

IMPORTANT INSTRUCTIONS TO SUPPLIER

(FMX-PUR-F-001)

These instructions form part of the Purchase Order ("PO") issued by FAMAX Technology (M) Sdn. Bhd. ("FAMAX") and apply to all goods and services supplied under it. "Shall" denotes a mandatory requirement.

1. Shipping documentation and advance notice

The Supplier shall provide FAMAX with the packing list, commercial invoice, and Bill of Lading or Air Waybill number prior to, or immediately upon, shipment and in any event before the goods arrive at the place of delivery. For international shipments, an advance shipping notice shall be sent to **scm@fmefamax.com** no later than the date of despatch.

2. Consistency of commercial documents

The quantity, unit price, total amount, PO number and item number stated on the pro-forma invoice shall agree in all respects with the commercial invoice, packing list and shipping documents. Any discrepancy shall be reported to FAMAX in writing before shipment.

3. Order identification

The FAMAX PO number and item number shall be quoted on all correspondence, invoices, packing lists, delivery orders, certificates and shipping documents. A delivery order (DO) or packing list shall accompany every shipment or delivery; where the Supplier ships under a packing list, references to the Delivery Order (DO) in the Purchase Order Appendices include the packing list. Partial deliveries shall be clearly identified as such.

4. Delivery window and site requirements

(a) Deliveries are accepted **8:00 a.m. to 6:00 p.m., Monday to Friday**, excluding Kedah public holidays. Delivery outside this window requires FAMAX's prior written approval.

(b) Supplier personnel entering FAMAX premises shall report to security, complete the visitor/contractor induction, wear the personal protective equipment designated for the area entered, observe all site traffic, safety and environmental rules, and remain within authorised areas. Any incident, injury, near-miss or spillage occurring on FAMAX premises shall be reported to FAMAX immediately. FAMAX may refuse or withdraw site access from any person not complying.

5. Invoicing and remittance

(a) Invoices and statements shall be sent to **finance@fmefamax.com** quoting the PO number.

(b) Any request to change the Supplier's bank or remittance details shall be submitted on the Supplier's letterhead and takes effect only after FAMAX has verified it by telephone with a previously known Supplier contact, using contact details already held by FAMAX. **FAMAX will not act on bank-detail changes notified by e-mail alone**, and accepts no liability for payment made against details not verified through this process.

6. Certificates, traceability and records

(a) A Certificate of Conformity and, where applicable, mill/material test certificates, certificates of analysis, calibration certificates and special-process certificates shall accompany each delivery.

(b) Certificates shall be legible, in English, issued and signed by authorised personnel of the manufacturer or processor, and traceable to the specific heat, lot or batch delivered. Distributors shall supply the original manufacturer's certificate; transcribed, re-typed or reformatted certificates are not acceptable.

(c) Lot, batch, heat or serial identification shall be marked on the goods or their packaging and shall correspond to the accompanying documentation.

(d) A current Safety Data Sheet in English and Bahasa Malaysia shall be provided before first delivery of any chemical or hazardous substance, and again upon any change of formulation or classification.

(e) The Supplier shall retain all records of manufacture, inspection, test and traceability for a minimum of ten (10) years from the date of final delivery, or longer where specified in the PO or applicable Appendix, and shall not dispose of them without FAMAX's prior written consent.

7. Environmental, social and responsible sourcing requirements

(a) Goods shall comply with all applicable restricted-substance legislation, including RoHS and REACH (including declaration of Substances of Very High Concern), and with any restricted-substance list specified in the PO. Written declarations shall be provided on request.

(b) The Supplier shall provide, on request, conflict-minerals (3TG) declarations and — where FAMAX's customers or carbon border reporting obligations require it — data on the embedded greenhouse-gas emissions and energy attributable to the supplied goods.

(c) Packaging shall be fit for purpose, free from contamination, and minimised so far as practicable. Hazardous materials shall be packed, labelled and transported in accordance with applicable regulations.

(d) The Supplier shall conduct its business in accordance with the FAMAX Supplier Code of Conduct and shall not use forced, bonded, trafficked or child labour; shall respect freedom of association, lawful working hours and lawful wages; shall provide a safe and healthy workplace; and shall prohibit bribery, corruption and facilitation payments in any form.

(e) The Supplier shall not subcontract any part of the PO without FAMAX's prior written approval and shall ensure that approved subcontractors meet the requirements of this clause.

8. Acknowledgment and acceptance

The Supplier shall acknowledge the PO and confirm the delivery schedule within **two (2) working days** of receipt. Acceptance of the PO occurs on the earlier of the Supplier's acknowledgment, commencement of performance, or delivery of any part of the goods, and constitutes acceptance of these instructions and of the documents referenced below.

