TATE & LYLE SERVICE CONDITIONS

# DEFINITIONS

## The following words shall have the meanings as defined, below.

**Contract:** The Purchase Order accepted or executed by the Seller, together with the Safety and Special Conditions for Contractors and a confidentiality or non-disclosure or secrecy agreement, if applicable, as well as these Tate & Lyle Service Conditions and, if applicable, the Tate & Lyle Purchase Conditions.

**Contractor:** The provider of service and includes its Subcontractors, representatives, successors, and assigns.

**Final Acceptance:** Shall occur when all conditions of the Work have been satisfied and Tate & Lyle has provided written notification of final acceptance.

**Loaned Plant:** The plant or equipment owned by Tate & Lyle and used for the Work.

**Materials:** Any tangible items to be incorporated into the Work, including but not limited to all materials, equipment, machinery, parts, and supplies unless otherwise stated, furnished by Contractor, its contractors or material suppliers, or by others.

**Safety and Special Conditions for Contractors:** The special considerations for contractors issued by Tate & Lyle for the particular site.

**Site:** Tate & Lyle’s site as defined in the Purchase Order.

**Specifications:** The criterion provided by Tate & Lyle to the Contractor for the Services.

**Subcontractor:** Any contractor lower tier to the Contractor, together with Contractor’s suppliers, and agents.

**Supplies:** Any tangible item not to be incorporated into the Work that is used or is necessary to perform the Work.

**T&L Data**: All data related to T&L in whatever form, wherever located that may be received, computed, developed, used, accessed, or stored by Contractor under the Contract.

**T&L Service Conditions:** Tate & Lyle conditions and terms contained in the Contract.

**Work:** The service(s) to be performed by the Contractor under the Purchase Order.

# GENERAL

## 2.1 The Contract shall govern the Work to the entire exclusion of all other terms or conditions, and any purported variation of the Contract shall have no effect unless expressly agreed to in writing by Tate & Lyle.

## 2.2 Contractor shall be responsible for instructing its employees and agents (including its sub-contractors) on the Contract and for guaranteeing compliance therewith, together with all other relevant site rules, health and safety regulations and environmental and quality assurance policies for Tate & Lyle.

## 2.3 Contractor shall undertake the Work in accordance with all applicable laws, regulations, standards and codes of practice. Contractor shall obtain all necessary licenses and approvals to perform the Contract.

2.4 If any provision of the Contract or of the T&L Service Conditions is found to be wholly or partly illegal, invalid, void, voidable, unenforceable or unreasonable it shall be interpreted without such provision and the remainder shall continue in force.

2.5 Failure or delay in enforcing or partially enforcing any provision of the Contract shall not be construed as a waiver by either party of any of its rights under the Contract. Any claims by Contractor in respect of the Contract that are not filed in court within one year of the occurrence forming the basis for the claim are waived and shall be forever barred.

2.6 The parties to the Contract do not intend that any provision be enforceable by any third party.

2.7 The Contract shall be governed by the laws of the State of Illinois, and all disputes arising out of the Contract shall be brought in the United States District Court for the Central District of Illinois – Urbana Division, where federal subject matter jurisdiction is present, and in the Circuit Court for the Sixth Judicial Circuit, Macon County, Illinois, for disputes lacking federal subject matter jurisdiction. EACH PARTY WAIVES ITS RIGHT TO A TRIAL BY JURY.

2.8 Original signatures conveyed by electronic means shall be enforceable as though original and a party shall not seek to avoid or defeat enforcement of this Agreement by asserting otherwise.

2.9 Each party warrants and represents to the other that the signatures by such party appearing on these terms and conditions are made by a person with full authority to bind such party to the Contract.

2.10 The headings and sub-headings of the provisions of the Contract are to facilitate reference only and do not form a part of the Contract, and shall not in any way affect the construction or interpretation thereof. Neither party shall be construed as the drafter of the Contract.

2.11 Those clauses that by their nature require performance after Termination are deemed to survive termination.

# WORKING ARRANGEMENTS

## 3.1 Contractor is deemed to have understood the nature and extent of the Work and the Site and shall make no claim founded in its failure to do so.

## 3.2 Contractor shall at all times, in accord with the best practices and at no additional cost to Tate & Lyle, preserve and protect the Work, the Materials, Site, and Supplies from damage or loss.

