



ALTEREGO INNOVATION
GmbH

PROCEDURE FOR PURCHASE REQUESTS FOR RAW MATERIALS

Dear Customer,

whereas

our company only deals in this field with brokering, i.e. putting sellers in touch with possible buyers or, alternatively, buyers with possible sellers, and that we cannot foresee the experience of our prospects in this type of negotiation,

the intent of this information document is as follows:

indicate to our prospects the procedure, which we usually carry out, in order to protect both parties involved and to avoid wasting the time of all those involved in the negotiation.

Here, then, are the documents we request after the first request we receive directly from the buyer or one of our facilitators:

1. N.C.N.D.A. (Mutual Non-disclosure, Non-circumvention and Non competition Agreement).

In this document, the essential data of the parties involved in the negotiation (whistleblowers and intermediaries) and their signatures of commitment to ethical conduct with regard to the handling of the information and data of which they will become aware in the course of the negotiation are indicated. (see annex).

2. C.I.S. (Client Information Sheet).

This document contains the client's data.

The C.I.S. is normally requested in the first instance from the intermediary alone in order to still guarantee the privacy of his client. (See attachment).

3. L.O.I. (Letter of Intent).

In the following document the purchaser, or the purchaser's intermediary, indicates his request for the purchase of the material specifying the quantity required, whether in a single instalment or spread over several months for an annual total, place of destination (port), method of payment required, bank guarantees offered (e.g. LC / SBLC).

In the exceptional case in which the customer does not wish to produce a real guarantee, he will inevitably be asked for funds or a declaration from his bank contact person of the financial capacity to meet the purchase amount.



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4. At this point, the buyer will send the purchaser (or its intermediary) an **S.P.A. (Sales and Purchase Agreement Contract) or an F.C.O. (Full Corporate Offer)**.

In both of these documents, the seller will indicate all data relating to his offer of the material, according to the requests he had received from the L.O.I previously received from the buyer, and with the purchase prices indicated, net of the fees recognised to the intermediaries on the seller side and gross of those recognised to the intermediaries on the buyer side.

We look forward to your cordial and prompt reply and remain at your disposal for any clarifications, wishing you good work.

Klagenfurt am Wörthersee, 27 Giugno 2024

Alterego Innovation GmbH

P.S.

As these are international negotiations, by convention all forms are drafted in English.

Please check the print quality of the documents you send us, especially the scans of identity documents. Thank you.

The following forms are attached:

N.C.N.D.A. - Already completed with our data and signature and those of our intermediaries.

C.I.S. - To be completed and signed by the buyer-side intermediary.

Fac simile of L.O.I. - To verify that certain data required by the seller are not missing from your model.