

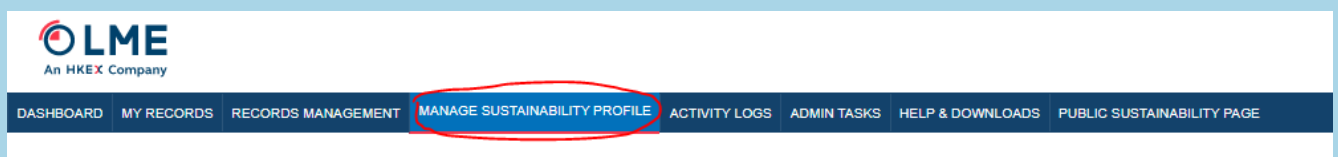
Guide To Uploading Sustainability Certifications / Metrics Onto LMEpassport

How to upload my sustainability information onto LMEpassport?

We've made the process very simple and easy. Please find below a step-by-step guide of how to upload various sustainability certifications onto LMEpassport.

If you need any help, the LME can upload the certifications or metric data on your behalf.

1. Register and login – If you have never accessed LMEpassport, please send sustainability@LME.com an email to set you up. Alternatively, go to the below URL and click “Register Now” if you're a new user (or login if you're a pre-existing user).
 - <https://www.lmepassport.com/#/>
2. Manage Sustainability Profile - Click on this tab once you're logged in to be brought to the sustainability side of the platform.

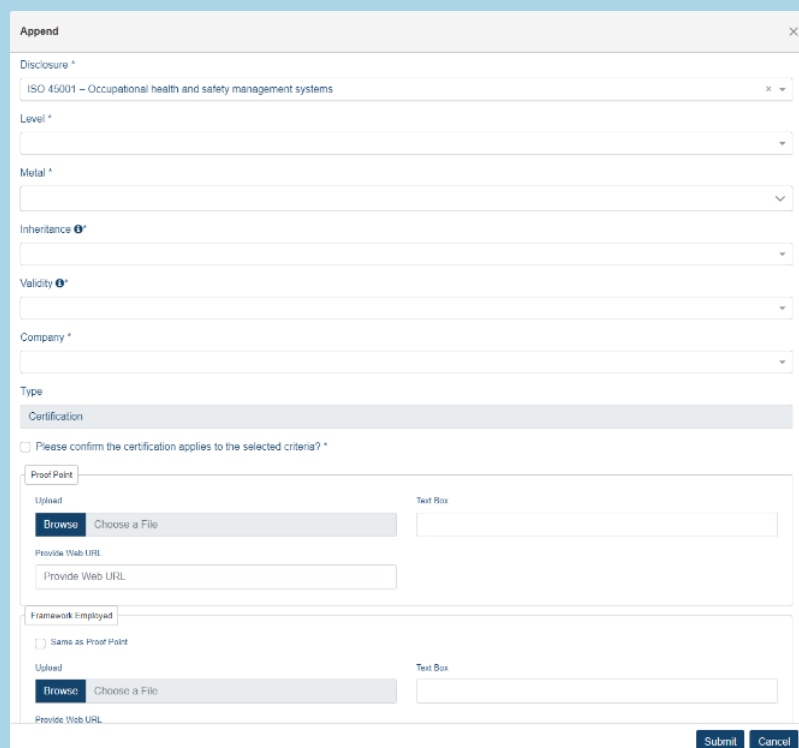


3. Click on “append disclosure” and then from the drop down list, select a theme.

As an example:

- ISO 14001 sits under the Environmental – Pollution
- ISO 45001 sits under the Social – Health and Safety
- For a full list of all certifications / metrics available on LMEpassport, [click here](#)

4. You will need to fill in the information detailed below – this will include which brand you would like the certification or metric to apply to alongside the expiry dates, a proof point (e.g. the ISO certification) and the methodology (e.g. the framework)

The image shows a screenshot of a web form titled 'Append'. The form is divided into several sections. The first section is 'Disclosure', with a dropdown menu showing 'ISO 45001 – Occupational health and safety management systems'. Below this are fields for 'Level', 'Metal', 'Inheritance', 'Validity', and 'Company', each with a dropdown arrow. The 'Type' section has a dropdown menu set to 'Certification'. Below this is a checkbox labeled 'Please confirm the certification applies to the selected criteria?'. The 'Proof Point' section has an 'Upload' area with a 'Browse' button and a 'Choose a File' input, and a 'Text Box' for additional information. Below the 'Upload' area is a 'Provide Web URL' field with a 'Provide Web URL' input. The 'Framework Employed' section has a checkbox labeled 'Same as Proof Point', an 'Upload' area with a 'Browse' button and a 'Choose a File' input, and a 'Provide Web URL' field with a 'Provide Web URL' input. At the bottom right of the form are 'Submit' and 'Cancel' buttons.

Examples of some of the “framework employed” links that you could use:

- ISO 14001 framework: <https://www.iso.org/standard/60857.html>
- ISO 45001 framework: <https://www.iso.org/standard/63787.html>

5. Publish – once you’re happy with content, click submit.

You will then be able to see all sustainability disclosures that have been uploaded on your “manage sustainability profile” tab. The LME will then check this information (from our side of the platform) and it will then be published on the [wider data page](#) and automatically added to your Producer Profile.

Why should you put sustainability information on LMEpassport?

LMEpassport was created to help drive transparency and comparability and to support the metals industry in driving forwards the sustainability agenda. There are many benefits when uploading your information to LMEpassport:

1. By showcasing your ESG data, it shares with the wider industry and supply chain that you’re invested in the sustainable transition and are supportive of being transparent
2. Encourage new business relations – this could range from a new purchaser of your metal across to additional involvement from the investment / buy-side community
3. Helps other companies (such as interested parties or prospective buyers) avoid the arduous task of having to read through many different producer companies’ sustainability reports to find the information they may want or need. This may reduce workload in the number of surveys you’re required to send through as you can re-direct them to your Producer Profile

How is your data viewed?

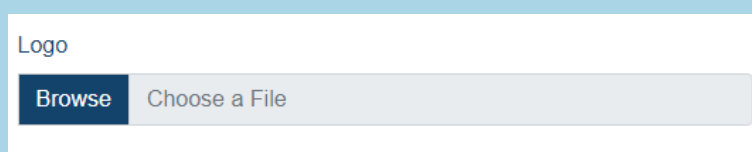
Every LME-listed producer at the LME has a Producer Profile page – [this tab](#) will showcase all your uploaded ESG credentials and LME-listed brands in one place so that it’s a great place for you to send this on to prospective buyers or interested parties.

Every producer has been automatically assigned a generic black and white logo – if you would like this updated, please send your company logo to sustainability@lme.com so we can assign this to your Producer Profile page.

How to add my logo onto LMEpassport?

To add your logo, you can either:

1. Send this to sustainability@lme.com – preferably in JPEG, JPG or PNG format.
2. Alternatively, once logged in, you can click on the “admin tasks” tab and then ensure you’re on “entity registration”. Scroll to find the ‘Logo’ tab and you can then upload your logo as well as update any information.



The image shows a form field labeled "Logo". Below the label is a button labeled "Browse" and a text input field containing the text "Choose a File".

We appreciate your time and effort to complete this and if you have any further questions, please do not hesitate to contact the LME and we can assist / set up a call for further clarification if needed.