

LMEpassport

Frequently asked questions – June 2022

LMEpassport is a digital register provided by the LME for essential characteristics and provenance documentation of traded metal, alongside sustainability metrics to meet the growing demand for greater transparency

Starting out

What is LMEpassport?

LMEpassport is a digital register for the provenance information for traded metals. Provenance information is contained in a Certificate of Analysis (“COA”), which shows the pertinent details of traded metal such as; size, shape, weight and a breakdown of chemical composition.

LMEpassport also supports the voluntary registration and distribution of sustainability data and certifications for traded metal, serving the growing demand for transparency.

How does LMEpassport aim to improve the current process?

Currently COAs are paper based, and as they are required to travel the entire value chain, they can be damaged or lost. LMEpassport looks to modernise this process by converting COAs to a digital holding. In digital form COA data can be easily shared and consumed by a range of stakeholders, connecting to in-house systems and processes in an automated fashion.

Accessing LMEpassport

How can I access LMEpassport?

LMEpassport can be accessed via any browser at www.lmepassport.com as a web-based platform.

LMEpassport can also be accessed via the LMEpassport smart-phone application, available to both Apple iOS and Android users. This can be downloaded from the respective application stores.

Additionally, LMEpassport can be accessible via an API, additional details can be found in the LMEpassport User Guide.

Who can register an account with LMEpassport?

LMEpassport is a market utility and therefore open to all participants in the LME ecosystem.

LMEpassport will support four types of stakeholder as users: LME approved warehouse companies, producers of LME Brands, metal owners and LME members.

How do I register an account with LMEpassport?

Go to www.lmepassport.com and click ‘register’, you will be asked to enter the details of your company (Entity) and submit the registration form to the LME, which will review the application.

LME performs a platform administrator role which includes the review of registration applications. The LME ensures and monitors appropriate use of the platform.

Each registered Entity will require at least one User Admin responsible for managing their Entity’s corporate details, Individual User and controls; adding, deleting or amending user permissions as required.

Each Entity may create as many User Admin accounts and Individual User accounts as required. The

first registered User of an Entity will become a User Admin by default.

If your Entity is already registered, please approach the appropriate User Admin who has registered to create an account for you.

What if I forget my LMEpassport password?

On www.lmepassport.com, having clicked on the 'Log in' button you can follow the instructions to reset your password.

Navigating LMEpassport

What will I see when I log into LMEpassport?

When users log into LMEpassport they are directed to a dashboard customised based upon their account and permissions.

Six core tabs are available to help user navigate the LMEpassport application. Not all users can see all six tabs based upon their account permissions. The six tabs include:

- **Dashboard:** provides a summary of activity relevant to the user's account. This may include a total number of records created, recent user activities, and recent changes to users, permissions or the account.
- **My Records:** provides single view of all held records. A user can search for, view, sort & filter, and export all COA records and supporting documentation. My Records is populated in two ways; first any records created by your entity will be automatically added to the My Records page, secondly a user may search for known records using an LMEpassport ID or COA Reference.
- **Records Management:** a dedicated page to support record creation. Records can be created in a number of ways to suit user needs. Please see the 'How to create COA records?' section to learn more. Only users with write permissions have access to this tab.
- **Activity Logs:** a consolidated information feed summarising all actions undertaken by the organisation or the individual (displayed results dependent on account permissions). This feed can be searched, filtered and exported as required by the user.
- **Admin Tasks:** provides an interface to manage users, permissions and record controls for the organisation. Only accounts with User Admin permissions have access to this tab.
- **Help & Downloads:** provides a single point for accessing the LMEpassport user guide, technical reference documentation, training videos and more.

How to create COA records?

COA record types in LMEpassport

Registered users of LMEpassport can create COA records to capture essential provenance information of metal. LMEpassport will support two types of records that users, subject to permissions, can create:

- **Basic records:** a digital version of the paper COA and a few basic fields populated about the record: metal, COA reference, COA date, producer name, LME brand, the relevant production cast reference number (PCR) and the page the PCR number is found on in the COA document..
- **Enhanced records:** a more in-depth record containing the breakdown of chemical composition demonstrating compliance to the relevant section of the LME's Special Contract Rules in addition to all of the information normally contained in a basic record.

How can COA records be created in LMEpassport?