3.3 Unless otherwise agreed to in writing, Contractor shall furnish and maintain all necessary temporary utilities required in the performance of the Work in order to permit the Work to continue without interruption. In the event Tate & Lyle provides electric current, water, gas, or other utilities or services, Tate & Lyle shall not be liable or responsible for damage to the equipment, tools, materials or supplies of Contractor, resulting from the presence or absence of such utility or of Contractor’s use thereof.

3.4 Prior to Tate & Lyle’s Final Acceptance of the Work, Contractor shall complete the following: (i) clean completely anything amiss resulting from the Work and the Site; (ii) remove from the Site all temporary buildings or facilities erected by Contractor and all equipment and tools used in the Work.

3.5 Contractor shall not take photographs of any of Tate & Lyle’s personal property, including equipment, or premises, without first obtaining written consent.

3.6 Contractor shall not advertise or publish the fact that Contractor has a relationship with Tate & Lyle, nor shall Contractor use any trademarks or tradenames of Tate & Lyle in Contractor’s advertising or promotional materials, for whatever audience - internal or external - unless Tate & Lyle has provided prior express written consent.

3.7 Tate & Lyle shall remain owner of T&L Data, including any modification or derivative work therefrom, and upon the creation of any such items, Contractor hereby assigns the same to Tate & Lyle. Contractor shall not adversely affect the integrity, security or confidentiality of T&L Data. Contractor shall have in place a policy and employ specific procedures and controls for protecting T&L Data against unauthorized access, introduction of malicious or disabling code.

3.8 Contractor will use mechanisms to identify vulnerabilities for T&L Data and apply security patches, physical and logical barriers, and / or different networks for its customers, as appropriate to segregate T&L Data. Contractor will establish and maintain a continuous security program to enable Tate & Lyle to: (a) define the scope and boundaries, policies, and organizational structure of an information management system; (b) conduct periodic risk assessments to identify the specific threats to and vulnerabilities of Tate & Lyle; (c) implement appropriate mitigating controls and training programs, and manage resources; and (d) monitor and test the security program to ensure its effectiveness.

3.9 Contractor will physically safeguard devices and equipment that contain or access T&L Data.

3.10 Contractor will minimize the number of its personnel that access T&L Data and will require such personnel to abide by the Contract. Contractor will provide its personnel with only the minimum level of access necessary to perform the tasks and functions for which they are responsible. Contractor will report the personnel and corresponding access level to Tate & Lyle.

3.11 Contractor will cooperate with Tate & Lyle on monitoring the security of T&L Data that Contractor accesses, including incident response and training.

3.12 Contractor shall immediately notify Tate & Lyle of a security breach that potentially could compromise or adversely affect Tate & Lyle.

# CONTRACTOR’S EMPLOYEES

## 4.1 Contractor represents and warrants that it understands Tate & Lyle’s requirements for Work and that it has the experience, expertise and qualifications to perform the Work consistent with the terms and conditions of the Contract. Contractor shall be solely responsible for the means, methods, sequences and procedures for performing Work.

## 4.2 Contractor shall only use at the Site suitably trained, skilled and experienced workers who have passed all pre-employment screenings and drug/alcohol tests allowable under applicable law and/or as required by Tate & Lyle, and who are legally authorized to work in the relevant jurisdiction. Contractor shall remove from the Site any person who is incompetent, unfit, unsafe, unproductive, unskilled, negligent or guilty of misconduct relating to his employment or who in the reasonable opinion of Tate & Lyle should otherwise not be on the Site. Contractor shall immediately remove from the Site any person who fails a drug/alcohol test or who becomes known to Contractor to be unauthorized to work in the relevant jurisdiction.

## 4.3 Contractor is responsible for its sub-contractors’ and workers’ compliance with the rules of a particular Site.

4.4 Contractor shall manage the Work to prevent work stoppages and disturbances to Tate & Lyle and other contractors on the Site. Contractor shall have exclusive control and responsibility for its own labor relations.

