

## Customs and Foreign Trade Requirements

1. The delivery partner is responsible for the proper export of the goods from its customs territory and must comply with all associated legal obligations. All fees and charges incurred in connection with the export from the supplier's customs territory shall be borne according to the agreed Incoterm.
2. Unless otherwise agreed, ALCAR shall be responsible for the proper import of the goods in the country of destination and shall pay the applicable duties.
3. in order to comply with customs regulations and to ensure a smooth import process, the supplier is obliged to provide the following information correctly and comprehensively for the import process when submitting the documents (invoices, packing lists, preference certificates, transport documents):
  - o Order number and order item of the customer (ALCAR)
  - o Customer material number (as stated on the order)
  - o complete material designation
  - o a description of the goods that enables classification in the EU customs tariff for import or Intrastat purposes
  - o Quantity and metric unit
  - o Weight (gross, net weight)
  - o Incoterm
  - o Number of packages
  - o Country of origin
  - o Customs tariff number (minimum within EU: 8 digits / non-EU: 6 digits)
4. The delivery partner is fully liable for damages, costs and expenses incurred by ALCAR due to incorrect and/or incomplete information on documents accompanying the shipment.
5. In the event of queries from ALCAR regarding the products intended for import, the delivery partner must provide comprehensive information (e.g. on quality, material, function, ...).

6. In the case of cross-border deliveries between countries or groups of countries that have concluded free trade agreement/preferential agreement, the delivery partner must issue and enclose a corresponding proof of preference for the use of the free trade agreement/preferential agreement by the customer (ALCAR) with each delivery without being requested to do so. The applicable provisions of the agreements must be verified and complied with by the supply partner.
7. For deliveries within the EU, the supply partner undertakes to provide ALCAR with a long-term supplier's declaration in accordance with Annex 16-22 of Implementing Regulation (EU) No. 2015/2447 on the basis of the applicable regulations on the preferential origin of goods. The forms provided by ALCAR are to be used. The validity period of the long-term supplier's declaration should be at least 12 months (maximum 24 months), depending on the circumstances.
8. Changes in the origin of the delivered goods, the status of free trade agreements, the composition of the management or company participation, or other circumstances relevant to exports must be communicated to ALCAR immediately and proactively.