Three channels to create COA records are supported in LMEpassport:

- **Optical Character Recognition (OCR):** Users can create COA records using the paper or PDF versions of the COA document. Electronic versions or images of the original documents are uploaded to LMEpassport and run through OCR software to interpret and parse information into structured data. The user is required to validate the captured data before the record is created. This channel supports the creation of both Basic and Enhanced COA records.
- **Data file upload:** Users can create COA records by sharing a data file comprised of the relevant fields for LMEpassport. The platform requires a prescribed template in Excel or CSV format to create records in this manner. The file is uploaded via the LMEpassport web-based portal. Users are further prompted to share a version of the COA documents supporting the created records. This channel supports the creation of both Basic and Enhanced COA records.
- **Application program interface (API):** Users can create COA records by sharing data from their own systems via a dedicated API. Details on how to access the API can be found in the LMEpassport User Guide. This channel supports the creation of Enhanced COA records only.

Sustainability disclosures

What sustainability certifications and disclosures are recognised in LMEpassport?

Sustainability certifications and disclosures can be registered and shared via LMEpassport subject to user permissions.

The LME has adopted a broad and inclusive definition of sustainability and as such LMEpassport will support a broad array of sustainability disclosures organised under a taxonomy created by the LME.

A list of the disclosures and certifications that have been approved for the LMEpassport can be found in the LMEpassport User Guide.

The LME reserves the right to update this list at any time. To suggest adoption of a new recognised disclosure and for any further questions regarding sustainability please contact sustainability@lme.com.

How do I share sustainability disclosures in LMEpassport?

Sustainability disclosures are voluntarily appended to COA records in the LMEpassport system. Producers are permitted to register sustainability disclosures in the system through a dedicated page; **Manage Sustainability Profile**. Users can append the intended disclosure through a four step process:

- **Select sustainability theme:** the user must navigate the LME sustainability taxonomy and select the disclosure they wish to share detail against *eg Environmental – Pollution*.
- **Disclosure:** next the user must share the specific details of the given disclosure. Where a metric is to be shared the user must input the relevant value in the presented field. For certifications, standards and memberships the user must confirm the selected metal was produced under compliance with selected disclosures *eg ISO 14001 – Environmental Management*.
- **Proof point:** a user must next provide supporting documentation showing by who and when the disclosure was made. This detail should provide detailed evidence of the location, time and involved parties of the disclosure. The proof point must allow a prudent consumer of the data to scrutinise the disclosure in detail *eg ISO 14001 inspection and audit report*.
- **Methodology:** finally a user must provide detail around the methodology employed to determine or calculate the disclosure. Where the methodology has been detailed in the proof point no further information is required *eg ISO 14001 – Environmental Management specifications webpage*.

LMEpassport governance

What are the different stakeholder types supported in LMEpassport?

Four stakeholder types are supported in LMEpassport:

- **Producer:** Producers are corporate entities whose principle business activity is that of smelting, casting or producing metal products. This may include the producers of LME approved brands.
- **Warehouse company:** Warehouse companies are corporate entities responsible for the storage of metal. Warehouse companies include LME approved warehouses permitted to store and handle LME warranted material.
- **LME member:** In LMEpassport LME members are defined as Category 1, 2, 3 or 4 members eligible to trade on the LME on behalf of clients or on a proprietary basis. LME members comprise of trading houses, brokers, banks and trading firms.
- **Metal owner:** Metal owners are the title owners of a given parcel of metal. Metal owners will frequently employ other stakeholder types as their agent. Where a metal owner is otherwise categorised as a producer, warehouse company or LME member, this categorisation will take precedence.

What permissions are available to users of LMEpassport?

Five permissions are supported in LMEpassport:

- **Read:** permission to access and view data held in the LMEpassport platform via the web portal, smartphone application or API connectivity. This applies to both COA information and sustainability disclosures.
- **Export:** permission to export COA or value-add data held within LMEpassport. The format of exported detail will be limited by the underlying record types.
- **Write:** permission to register COA detail and documentation to create new records in LMEpassport. Write permission can be limited to Basic records only, or may permit Enhanced and Basic records.
- **Overwrite:** permission to register structured COA detail for a PCR already registered as a Basic Record. The product of this action is to update a Basic Record to an Enhanced Record type.
- **Append:** Permission to append value-add certifications and disclosures to COA record types. This includes Basic and Enhanced records.

What permissions will my organisation have?

