



STANDARD OPERATING PROCEDURES

Dear Sirs

It was communicated to us to pay attention, as there have been several problems inherent to the documentation required for the purchase of 3M masks, most of the documentation is incomplete, incorrect and often with data that raise doubts.

We thus comes to inform collaborators and buyers that to access purchases of 3M masks certain documents are required.

IT IS REQUIRED BY THE SUPPLIER:

1. LOI
2. POF, only accepted maximum with 2 days:
 - Comfort Letter Bank (BCL)
 - Proof Readiness Bank (SWIFT 799, RWA, MT760)
 - Proof of Charter Funds (VDO).
3. KYC
4. Complete data of the company's lawyer:
 - Represented by
 - Lawyer name
 - address
 - Telephone (preferably direct) complete with country code.
 - Email
 - Country and professional ID number
5. NCNDA between Buyer and Seller in this order, must be completed in its entirety and with a document that proves your signature (company document, passport, etc.)

ATTENTION:

6. All documents related to the company such as:
 - LOI, KYC, attestations or mandates must come on the company's letterhead.
 - Orders for sale to Governments, hospitals or essential non-profit services are required by the institutions, whether in direct purchase or by a representative, documented for this purpose by the institutions.
 - Legible stamps and signatures.
 - The documents must come in JPG image with readable scanner quality, only the documents that have to be filled out, later they must come in format (**Word**) to be finalized and sent to the client in JPG image.
 - All phone numbers must contain the country code