

## General Terms of Purchase and Procurement of Meier Prozesstechnik GmbH

### I. Allgemeines – Geltungsbereich

1. Our Terms of Purchase and Procurement shall apply exclusively; we shall not recognize contradictory terms and conditions of the Supplier or terms and conditions which deviate from our Terms of Purchase unless we had explicitly approved their validity in writing. Our Terms of Purchase shall also apply if we accept the delivery and/or works/services of the Supplier without reservation in the knowledge of contradictory terms and conditions of the Supplier which deviate from our Terms of Purchase and Procurement.
2. All agreements which are reached between us and the Supplier for the purpose of executing this contract are to be recorded in writing in this contract.
3. Our Terms of Purchase and Procurement shall only apply towards entrepreneurs according to § 310 I BGB [German Civil Code].
4. Our Terms of Purchase and Procurement shall apply to all deliveries and/or works/services to us, irrespective of their legal character (hereinafter "Object of Delivery" or "subject of performance"). They shall apply both to purchase contracts as well as contracts for work and services, work delivery contracts and to combined contracts.

### II. Offer – documents, Inspection

1. The Supplier undertakes to accept our order within a deadline of 4 working days. He is also obliged to carry out his tasks from the respective contract himself, unless we have expressly agreed in writing to the subcontractor or subcontractors.
2. After prior notification, we shall be entitled to access the production facilities of the supplier or its sub-supplier during normal business hours or in accordance with the agreement in order to check the production status, the use of suitable material, the deployment of the necessary skilled workers and the professional execution of the work to be performed. The acceptance of the commissioned work remains unaffected by this.
3. The Supplier is bound to its offers (§145 BGB) 4 (four) weeks from receipt of the offer.
4. We reserve the property rights and copyrights to diagrams, drawings, calculations and other documents; they may not be made accessible to third parties without our explicit written consent. They are exclusively to be used for the deliveries to be made and/or works/services to be rendered on the basis of our order; they are to be returned to us without request after the processing of the contract. They are to be kept secret towards third parties, the regulation of XI.5 shall apply accordingly in addition.
5. There is no entitlement to remuneration against us for offers, acquisition planning, draft work and other preliminary work of the Supplier.
6. The Supplier undertakes to make the instructions and documents, in particular also lists of spare parts and proof of procurement, which are necessary for the use, the assembly, the service, the cleaning and the repair/rebuilding and the disposal of the Object of Delivery available to us free of charge. If the programming and delivery of software is a component of the performance item, comprehensive programming, installation and user information (the so called source code) is also part of the performance and scope of delivery. In addition to the right to use within the legally permissible scope (§69ff UrhG), we have the right to use the software with the agreed features and in the scope necessary for a contractual use – also the resale - of the product. We may also make backup copies without express agreement.
7. The Supplier has to send us a declaration of conformity in line with annex II to the EC Machine Directive separately relating to the Objects of Delivery.
8. If the goods are subject to the EC Machine Directive or any other EC Directive, the Supplier shall be obliged to comply with all provisions of the relevant EC directives applicable at the time of delivery. In particular, he must deliver a risk assessment free of charge on machines or incomplete machines and, if necessary, to provide the CE marking according to the EC Machine Directive on the delivery items.

### III. Prices – terms of payment

1. The prices shown in the order is binding. In the absence of a deviating written agreement the price includes delivery “free house”, including proper packaging.
2. The applicable rate of value added tax is not included in the price.
3. We can only process invoices if these – in line with the stipulations in our order – state the order number shown therein and all data acc. §14(4) UStG specify; the Supplier is responsible for all consequences occurring owing to the non-compliance with this obligation insofar as he does not prove that he was not responsible for this consequence.
4. We shall pay, insofar as not otherwise agreed in writing, the price within 14 days, beginning from the delivery of all Objects of Delivery owed as per contract at the place of destination stated by us or with the acceptance of the Object of Delivery, if this has been agreed as per contract or is envisaged by law, and receipt of the invoice, with 3% cash discount or within 30 days after receipt of the invoice net.
5. We are entitled to rights to offset and rights of retention in the extent as stipulated by law.
6. The Supplier is not entitled to refuse a measure for remedying defects owed by it until the full payment of the purchase price or remuneration.