4.5 Contractor shall not subcontract or assign any Work, or cancel or change any previously approved subcontract or purchase order without Tate & Lyle’s prior written consent. Consent or lack thereof shall not in any manner alter, reduce or modify Contractor’s obligations under the Contract. Contractor assigns to Tate & Lyle any and all of its subcontracts and purchase orders related to Work contingent only upon (a) the termination of the Contract and (b) Tate & Lyle’s acceptance, in its sole discretion, of such assignment within thirty (30) days after any such termination.

# VARIATION OF WORK

## 5.1 Contractor shall not vary any of the Work, except as expressly directed in writing by Tate & Lyle.

## 5.2 Where any element of the Work is the subject of a provisional sum, such sum shall only be expended at the direction of Tate & Lyle. Progress payments shall be based on: (i) the percentage of completion of Work, as determined by Tate & Lyle, for Work paid on a lump sum amount basis; (ii) actual incurred and approved costs supported by documentation for Work paid on a time and materials basis; or (iii) unit prices multiplied by actual quantities of Work acceptable to Tate & Lyle for Work performed on a unit price basis.

## 5.3 At Tate & Lyle’s discretion, progress payments shall be subject to retention of ten percent (10%). Tate & Lyle shall have the right to withhold additional amounts if Contractor is behind schedule, or for any other reason related to the Work as determined solely by Tate & Lyle.

5.4 Tate & Lyle shall have the right, at its option, to change, add to or delete from Work, in whole or part, by providing written direction to the Contractor (a “Change Order”). All provisions of the Contract may be subject to a Change Order. Tate & Lyle will not pay for any Work performed by Contractor that is not required by the Contract or authorized by a Change Order.

5.5 Contractor shall provide Tate & Lyle written notice as soon as possible, but in no case more than three (3) days after receipt or occurrence of anything that, in Contractor’s opinion, constitutes a change justifying an adjustment in Contract Price or schedule. Contractor agrees that its failure to notify Tate & Lyle within the three-day period shall constitute a complete waiver of any claim for such adjustment.

# USE OF TATE & LYLE’S SERVICES

## 6.1 Tate & Lyle does not have any obligation to provide the Loaned Plant to Contractor, unless specifically agreed.

## 6.2 Contractor shall use its best due diligence and professional skills in using or in directing its employees or sub-contractors in the use of the Loaned Plant.

## 6.3 Contractor shall be liable for all damage to the Loaned Plant caused by Contractor, its personnel or its agents.

# RELATIONSHIP OF PARTIES

## 7. Tate & Lyle and Contractor are independent contracting parties and nothing in the Contract, or any Purchase Order issued pursuant hereto, shall make either party the agent or legal representative of the other party for any purpose whatsoever. Furthermore, neither party shall have any authority to assume or to create any obligation on behalf of or in the name of the other party.

# WORKMANSHIP & MATERIALS

## 8.1 The Work shall comply with the Specifications.

## 8.2 Where the Work includes the Contractor’s designs and/or materials selection, the Contractor warrants to Tate & Lyle that such designs and/or materials shall be fit and sufficient for the purpose intended.

## 8.3 The Contractor shall at all times comply with the quality assurance procedures as instructed by Tate & Lyle.

## 8.4 Materials, equipment, tools, dies, molds, copyright, design rights or any other forms of intellectual property rights in all drawings, specifications and data supplied in the Services performed by Contractor for Tate & Lyle shall at all times be and remain the exclusive property of Tate & Lyle (“Tate & Lyle’s Property”). Tate & Lyle’s Property shall be held by the Contractor in safe custody at its own risk and maintained and kept in good condition by the Contractor until returned to Tat e& Lyle and shall not be disposed of other than in accordance with Tate & Lyle’s written instructions, nor shall such items be used other than as authorized by Tate & Lyle in writing. Any invention, discovery or technical process or product, or application made, conceived or applied by the Contractor or its employees, agents, subcontractors, whether solely or jointly with others, in the performance of the Contract shall be disclosed an documented to Tate & Lyle, and they shall be the sole and exclusive property of Tate & Lyle and considered confidential information.

## 8.5 Contractor shall at its own expense, if so requested, submit samples of materials proposed to be used and those approved will be kept by Tate & Lyle as the standard of quality for use in the works. Materials delivered to the Site shall not deviate from the samples and shall be in accordance with the Specifications.