9. Product safety, counterfeit prevention and supply chain control

The Supplier shall:

(a) maintain a documented counterfeit-part prevention process and procure only from the original manufacturer or its authorised distributor, in accordance with AS9100 and, where applicable, AS5553 / AS6174;

(b) maintain a foreign object debris (FOD) prevention programme appropriate to the goods, and deliver goods free from foreign objects, swarf and contamination;

(c) notify FAMAX in writing within twenty-four (24) hours of becoming aware of nonconforming product, including product already delivered, and shall not disposition, rework, repair or use-as-is any nonconformance without FAMAX's prior written approval;

(d) notify FAMAX in writing and obtain FAMAX's approval **before** implementing any change to product design, manufacturing process, materials, process equipment, facility location or sub-tier source affecting the goods;

(e) grant FAMAX, FAMAX's customers and regulatory authorities right of access to all facilities involved in the order and to all applicable records, at any stage of performance;

(f) flow down to sub-tier suppliers all applicable requirements of the PO, including customer requirements and this clause;

(g) ensure its personnel are aware of their contribution to product and service conformity, their contribution to product safety, and the importance of ethical behaviour.

10. Specification conformity and special processes

(a) Goods shall conform to the drawing, specification and revision stated on the PO. Where a standard is cited (ASTM, EN, JIS, DIN or other), the cited standard and revision apply.

(b) Substitution of material, specification, grade or source — including any claim of equivalence — requires FAMAX's prior written approval. **Equivalence shall be determined by FAMAX and not by the Supplier.**

(c) Special processes, including heat treatment, plating, coating, welding and non-destructive testing, shall be performed only by sources approved by FAMAX or its customer, and by NADCAP-accredited sources where required.

(d) Personnel performing special processes, inspection and testing shall hold the qualifications and certifications required by the applicable specification; evidence shall be available to FAMAX on request.

11. Confidentiality, information security and data protection

(a) All drawings, specifications, tooling and process data, pricing and other information disclosed by FAMAX shall be treated as confidential, used solely to perform the PO, disclosed only to personnel and approved subcontractors who need it, and protected by controls no less rigorous than those the Supplier applies to its own confidential information.

(b) FAMAX information shall not be used for any other customer or for the Supplier's own products and shall be returned or securely destroyed upon FAMAX's written request, with written confirmation of destruction.

(c) The Supplier shall notify FAMAX at **it@fmefamax.com** within twenty-four (24) hours of any information security incident, unauthorised access, or loss affecting FAMAX information.

(d) Where personal data is processed in connection with the PO, the Supplier shall comply with the Personal Data Protection Act 2010 (Malaysia) and any other applicable data protection law.

APPLICABLE DOCUMENTS AND ORDER OF PRECEDENCE

The Supplier shall comply with the FAMAX Supplier Terms and Conditions of Purchase, the FAMAX Supplier Code of Conduct and the Purchase Order Appendix applicable to its supply category. Those documents are: **FMX-PUR-T-001** Supplier Terms and Conditions of Purchase; **FMX-PUR-P-001** Supplier Code of Conduct; and the Appendix for the Supplier's category — **FMX-PUR-A-IVA** Raw Materials; **FMX-PUR-A-IVB** Semi-Finished Parts; **FMX-PUR-A-IVC** Secondary Processes; **FMX-PUR-A-IVD** Aircraft General Supplies; **FMX-PUR-A-IVE** Consumables; **FMX-PUR-A-IVF** Chemical Analysis and Testing Services. They are available at **<https://famax.com.my/suppliers>**; the revision in force is the one stated on the PO. Suppliers without internet access shall request copies from **scm@fmefamax.com**.

Order of precedence (highest first): **(1)** the PO face; **(2)** these Important Instructions to Supplier; **(3)** the applicable Purchase Order Appendix; **(4)** the FAMAX Supplier Terms and Conditions of Purchase; **(5)** drawings and specifications referenced on the PO.

Any terms proposed by the Supplier — whether on quotations, order acknowledgments, invoices, delivery notes, websites or otherwise — that add to, differ from, or conflict with these documents are **expressly rejected** and shall not apply, notwithstanding FAMAX's acceptance of goods or payment.

By acknowledging this Purchase Order, commencing performance, or delivering any part of the goods, the Supplier accepts these instructions and the documents referenced above.



FAMAX TECHNOLOGY (M) SDN. BHD.

Company No. : 200601028954 (748710-K)

A135, Jalan 2B, Kawasan Perusahaan MIEL, Fasa 3, Sungai Lalang,
08000 Sungai Petani, Kedah Darul Aman, Malaysia.

Tel : 604-441 5998, 604-441 6998

Email : info@fmefamax.com

Website : www.famax.com.my



Document No.	FMX-PUR-F-001	Revision	1.0
Issue Date	1 st October 2026	Supersedes	First Issue
Document Owner	Supply Chain Management	Approved By	_____