### IV. Delivery time, delivery delay, Force majeure

1. The delivery time stated in the order is binding.
2. The Supplier undertakes to inform us immediately in writing if circumstances occur, or he recognizes circumstances, from which it can be derived that the conditional delivery time cannot be adhered to. His obligation to do everything to ensure that the agreed delivery time is adhered to remains unaffected.
3. In the event of default of delivery by the Supplier we are entitled to request flat rate damages on default in the amount of 0.5% of the agreed remuneration per started week of delay, however no more than 5% of the order value. The right is reserved to further statutory claims (cancellation and damages instead of performance). Delivery dates are only deemed to be fulfilled if the required documentation (for example technical test documentation) is also delivered in full. The Supplier is entitled to prove towards us that no damages at all or substantially less damages were suffered as a result of the delay. We are entitled to prove that higher damages were suffered.  
The penalty can be claimed until payment of the Supplier’s final invoice. The unconditional acceptance of the delayed delivery or service does not constitute a waiver of the allegation of the contractual penalty. Section 341 (3) BGB does not apply.
4. We can further request from the Supplier the indemnification from all claims for damages and /or conventional penalty claims and/or other claims, which our customer asserts against us in connection with a delay in delivery insofar as the Supplier is responsible for the delay in delivery.
5. If we are prevented from the decrease in the delivery or service by higher force, especially in the case of strike, lock-out, faulty operating disturbances, unrest, official measures and other events which we are not responsible for, we are entitled to withdraw from the contract in full or in part or postpone the date of acceptance by the duration of the hindrance, insofar as our hindrance is not of a negligible duration and the rescission or the postponement of the acceptance date seems appropriate to safeguard our interests. Claims against us cannot be asserted in this context.

### V. Delivery – transport

1. The delivery is to be carried out, insofar as not otherwise agreed in writing, duly and appropriately packaged free house avoiding packaging wastes acc. the relevant Regulation.
2. The Supplier undertakes to quote our order number on all shipping documents and delivery notes; if it fails to do this we shall not be responsible for delays in the processing which shall be attributable to Supplier’s time of delivery.
3. Each delivery to the place of destination by the Supplier is to be announced to us immediately after the execution through an advice of dispatch, from which the precise details of the type, quantity and weight of the Object of Delivery can be seen. Advices of dispatch, bills of lading, invoices and all correspondence have to contain our order number.

4. The Supplier shall bear the costs of the transport. Insofar as we have to bear the costs for transport and/or packaging owing to a separate agreement the Supplier undertakes to choose the freight forwarder named to the Supplier by us or the most favorable one.

5. The Supplier has to procure the delivery note and/or the customary transport document, which we require in order to take the Object of Delivery over, for us at its costs.

6. A pre-delivery and partial delivery is possible in individual cases in consultation with us. Any extradition is excluded.

#### **VI. Place of performance – passing of risk**

1. The place of performance is the place of destination stated by us.

2. If no acceptance is envisaged by law and if an acceptance is not agreed as per contract either the risk of the accidental loss and of the accidental deterioration shall pass to us with the hand over by the Supplier at the place of destination, otherwise with the acceptance envisaged by law or agreed as per contract.

#### **VII. Inspection for defects – liability for defects**

1. We are obliged to inspect the goods for possible deviations in quality and quantity within a reasonable deadline; the complaint shall be deemed in time insofar as, notwithstanding § 377 HGB [German Commercial Code], it is received by the Supplier within a period of 10 workdays, in the event of obvious defects beginning from the termination of the unpacking of the Object of Delivery at the place of destination, in the event of hidden defects from the time when they are discovered.

2. In case of quantity deliveries we are only obliged to examine random samples. If it is determined hereby that more than 10% do not comply with the contractual or statutory requirements we shall be exempted from further examinations and can refuse the acceptance on the whole based on the random sample results and make the whole delivery available to the Supplier for collection.

3. If the Supplier is certified according to the ISO 9000 standard series (in particular according to 9001, 9002, 9003) and if we have entered into a Quality Assurance Agreement with the Supplier, or does he have – to which he is at least obliged- a quality assurance system similar to the ISO standards, our obligation for inspection and to report a complaint according to § 377 HGB shall cease to apply.