## 8.6 Contractor shall be responsible for setting out the Work correctly including all connections and alignment of all parts of the Work. Unless otherwise agreed in writing, Contractor shall receive, unload and store all equipment, tools, Materials and Supplies delivered to the Site and, upon failure to do so, Tate & Lyle may do so at Contractor’s expense. Upon completion of the Work the Contractor shall remove all equipment and temporary works not forming part of the Work and shall leave the Site in a condition satisfactory to Tate & Lyle. On Site, Contractor may store equipment, tools, Materials and Supplies only in areas designated by Tate & Lyle. Tate & Lyle may require Contractor to move such items at Contractor’s expense.

## 8.7 The Work shall be subject to such tests as Tate & Lyle may direct at the place of manufacture or on the Site. Contractor shall at its own expense provide such assistance, instruments, machines, labor and materials as may be required for such testing.

## 8.8 Contractor shall not fill, cover, or in any way hide any part of the Work until approved by Tate & Lyle.

## 8.9 At Tate & Lyle’s instruction, Contractor at Contractor’s expense shall:

## (a) remove from Site any materials which in the opinion of Tate & Lyle are not in accordance with the Contract;

## (b) remove and properly re-execute any such Work which in respect of materials or workmanship is not in the opinion of Tate & Lyle in accordance with the Contract;

## (c) substitute proper and suitable material.

## 8.10 Tate & Lyle shall be entitled to employ and pay other persons to carry out the instructions if Contractor does not do so within a reasonable time after the request of Tate & Lyle and the Contractor shall be required to pay the cost thereof.

## 8.11 Contractor warrants that the Work shall comply with the specification and that the services are performed with all reasonable skill, workmanship, and care and in accord with industry best practice.

# DEFAULT AND TERMINATION

9.1 Tate & Lyle may give the Contractor seven (7) days written notice to remedy defaults or breaches, if Contractor:

## (a) is not executing the Work in accordance with or as specified in the T&L Service Conditions and/or the Purchase Order and applicable timeframes; or

## (b) has refused to carry out a reasonable instruction of Tate & Lyle for the execution of the Work.

9.2 Should Contractor fail to remedy the default or breach, Tate & Lyle may, at the expense of Contractor and without prejudice to any other right:

## (a) terminate the Contract;

## (b) obtain Contract Services from another person or entity with any additional resultant charges to be at Contractor’s cost; and/or

## (c) make such modifications, substitutions or addition to the Work as necessary to ensure the satisfactory execution thereof, at Contractor’s cost.

## 9.3 Tate & Lyle shall have the right at any time and for any reason to terminate the Contract in whole or in part by giving Contractor written notice whereupon all work on the Contract shall be discontinued and, if such termination is for convenience, then Tate & Lyle shall pay to Contractor fair and reasonable compensation for work-in-progress at the time of termination but such compensation shall not include loss of profits, anticipated profits, punitive damages, expectancy damages, or any consequential loss of any nature.

9.4 Tate & Lyle may terminate the Contract if:

(a) Contractor commits a material breach of any of the terms and conditions of the Contract that is not remedied within fourteen (14) days after notification thereof;

(b) any distress, bankruptcy, receivership, execution or other similar process is levied upon any of the assets of the Contractor;

(c) the Contractor ceases or threatens to cease to carry on its business; or

(d) the financial position of the Contractor deteriorates to such an extent that in the reasonable opinion of Tate & Lyle the capability of Contractor adequately to fulfil its obligations under the Contract has been placed in jeopardy.

##

## IMPORT RESTRICTIONS:

10.1 Contractor represents and warrants to Tate & Lyle that Contractor is not under the control of a national or resident of any country restricted by the United States government and that neither Contractor nor any party owning or controlling Contractor is identified on the list of Specially Designated Nationals (each a “**SDN**”) published by the United States Department of the Treasury at [www.treas.gov/ofac](http://www.treas.gov/ofac). Contractor further represents and warrants that no payments to Contractor shall be made by, through, or to any SDN, and that payments made by Tate & Lyle to by, through, or to any payee, account or account party specified by Contractor, shall be deemed made, whether or not received by Contractor for any reason, including without limitation, the intervention of any government or agency thereof. Contractor shall not utilize any raw materials or other products either directly or indirectly from any country from which imports are restricted or prohibited by the United States government from time to time, including, without limitation: Iran, Cuba, Libya, Syria, North Korea, Burma, Sudan.

