



NORMA Group Holding GmbH • Edisonstraße 4 • D-63477 Maintal

NORMA Group Holding GmbH

Postfach 1149
D-63461 Maintal
Edisonstr. 4
D-63477 Maintal
Tel.: +49 (6181) 403-0
Fax: +49 (6181) 403-210
info@normagroup.com
www.normagroup.com

NORMA Group

Your ref.

Our ref.

Our contact

Maintal, the

04.11.2015

DOING BUSINESS WITH NORMA GROUP – INFORMATION ON MAJOR CHANGES

Dear Valued Supplier,

NORMA Group is going to significantly strengthen Compliance within our Supply Chain. We are introducing the following major changes in the way we do business with our suppliers.

1. **From February 1st 2016**
Suppliers should not provide any products or services without having a valid Purchase Order or Frame Contract.
2. **From February 1st 2016**
Invoices, which do not reference to a valid Purchase Order Number or Frame Contract, will not be paid.
3. **From February 1st 2016**
NORMA Group will only work with suppliers who are registered on our eSourcing platform.

Registration onto this web based platform is free of charge and will only take 15 minutes to complete. The deadline to register is December 31st 2015.

(<https://normagroup.bravosolution.com/web/login.html>)

Failure to register in time will block suppliers for both ongoing and new business from February 1st 2016 onwards.

Commerzbank AG, Hanau
BIN: 506 400 15/acct: 231110800

S.W.I.F.T./BIC: COBADEFF XXX
IBAN: DE41 5064 00150231110800

VAT: DE 0044 225 534592
UID: DE 250.534.592

Managing directors: Werner Deggim (CEO), Antonius Deelen, Bernd Kleinhens, Mathias Köhler, Stephan König, Dr. Michael Schneider, John Stephenson.

4. From April 1st 2016

All RFQs for new business will be managed over the eSourcing platform. This is to ensure that all suppliers bidding for business will have access to the same information and their quotations will be handled in a fair and confidential manner.

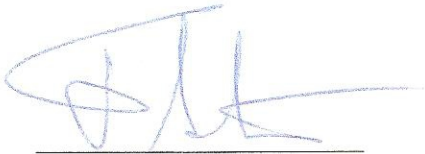
Next Steps

If you agree with the 4 points set out in this letter, then please do the following:

- I. Sign the acceptance of this agreement at the bottom of this page
- II. Register on line as requested (go to III. If already registered)
- III. Upload a PDF copy of the signed agreement to the following location on the platform:
Profile → Basic Profile → NORMA Business Practice Change

We would like to thank you in advance for your support in these changes. These process improvements will only strengthen the way we work and do business together.

Yours sincerely,



John Stephenson
Member of Management Board
Supply Chain and Operations



Wolfgang Geiger
VP Global Group Purchasing



Matthias Lohmann
Director Risk, Compliance &
Internal Audit

Vendor Confirmation of Compliance

etison KRAKÓW s.c.
Właściciel Firmy


Date and Signature vendor