4. The Supplier guarantees that all deliveries/services comply with state-of-the-art technology, the relevant legal provisions and the regulations and guidelines of authorities, trade associations and professional associations. If deviations from these regulations are necessary in an individual case our written consent is to be obtained by the Supplier in this respect. Our claims for defects are not limited by this consent. The Supplier has to inform us hereof immediately in writing if it has misgivings about the type of design as requested by us.

5. We are entitled to the statutory claims for defects in full; we are in particular entitled to request remedy of the defects or delivery of a new Object of Delivery from the Supplier at our choice. The right is explicitly reserved to damages, in particular that to damages instead of the service. The place of fulfilment of Supplier's warranty obligations is the place where the defective Object of Delivery is located, even if this place is varying from the place of performance.

6. We are entitled to carry out the remedy of the defects ourselves or have this carried out by third parties at the costs of the Supplier if there is a danger in delay and/or a special need for urgency and/or the Supplier has not satisfied the written request for remedy of the defect within a reasonable deadline set by us. We can remedy or have remedied insignificant defects immediately at the costs of the Supplier. The Supplier is to be informed immediately in the cases stated above. We shall send the Supplier a report about the type and scope of the defects and the executed work.

7. The limitation period for material defect claims is 24 months from commissioning or acceptance of our completed system at the customer's, at the latest 36 months from delivery of the system. Claims for defects with regard to spare parts shall become statute-barred 24 months after their installation/commissioning. For delivery items and their parts replaced and/or repaired within the scope of subsequent performance, the limitation period of 24 months shall commence upon completion of the subsequent performance.

8. The total costs of the subsequent satisfaction, in particular costs for the search for the fault, the retrofitting costs, the installation and dismantling costs, the transport, route, labour and material costs as well as customs duties, shall be borne by the Supplier.

### **VIII. Product liability - indemnification – cover by liability insurance**

1. Insofar as the Supplier is responsible for a product damage it undertakes to indemnify us from claims for damages of third parties at first request to the extent that the cause lies within its scope of control and organization and it is liable itself in the external relationship. In addition we can request that the Supplier indemnifies us from all claims of our customers against us at first request if and insofar as the Supplier has initiated a cause for this which establishes liability through its Object of Delivery/service. For the indemnification from claims for damages directed against us outside of the scope of liability of the Product Liability Act this shall only apply if and insofar as the Supplier was at fault for the cause.

2. The Supplier undertakes to maintain product liability insurance with a sum insured in a reasonable amount per physical injury/property damage – as a flat rate; if we are entitled to further claims for damages these shall remain unaffected.

### **IX. Property rights**

1. The Supplier shall be responsible for ensuring that no rights of third parties, in particular property rights and applications for property rights are infringed in connection with its delivery. By submitting the technical documentation Supplier grants to us the unlimited right to commercially use including the right to resell and exploit said documentation for the issuance of documents relating to equipment/plants and their software produced/distributed by us.

2. If a claim is asserted against us by a third party in this respect then the Supplier undertakes to indemnify us from these claims at first written request; we are not entitled to reach any agreements with the third party – without the consent of the Supplier – in particular not to reach a settlement.

3. The indemnification obligation of the Supplier refers to all expenses necessarily incurred to us from or in connection with the assertion of a claim by a third party.

4. The statute-of-limitations is ten years, beginning from conclusion of the contract.

### **X. Reach regulations**

1. The Supplier shall be responsible for ensuring that its goods comply with the respective applicable and valid provisions of the regulations (EC) 1907/2006 concerning the Registration, Evaluation, Authorization and Restriction of chemical substances (REACH regulations) and that its goods have been preregistered or registered after expiry of the transitional periods insofar as necessary under the provisions of the REACH regulations. Substances contain that have been pre-registered or registered after expiry of the transitional periods, insofar as the substance is not excluded from the registration as far as necessary under the provisions of the REACH regulations.

2. In line with the provisions of the REACH regulations the Supplier shall make safety datasheets or the information which is necessary according to Art. 32 REACH regulations, available. Upon request it shall provide us the information according to Art. 33 REACH regulations.

### **XI. Reservation of title - provision - tools – non-disclosure obligation**

1. Insofar as we make parts available to the Supplier we reserve the ownership hereto. Processing or conversion by the Supplier are carried out on our behalf. If our reserved goods are processed with other objects which do not belong to us we shall acquire the co-ownership to the new object in the ratio of the value of our object (purchase price plus VAT) to the other processed objects at the time of the processing.