10.2 The goods or information made available pursuant to or in connection with this Agreement is subject to the Export Control Regulations of the United States Government. Contractor agrees that it will not disclose or ship either directly or indirectly, any technical information and data made available to it pursuant to or in connection with this Agreement or the direct product thereof (equipment, plant, process or service) to any country to which such disclosure or shipment is prohibited by the laws or regulations of the United States of America.

# COMPLIANCE WITH LAWS & REGULATIONS.

# 11. The Services provided shall comply in all respects with the relevant requirements of applicable statutes and any orders or regulations made thereunder, including the necessary permits. Seller warrants to T&L that it is fully compliant with all laws and regulations where it does business related to the Contract, including but not limited to those regarding child labor, forced labor, collective bargaining, anti-corruption or anti-bribery, environmental responsibility and sustainability, as well as with standards, expectations, and commitments as stated in T&L’s Code of Ethics, available at www.tateandlyle.com, and further that it will remain in compliance therewith until termination of this Agreement and will require comparable compliance of its suppliers.

# TIME FOR COMPLETION

## 12.1 Unless for safety and/or emergency situations, Contractor shall make no delivery nor commence any work on Site before obtaining a valid Purchase Order Number issued by the Tate & Lyle.

## 12.2 Contractor shall within seven (7) days of a request to do so, submit to Tate & Lyle for its approval, a program showing the detailed arrangements for carrying out the Work.

## 12.3 Without prejudice to any other right of Tate & Lyle, should the Contract include a completion date for the work and if Contractor fails to complete the Work timely, Tate & Lyle shall be entitled to recover liquidated damages from Contractor at the rate of three percent of the contract price for each week of delay.

12.4 Tate & Lyle may give written notice to Contractor to suspend the Work or any part thereof and Contractor shall during such suspension properly protect and secure the Work. Contractor shall not be entitled to recover any extra cost resulting from the suspension except by making a written claim within twenty-eight (28) days of Tate & Lyle’s notice.

## RATE STRUCTURE/PAYMENT TERMS

# 13.1 Contractor’s pay is according to one or more of the following, as specified in the Contract.

# (a) Contractor’s Rates -

 The all-inclusive Unit Prices are fixed for the duration of the Work, not subject to escalation, and include all costs for the supply and execution of the Work, including labor, supervision, materials, equipment, consumables, transportation, testing services, general work expenses, overhead, taxes and profit without regard to the quantities involved, difficulty in performing the work, materials or equipment required and specific handling of materials and equipment. All Unit Prices shall apply at 100% of their value for both additions and deletions to the Scope of Work unless mutually agreed otherwise in accordance with the Contract Documents.

## (b) Lump Sum – The all-inclusive lump sum shall be one fixed price, regardless of the ultimate cost, with materials shown as a separate line item on all invoices.

## (c) Time and Material – Rate sheets including base wage and transparent markup percentages will be provided to T&L before work begins. Site management must approve any changes to base wages. The purchasing department must approve any changes to markup percentages. Tate & Lyle reserves the right to audit Contractor records in this regard. Tate & Lyle, prior to the work commencing, must approve any double time or other excess charge work in writing.

## 13.2 Contractor shall make available to Tate & Lyle copies of any invoices, delivery notes, labor returns or other supporting documents, at Tate & Lyle’s request.

## 13.3 Tate & Lyle shall make payment to the Contractor net ninety (90) days after Tate & Lyle receives a properly prepared, true and correct invoice from Contractor, along with all supporting documents, as requested by Tate & Lyle.

13.4 Without prejudice to any other right or remedy, Tate & Lyle reserves the right to set-off any amount owing at any time from Contractor to Tate & Lyle against any amount payable by Tat e& Lyle to Contractor.

# LIABILITY FOR DAMAGE

## 14.1 Contractor shall take every practicable precaution not to damage or injure any property or persons, but will be liable for any such damage caused by Contractor or its subcontractor(s) (a “Claim”).

## 14.2 Contractor shall indemnify Tate & Lyle against all direct, indirect or consequential liabilities (including, without limitation, loss of profit, loss of business, depletion of goodwill and like loss), loss, damages, injury, cost and expenses (including reasonable legal and other professional fees and expenses) arising in connection with a Claim, provided, however, that nothing in this condition shall render Contractor liable for any injury or damage resulting from any negligent act or omission of Tate & Lyle.

