days after the defaulting party has received due notification, and on precisely the same terms and conditions as are stipulated in the original contract, with the exception of the term for effecting/taking delivery in the following events:  
In the case of purchase of goods in replacement/compulsory sale made within the time limit, the term for effecting/taking delivery shall include the remainder of the term stipulated in the original contract, however not less than seven business days. In the case of purchase of goods in replacement/compulsory sale after the end of the term, the term for effecting/taking delivery shall constitute seven business days.
- d) In the event that purchase of goods in replacement /compulsory sale cannot be effected within the time limit referred to in Clause 15(c)(3), the option referred to in Clause 15(b) can still be exercised.

**16. ARBITRATION**

- a) Any dispute arising out of or in connection with the transaction hereunder and this Contract shall always be finally settled by the Arbitration Committee in keeping with its rules in force from time to time, a copy of which is available from DAKOFO.  
In the event of failure to honour the award of the Arbitration Committee, the Arbitration Committee shall be entitled to placard the award. If the case is dismissed, should the Executive Committee of the Arbitration Committee find that the dispute is not suitable for hearing by the Committee; the parties are at liberty to bring the matter before the courts.
- b) Notice of arbitration to the opposing party:  
The opposing party shall be notified of arbitration by forwarding or delivery of letter or by email within the following time limits:
  - 1. With respect to condition: Not later than the day on which the Statement of Claim is submitted to the Arbitration Committee, cf. Clause 16(c)(1).
  - 2. In all other cases: Not later than 56 days after the date of delivery or the expiry of the term of delivery or receiving declaration of non-performance, respectively; however, notice of arbitration can always be given in cases relating to analyses within 21 days of the date of issue of the last analysis certificate.
- c) Submission of Statement of Claim to the Arbitration Committee:  
The complaint, which must always be signed, and related exhibits may be submitted by hand, by ordinary mail or by email provided the original complaint is simultaneously delivered by hand or by ordinary mail. The Committee may request submission of original documents, of which copies may have been used as exhibits. The complaint must be followed by:

- Documentation for the agreement concerning the hearing before the Committee, (contract, agreement or other basis of agreement).
- Other contract bases relied upon.
- Any other required documents and samples taken in the prescribed manner.

The complaint must contain the full names and addresses of the parties, company registration number, one or more precisely formulated claims or assertions about which the Committee's award is requested, a presentation of the factual and legal circumstances upon which the claims or assertions rely, including a precise presentation of any asserted defects, and a statement of the documents and other evidence relied upon by the plaintiff.

The statement of claim must be forwarded/delivered to the Arbitration Committee within the following time limits:

1. With respect to condition: Not later than the first business day after the samples have been forwarded/delivered.
  2. In all other cases: Not later than 28 days after the opposing party has been notified of arbitration proceedings.
- d) In exceptional cases, the Executive Committee of the Arbitration Committee may disregard the time limits set out in Clause 16(b) and (c).
- e) Award:
1. If the Arbitration Committee declares that the goods are deficient in terms of quality or condition, not including deficiencies in natural weight and analysis, and where such deficiencies do not exceed in aggregate 3% of the contract price, the Buyer shall accept the goods with the allowance fixed by the Arbitration Committee.
  2. If, on the other hand, the Arbitration Committee declares that the goods are not sound or are deficient in terms of quality and/or condition, not including deficiencies of natural weight and analysis, and where such deficiencies do not exceed in aggregate 3% of the contract price, the Buyer has the option of accepting the goods with the allowance fixed by the Arbitration Committee or rejecting the goods. The option taken by the Buyer shall be notified forthwith to the Seller.
  3. If the goods are rejected, the Seller shall however be entitled to a second delivery within 3 business days, even though the term of delivery is exceeded thereby, against payment of the expenses incurred in consequence of the non-contractual delivery prorated according to the size of the lot, and grant the Buyer a 0.25% allowance on the contract price for each day beyond the term of delivery. If the Seller does not wish to apply his right of a second delivery,

the Seller shall notify the Buyer accordingly not later than the first business day after the Buyer's rejection of the goods. If the Seller does not effect any second delivery, or if the second delivery is also rejected, the Buyer may invoke his rights under Clause 15.

- f) Appeal:
- With the exception of awards regarding the condition of the goods, an appeal from the Committee's awards lies with the Court of Appeal. Information about appeal is made by letter forwarded or delivered by hand or by email to the Arbitration Committee. Such information shall be received by the Arbitration Committee not later than 21 days after the award by the Arbitration Committee has been sent by registered mail to the person concerned. Following this, the secretariat of the Arbitration Committee informs the appellant of a suitable deadline for submission of a letter of appeal.

The signed letter of appeal and related exhibits may be delivered by hand, by ordinary mail or by email provided the original letter of appeal is simultaneously delivered by hand or by ordinary mail. Material already presented during the 1<sup>st</sup> instance need not be forwarded again as it is already available to the appeals committee. The letter of appeal must be received by the Committee prior to the deadline fixed by the secretariat.

If the request for appeal is lodged by one of the parties only, the Committee shall, without delay, notify the other party of the appeal. When requisitioned by either party, the Court of Appeal shall decide whether the conditions prescribed for appeal exist and whether the appeal was properly lodged in due time.

If the Court of Appeal decides that the appeal cannot take place or that it has not been properly lodged in due time, the award appealed against shall remain in force.