2. If the object made available by us is inseparably mixed with other objects which do not belong to us we shall acquire the co-ownership to the new object in the ratio of the value of the reserved object (purchase price plus VAT) to the other mixed objects at the time of the mixing. If the mixing is carried out in the manner that the object of the Supplier is to be seen as the main object then it shall be deemed as agreed that the Supplier assigns us pro rata co-ownership; the Supplier shall keep the sole ownership or the co-ownership in safekeeping on our behalf.

3. Insofar as the collateral rights, to which we are entitled according to Par. 1 and/or Par. 2, exceed the purchase price of all of our reserved goods which have not yet been paid by more than 10%, we are obliged to release the collateral rights at our choice at the request of the Supplier.

4. We reserve the property to tools; the Supplier undertakes to exclusively use the tools for the production of the goods ordered by us. The Supplier undertakes to insure the tools belonging to us at the value as new at its own costs against damages through fire, water and theft. At the same time the Supplier hereby now already assigns us all claims for damages from this insurance; we hereby accept the assignment. The Supplier undertakes to carry out possible necessary

service and inspection work as well as all maintenance and repair work to our tools at its own costs in time. It has to report possible interferences to us immediately; if it culpable fails to do this then claims for damages shall remain unaffected.

5. The Supplier undertakes to maintain strict secrecy concerning all received diagrams, drawings, calculations and other documents and all non-obvious, commercial and technical information. They may only be disclosed to third parties with our explicit consent. The non-disclosure obligation shall also apply after processing of this contract; it shall lapse if and insofar as the production know-how contained in the diagrams, drawings, calculations and other documents which were handed over has become general knowledge.

## **XII. Procurement of spare parts**

Supplier shall supply spare parts at the respective market prices for a period of 10 years regarding technical/mechanical spare parts and for a period of 10 years regarding electrical/electronic spare parts from the date of acceptance of the Object of Delivery. In the event the Object of Delivery comprises Software its updates and support shall be made available for at least 10 years.

## **XIII. Code of Conduct/Legal Compliance**

The Supplier will and will ensure that its employees, directors, officers, representatives, agents and sub-Suppliers, shall in all respects and at all times adhere to the principles set forth in the Code of Conduct of Meier. The valid Code of Conduct of Meier is accessible on Meier's homepage [www.meier-prozesstechnik.de](http://www.meier-prozesstechnik.de).

Furthermore, the Supplier will and will ensure, that its employees, directors, officers, representatives, agents and sub-Suppliers will comply with all applicable legal requirements, whether local or foreign, including but not limited to any laws prohibiting corruption and bribery as well as with the Anti-Bribery and Anti-Corruption Rules of Meier. Prohibited are in particular:

- Payments for undue services
- Payments for unaccounted services
- Payments aimed at accelerating a process ("facilitation payments")
- Payments without evidence of a receipt
- Commissions not reflecting market conditions
- Gifts
- Over-invoicing and under-invoicing

## **XIV. Payment of the statutory minimum wage according to the German Minimum Wage Act (Mindestlohn-gesetz)**

1. The Supplier shall at least assure us of payment of the statutory minimum wage, compliance with the statutory/contractual documentation requirements and retention periods both for own employees and for the employees of the suppliers and sub-suppliers/personnel providers assigned by him and approved by us (see II.1 above). The Supplier shall commit his suppliers and sub-suppliers/personnel providers accordingly.

2. Upon request, the Supplier shall provide us with evidence of the obligation of his suppliers and sub-suppliers/ personnel providers and of compliance with the statutory minimum requirements. In the event the Supplier fails to provide this evidence within 3 weeks following the request or should the Supplier fail to meet his obligation to pay the minimum wage or should there be indications that the Supplier or his suppliers and sub-suppliers / personnel providers do not pay the minimum wage, we shall be entitled to terminate the respective contract with the Supplier without notice.

## **XV. Data Protection, Data Security**

1. If we disclose personal data to the supplier, the supplier will comply with all applicable data protection laws and regulations in this respect.

2. The supplier shall take appropriate physical, technical and organisational measures to ensure a level of security appropriate to the nature of our and the customer data concerned and the ability to ensure the ongoing confidentiality, integrity, availability and resilience of the processing systems and services.