14.3 Contractor warrants that the Work and services rendered under the Contract shall not infringe, or contribute to infringe, any patent or copyright and shall not violate the trade secret rights of another. Contractor shall defend, indemnify and hold harmless Tate & Lyle, its successors, assigns and customers, from and against all claims, suits, losses and damages including reasonable attorneys’ fees and costs and expenses awarded, based upon a claim of infringement, or contributory infringement of any patent or copyright, or violation of another’s trade secret rights, arising out of the Work or services provided by Contractor to Tate & Lyle.

## 14.4 Contractor shall give immediate notice to Tate & Lyle in the event of any accident or damage whether or not likely to form the subject of a Claim and shall give all the information and assistance in respect thereof that Tate & Lyle or Tate & Lyle’s insurers may require. Contractor shall not negotiate, pay, settle, admit or repudiate any claim without their written consent, and shall permit Tate & Lyle or Tate & Lyle’s insurers to take proceedings in the name of Contractor to recover compensation or secure an indemnity from any third party in respect of any such matters.

# INSURANCE

15.1 Non-Owner Controlled Insurance Program. Unless contractor has been enrolled in Owner’s Owner Controlled Insurance Program (“OCIP”), Contractor shall maintain at all times over the term of the Contract: (a) Third Party Liability Insurance $2,000,000 per claim; (b) Automotive Liability Coverage 1,000,000 per occurrence, or such greater amount as may be required to comply with the laws of Site, (c) Workers’ Compensation and Employers’ Liability, endorsed to provide coverage for occupational disease $100,000 each accident or disease, or compliant with statutory limits; (d) Professional Liability $2,000,000 per claim and aggregate for design related work; (e) Contractor’s Equipment Insurance for the full replacement value of the equipment, Supplies and Materials for the duration of the Work; and (f) Commercial General Liability Insurance $2,000,000 per occurrence.

15.2 The insurer shall agree to waive all rights of subrogation against Tate & Lyle and its directors, officers, employees, and agents for losses paid under the terms of the insurance policy which arise from work performed by Contractor.

15.3 Tate & Lyle, its directors, officers, employees, and agents shall be covered as additional insureds with respect to the performance of the Contract Work by the Contractor, its officers, employees, agents, representatives, consultants or sub-Contractors.

15.4 The insurance coverage shall be primary insurance as respects Tate & Lyle and its directors, officers, employees, and agents, or if excess, shall stand in an unbroken chain of coverage excess of Contractor’s scheduled underlying coverage.

## 15.5 Any deductibles or self-insured retentions must be declared and approved in writing by Tate & Lyle and Contractor shall guarantee that, at the option of Tate & Lyle either: (i) the insurer shall reduce or eliminate such deductibles or self-insurance retentions as respects Tate & Lyle, its directors, officers, employees, and agents; or (ii) Contractor shall procure a bond guaranteeing payment of losses and related investigation costs, claims and administrative and defense expenses.

## 15.6 Contractor shall furnish T&L with original certificates of insurance and endorsements effecting coverage required by these Service Conditions on forms satisfactory to Tate & Lyle.

## 15.7 Contractor shall not commence Work untilcertificates of insurance evidencing the coverages required above have been filed with the designee of T&L. Such certificates shall provide that the insurer will give both Tate & Lyle and Contractor thirty (30) days advance notice of any cancellation or non-renewal of coverage. Contractor agrees to provide Tate & Lyle with thirty (30) days advance notice of any material change in, or exclusion from, its coverages which would cause Contractor to be non-compliant with the requirements of this Article 15.

## 15.8 Contractor’s Failure to Insure. If Contractor fails to comply with its insurance coverage obligations, then Tate & Lyle may effect and keep in force any insurance and pay such premiums as may be necessary for that purpose, at Contractor’s cost.

15.9 Contractor represents and warrants that it shall comply with the Tate & Lyle Supplier Code of Conduct (https://www.tateandlyle.com/sites/default/files/2020-03/tl-supplier-code-conduct-feb-2020.pdf) when providing services under this Agreement.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_