

SHIPPING INSTRUCTIONS FOR SUPPLIERS.

1. GENERAL

These instructions regulate shipment and transport procedures applying to the corresponding type of shipment and all documents necessary for deliveries to SwissOptic AG, which form the basis for a consistent proof of origin.

Principally, the delivery terms of our orders are FCA factory of our suppliers (Incoterms 2010). This means that SwissOptic AG covers transport cost and transport insurance.

In case of "Ex Works shipments" (EXW) by courier, such as for example FEDEX, etc., the respective freight account numbers can be provided for direct settlement. This facilitates the invoicing process and ensures delivery at the agreed time.

2. DELIVERY ADDRESS

The delivery address is the address indicated on the order.

Acceptance of goods and collection from SwissOptic AG, Max Schmidheiny Strasse in 9435 Heerbrugg: Monday to Friday from 07:30 to 12 hrs and from 13.00 to 16.30 hrs. In case of deliveries by a third party, our instructions must be forwarded to them.



3. FOR THE DELIVERY TERMS FCA FACTORY OF OUR SUPPLIERS (INCOTERMS 2010) THE FOLLOWING RULES APPLY

Delivery terms - Version: Incoterms 2010: FCA – Free Carrier

- ▶ FCA = Freight payer from acceptance of shipment at forwarding agent: "SwissOptic AG"
- ▶ In the event that the supplier does not accept FCA deliveries and uses a forwarding agent outside of our concept, the agent must be obliged to deliver the goods and shipments free of charge to our plant in CH-9435 Heerbrugg.

- ▶ In case of FCA delivery the supplier prepares the export documents (ABD - export declaration, commercial invoice, delivery note and poss. packing list).
- ▶ In case of FCA deliveries the supplier must bear the costs of the above-mentioned export documents.

3.1 shipments of up to 65 kg (chargeable weight)***

Shipment by FedEx. Generally, FedEx International Economy should be used. The shipment option Priority can only be used, if the buyer has instructed exclusively.

- Our FEDEX account number is included in the order.

The suppliers can lodge the transport orders directly with the courier service. It is mandatory to include our order number on the consignment note of the courier!!

- Registration deadline with SwissOptic AG in 9435 Heerbrugg: 14 hrs for the following day!

3.2 shipments over 65 kg (chargeable weight)***

Shipment by FedEx. Case of a consignment with a weight/chargeable weight of over 65 kilos, the package must be divided into several packages. Each package must not exceed the cargo requiring weight 65 kilos. When posting items subject to cargo weighing over 65 kilos, you must create a more parcel delivery booking.

In General, you should use FedEx international economy. The dispatch priority may only be used if the buyer issued a written directive.

- Our FEDEX account number is included in the order.

3.3 pallets shipping must be registered 24 hours in advance:

Pallets shipments must be registered always 1 day before to the department of Import/Export (logistic@swissoptic.com). SwissOptic AG will organize the pick-up of the shipments; SwissOptic will take over all shipments directly with its own service provider. The shipments are not allowed to be loaded or picked up by foreign service providers or forwarders.

Shipments & Pallets // NATIONAL SWITZERLAND:

- ▶ Shipment up to 65 kg – FedEx (1 packet)
- ▶ Shipment over 65 kg – FedEx (More Packages Shipment)***

***For a consignment weighing more than 65 kilograms, the package must be split into several packages. Each package must not exceed the chargeable weight of 65 kilos. When booking shipments with a chargeable weight of over 65 kilos, multiple packages must be created in one. All shipments can be booked directly online, or the shipment can be also registered with the Import&Export department of SwissOptic (Email: logistic@swissoptic.com).

Pallet shipments must be registered always 1 day before to the department of Import/Export (logistic@swissoptic.com). SwissOptic AG will

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organize the pick-up of the shipments; SwissOptic will take over all shipments directly with its own service provider. The shipments are not allowed to be loaded or picked up by foreign service providers or forwarders.