3. The supplier shall use its best endeavours to provide its employees involved in the supply or performance of services for us and the customer with our relevant data protection notices and those of the customer.

4. The supplier undertakes not to refuse or delay to agree to any changes to this clause XV which we reasonably believe are necessary to comply with applicable data protection laws and regulations and guidelines and advice from a competent supervisory authority; the supplier further undertakes to implement such changes at no additional cost to us.

5. The supplier acknowledges that the processing of personal data in accordance with these terms and the contract may require the conclusion of an additional commissioned data processing contract or data protection agreements with us. To the extent that such additional agreements are not initially concluded under the Contract, the Supplier and its subcontractors shall, upon our request, promptly conclude such agreements as are specified by us and required by mandatory legal provisions or a competent data protection authority or other competent authority.

6. The supplier shall treat our and all customer data as strictly confidential. This applies irrespective of whether he received this data before or after acceptance of the contract. The supplier shall limit the disclosure of such confidential material to those of its employees, agents and subcontractors or other third parties who need to know for the purpose of supplying or performing its services to us and the customer. The supplier shall ensure that such employees, agents, subcontractors or other third parties are subject to and comply with the same confidentiality obligations as the supplier and shall be liable for any unauthorised disclosure.

7. The supplier may not use our data and the data of our customers for any other purposes than for the delivery of the goods or the performance of the service. He may not duplicate the data unless this is agreed in the contract. He may not disclose the data to any third party unless we or the customer have agreed to this in writing.

8. The supplier shall install, at its own expense, appropriate anti-virus software and security patches for the operating system for all computers and all software connected with the delivery of the delivery item or the performance of its service. The supplier shall keep the aforementioned security software up to date at all times.

9. The supplier shall inform us immediately of any suspected breaches of data security or other serious incidents or irregularities concerning our and our customers' data.

#### **XVI. Term of contract**

1. The contracts shall be valid for the period stipulated in the respective contract.

2. In the event we assign the Supplier based on a contract for the duration of a specific project, the respective contract shall apply for the duration of this project. Ordinary termination by the Supplier prior to completion of the respective project shall be excluded. Either contracting party shall be entitled to extraordinary termination of a contract without notice. A good cause for extraordinary termination shall be said to exist

- If the Supplier is in sustained or repeated delay of delivery
- If the Supplier is unable to meet our demand for objects of delivery
- If the Supplier repeatedly or persistently delivers Objects of Delivery that are not in conformity with the contract or defective
- If the Supplier infringes the non-disclosure agreement concluded with us
- If the Supplier does not have/operate a quality assurance system similar to the ISO standards
- If the Supplier or a supplier or sub-supplier assigned by him does not pay the statutory minimum wage to his employees
- If the shareholder structure of the Supplier changes, unless this cannot affect our legitimate interests
- If an event of force majeure lasts longer than one month
- If the Supplier is insolvent, an application has been filed for the initiation of insolvency proceedings on the assets of the Supplier, such proceedings have been opened or rejected for lack of assets or a similar event occurs in the jurisdiction of the Supplier's domicile
- If a significant deterioration of the Supplier's financial situation or the value of a security lodged by the Supplier occurs following conclusion of the contract or only becomes recognizable following conclusion of the contract and threatens the fulfilment of a liability towards us – even after liquidating a security existing for this purpose; or
- The customer cancels our assignment for the project for which we use objects of delivery of the Supplier

3. We are also entitled to terminate the contracts without notice without good cause. In this case, however, we shall reimburse the supplier for the direct costs proven up to the date of our termination against a cost statement and proof of the production stop. Subsequent costs after termination of the contracts shall be borne by the supplier.

**XVII. Place of jurisdiction – applicable law**

1. The exclusive place of jurisdiction is our head office; we are however entitled to also file action against the Supplier at the court of jurisdiction at its registered seat. Our head office shall also be an additional place of jurisdiction for actions against the Supplier, which has no general place of jurisdiction in the Federal Republic of Germany, in addition to the statutory places of jurisdiction. Arbitration agreements reached by the parties have precedence.

2. The law of the Federal Republic of Germany shall apply to all legal relations, which arises from this contract and possible secondary and follow-up business transactions and the place of jurisdiction agreement under XVI.1; the applicability of the UN Convention on the International Sale of Goods is excluded.