**Contact Detail Sheet**

LNG Agreements – Zeebrugge Terminal

Please select the Agreement you want to sign, then complete following data and return this document to [info.LNG@fluxys.com](mailto:info.LNG@fluxys.com) :

|  |  |
| --- | --- |
| LNG Services Agreement (LSA)  (ship unloading)  LNG Terminalling Agreement (LTA)  (ship loading) | LNG Transshipment Services Agreement (LTSA)  LNG Agreement for LNG Truck Loading (LTL) |

***Company details***

* Company name:
* Address:

* The company is incorporated   
  under the laws of:
* Registered office:
* Chamber of commerce:
* City and Registration number:
* Requested start date of the Agreement :    /   /
* Representative(s) (signature of the Agreement):

1. Name:

Function:

1. Name:

Function:

***Contractual notices - Main commercial role***

***Receives all notifications regarding transmission related matters as the first contact (e.g. Services Confirmations, consultations, ICT Maintenance, …)***

* Title: Mr./Mrs.
* Last Name:
* First Name:
* Job Title:
* Email address:
* General Email address

(Department or Team):

* Mobile:
* Phone:
* Fax:
* Address:

***Commercial back-up roles[[1]](#footnote-1)***

***Receives all notifications regarding transmission related matters as the second contact (e.g. Services Confirmations, consultations, ICT Maintenance, …)***

* Title: Mr./Mrs.
* Last Name:
* First Name:
* Job Title:
* Email address:
* General Email address

(Department or Team):

* Mobile:
* Phone:
* Fax:
* Address:

***Operational roles***

***Receives all notifications regarding operational related matters (e.g. operational settings, shipper code, communication channel, ICT maintenance notices…)***

* Title: Mr./Mrs.
* Last Name:
* First Name:
* Job Title:
* Email address:
* General Email address

(Department or Team):

* Mobile:
* Phone:
* Address:

***Nominations*** *(not applicable in case of Truck Loading Agreement)*

* Messages format: XML v4 / v5 / Edifact
* Communication: Edigas Code / EIC Codes
* Nominations process: Yourself / Shipper services company

***Operational contact - dispatching (24/7)***

* Phone:
* Fax:
* Email address:

***ICT roles***

***Receives all notifications regarding ICT related matters (e.g. ICT Maintenance, ….)***

* Title: Mr./Mrs.
* Last Name:
* First Name:
* Job Title:
* Email address:
* General Email address

(Department or Team):

* Mobile:
* Phone:
* Address:

***Communication Set-up***

* Title: Mr./Mrs.
* Last Name:
* First Name:
* Phone:
* Email address:

***Invoicing***

***Any notice which a Party is required, or permitted, to give pursuant to this Agreement or the LNG Access*** ***Code, including invoices…***

***Subscription to E-Invoicing***

*Allows downloading your original electronic invoices from the Electronic Data Platform (EDP)*

Yes (recommended)

Original invoices will be published on the Electronic Data Platform (EDP). A notification E-mail containing a duplicate of the invoices, will also automatically be sent to the email address mentioned under Invoicing details.

No

Original invoices will be sent by postal mail. Only duplicates will be available on the Electronic Data Platform (EDP).

***Invoicing details***

(This address will be mentioned on the invoice but the postal mail invoice will be sent to the Registered Office Address)

* Attention to:
* Email address:
* Mobile:
* Phone:
* Fax:
* Address: Registered Office Address
* Account number:
* IBAN Code:
* BIC Code:
* VAT number:

***Invoicing postal mail address***

(If required, the postal mail invoice can be sent to another address than the Register Office Address)

* Attention to:
* Address:

***Electronic Data Platform User Roles***

***For the online Electronic Data Platform, we require a Single Point Of Contact (SPOC\*) from your side (mandatory) :***

**\****Person(s) responsible for the management of roles on the Electronic Data Platform (EDP): (users in your company requiring access rights).*

* Last Name:
* First Name:
* Email address:
* Mobile[[2]](#footnote-2):
* Phone:
* Last Name:
* First Name:
* Email address:
* Mobile2:
* Phone:
* Last Name:
* First Name:
* Email address:
* Mobile2:
* Phone:

***Click here to download our user manual of this platform***

1. Please copy-paste to add multiple contacts for this role if desired. [↑](#footnote-ref-1)
2. Shall be used in order to send a SMS to the SPOC containing the password for getting access. [↑](#footnote-ref-2)