



SUBJECT: NO PURCHASE ORDER/SUBCONTRACT - NO PAY

Dear Valued Supplier,

This is to hereby inform you that effective immediately, all invoices billed to Hertel Singapore Pte Ltd, Cape East Pte Ltd and Kok Chang Scaffolding Pte Ltd which are entities under Altrad's Group must quote a valid purchase order number or subcontract number. Invoices shall enclose all the certified supporting documentation confirming services were rendered and/or goods delivered. Otherwise, it will be rejected without payment and the entities of Altrad will not accept any liability at law for any loss(es) suffered by the Supplier.

We would also like to remind that all suppliers of goods and services of Altrad must request for a hard or soft copy of a Purchase Order (PO) and/or Subcontract endorsed by the authorised representative from the Altrad's staff/requestor prior to goods being delivered or service being made. Therefore, do not, under any circumstances, accept any verbal or written purchase order to deliver/service from any member of the Altrad's staff.

All purchase orders received shall be acknowledged by the recipient supplier or subcontractor confirming accuracy of price and commercial terms. Invoices received by any Altrad subsidiary which do not match price or commercial terms reflected in the purchase order shall not be deemed payable unless changes have previously been agreed in writing by both parties. In such cases, Altrad is only liable to process payment according to the official Purchase Order.

For your strict compliance and your cooperation will be much appreciated.

Should you have any questions or concerns then please do not hesitate to address them to the undersigned or your key contact within our business.

Yours faithfully,

A handwritten signature in blue ink that reads "Kevin Ruggee".

Kevin Ruggee
Commercial Manager
Email: Kevin.Ruggee@altrad.com



ACKNOWLEDGEMENT RECEIPT

Supplier Name:

Date:

Signature:

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CAPE EAST PTE LTD
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