The permissions afforded in LMEpassport for each organisation is determined by the entity's stakeholder type:

Stakeholder Type	READ	EXPORT	WRITE	OVER-WRITE	APPEND
Producer	✓	✓	✓	✓	✓
Warehouse company	✓	✓	✓ ₁		
LME member	✓	✓	✓ ₁		
Metal owner	✓	✓			

1 – Basic COA records only

Who is required to use LMEpassport?

Both producers of LME brands and LME approved warehouses will have obligations to engage with LMEpassport and register COA records under defined circumstances. No other stakeholder type will be required to register or use the platform.

- **Producers:** from the 01 January 2024 producers of LME brands will be required to register Enhanced COA records in LMEpassport for LME deliverable material at the point of production.
- **Warehouse company:** subject to a defined scope of metal contracts, warehouse companies are required to check LMEpassport for COA records at the point warrant issuance and cancellation. If

any cast in the lot has no COA record then the warehouse company is responsible for registering a Basic COA record.

Disclosure of sustainability data is voluntary for all stakeholder types permissioned to append in LMEpassport.

Where can I find further detail on LMEpassport rules?

The rules governing which stakeholders are required to engage with LMEpassport and how to do so are contained in the LME Rulebook and the LME Warehouse Agreement.

LMEpassport revisions to the LME Rulebook and LME Warehouse agreement were consulted on in early 2021 and the resulting changes can be viewed in 21 044 Decision Notice for Consultation on LMEpassport and other Miscellaneous Amendments.

Are there any fees associated with LMEpassport?

Two fees will relate to LMEpassport:

- **Maintenance fee:** Metal owners cancelling warranted metal will be subject to a Maintenance Fee levied by the LME. The fee is a flat \$5 per lot, levied via LMEsword invoicing and collected by LME members. It is payable by the metal owner at the point of warrant cancellation each and every time a parcel of metal may pass through the warranting lifecycle.
- **Registration fee cap:** Where a COA record has been registered by a warehouse company on behalf of a metal owner an additional fee may be appropriate to compensate the work done. Registration fees levied by a warehouse company on metal owners will be subject to a Registration Fee Cap of \$10 fee per warrant. The registration fees must be charged at the point of warrant cancellation and directly to the withdrawing metal owner.

Can warehouse companies rely upon the chemical composition in LMEpassport for warranting purposes?

How the chemical composition is presented in COA records and how warehouse companies can rely upon it is different based upon record type:

- **Basic COA record:** will not capture the chemical analysis as structured data. The record will include a pdf version of the COA. As today with a paper document, the warehouse company will still be responsible for checking all of the chemical components listed for compliance. All other obligations to check weight, packing form, size etc will also remain.
- **Enhanced COA record:** will capture the chemical impurities listed under the COA document as

structured data. The chemical composition shared under an Enhanced COA record, therefore, can be used to indicate compliance of the metal to LME brand listing and warranting requirements relating to chemical composition. As a feature, LMEpassport will automatically assess the composition and indicate compliance with brand listing requirements to assist users. All incumbent obligations on warehouse companies to inspect the packaging, purity, weigh metal, confirm size of delivered shapes will apply.

Managing your accounts and permissions

Is the account structure in LMEpassport configurable to meet my organisation's needs?

Yes. The account structure in LMEpassport is highly configurable. User Admins of an entity will be permitted to create new accounts and adjust permissions to suit organizational processes and structure. Additionally the User Admin can set the review requirements for each Individual User account within the organisation. This parameter dictates whether the user can create and approve records or whether a second review by another user is required by the record can be approved and created.

What if my organisation's details change?

Please contact the LMEpassport platform administrator at lmepassport.support@lme.com.

LMEpassport controls

Does LMEpassport time-out Users?

Yes. LMEpassport has a time-out function. If a user remains inactive for 15 minutes they are automatically logged out of the platform.

Users will be required to log back into the application to continue.

Does LMEpassport monitor activity of Users?

Yes. LMEpassport monitors all activity on the platform and will flag any suspicious activity to the LMEpassport Platform Administrators for investigation. This may result in the immediate suspension of an account and potentially its termination, if warranted.

Of note, the Search tab under My Records should be used only when the LMEpassport IDs are known to exist in the system. Using this search function to speculatively search the system will result in account suspension pending investigation by the LMEpassport Platform Administrator.

Connectivity to LME ecosystem

Does LMEpassport connect with other LME systems?

No. LMEpassport does not directly connect to other LME systems.

Can I search by LME warrant?

No. LMEpassport is not able to be searched by the LME warrant ID or warrant number.

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