

Saigon Paper Corporation

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Dear Valued supplier

We, Saigon Paper Corporation (“SGP”) would like to express our sincere appreciation for your valued cooperation with SGP.

According to News Release dated 27 August 2018, SGP has been a member of Sojitz Group with 95.24% shares acquired by Sojitz Corporation. Sojitz Corporation is a global company that commits to ethical business practices and compliance with the law. As a member of Sojitz Group, we also share the same value and need to set same standards for all activities of SGP.

Regarding procurement activities, in order to maintain the sustainable growth with valued supplier, we would like to announce the new Procurement Policy. Based on the new policy, we would like to ask 2 things for all suppliers. One is that we will start to update supplier’s information. The other is that we will make base contract with all the business partners to have continuous and sustainable transaction.

We will send, in this month, Request for Information (“RFI”) and Draft of base contract individually to each supplier including the supplier who already signed base contract with SGP, in order to revise the conditions satisfying the new Procurement Policy. We will appreciate your understanding and support for the input the RFI and signing the new base contract.

To strengthen the partnership with all of our suppliers, we look forward to receiving the feedback. If you have any further questions or concerns please do not hesitate to contact us.

Best regards,

Shota Saito

General Manager of Sourcing Department