*** Calculation – chargeable weight:
length x height x width: 5000

For transports which are not the norm or which are not palletized, as well as for goods which must be registered as bulky goods or dangerous goods, SwissOptic AG/Import & Export department organize the transport and coordinate the customs documentation and the exact date of collection with the supplier. For this purpose the Import & Export department must provide notification of the readiness for dispatch, amount, weight and volume.

Oversized shipments//wider than 180cm, higher than 190 cm and/or heavier than 400 kg

- Mandatory notification of the readiness for dispatch (at least 4 weeks before the planned date) to the Import/Export department which organizes collection and coordinates the customs documentation and planned date of collection with the supplier.

4. Notification of readiness for dispatch/announcement of dispatch/booking and advance notice

The Import/Export department of SwissOptic AG must receive advance notice/a notification of the readiness for dispatch for all shipments without exact shipment instructions.

Contact: Import/Export department: Michael Matt
Email: michael.matt@swissoptic.com
Phone: +41 71 747 04 48

The following information must be included:

- ▶ SwissOptic reference (order number)
- ▶ Number of packed items
- ▶ Weight per packed item
- ▶ Volume per packed item

In the event that the goods to be supplied are subject to export restrictions and/or an embargo, we require the corresponding information on your invoice.

Should there be a delay due to an omitted or delayed advance notice, we reserve the right to offset the fines (contractual fines) our final buyer imposes on us and pass them on to you.

In order to be able to optimize our processes better, we ask you to send us all freight documents, which will be handed over to the forwarder. The following freight documents should be included (shipping document/AWB, commercial invoice, delivery note and possibly EUR1 or Certificate of Origin). Please send all freight documents to: logistic@swissoptic.com

5. LABELLING

All packed items must be labelled with assignable numbers as mentioned in Item 4.

6. DELIVERY ADDRESS & DELIVERY

SwissOptic AG
Max Schmidheiny Strasse
CH-9435 Heerbrugg

The following details below need to be on all shipping papers such as delivery notes, consignment notes and airway bill as well as mandatory for FedEx bookings:

- ▶ Order number of SwissOptic AG
- ▶ Position number of SwissOptic AG
- ▶ Article number of SwissOptic AG
- ▶ Amount/packages/weight
- ▶ Number of production series & batch number

The screenshot shows a web form titled "4. Rechnungsdetails" with a "Hilfe" icon and a "Verbergen" button. The form contains the following fields:

- * Versandrechnung an: T?sch-321 (dropdown menu)
- Ihre Referenz: (empty text box)
- ☐ Mein Referenzfeld: (checkbox) Kundennummer hinzufügen (link)
- Bestellnr.: (empty text box)
- Rechnungsnr.: (empty text box)
- Abteilungsnr.: (empty text box)

For FedEx Booking, please enter the above date in Field No.4 .
Use parcel shipments as much as possible. Avoid palletized shipments. Maximum dimensions and maximum weight for bulky goods must be agreed with logistics.

Delivery:

Proof of customs clearance stamped by the customs authority must be presented to the delivery desk and in the goods inward department. The forwarding agent must present a correct consignment note (addressee, type and amount of product items, etc.) to be signed. Delivery notes and packing lists that were attached to the shipment by the supplier must still be available at delivery.

7. TRANSPORT INSURANCE

SwissOptic AG is a waiver customer!!

We always cover our own transport insurance. We do not accept any insurance cost to be billed to us. Other expenses are not accepted without proof.

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8. CUSTOMS CLEARANCE

The import customs clearance (land freight, air freight and sea freight) can only be completed by the forwarding agent Dachser and FedEx.

Only Dachser and FedEx are permitted to use the ZAZ account (account for centralized settlement procedure). Dachser and FedEx already have a general power of attorney.

The ZAZ account can only be used for income customs clearance, if SwissOptic AG have given an explicit written instruction or a written order. If the declaring entity does not observe the above mentioned instruction, no costs or customs duties will be accepted.

We do not accept clearance charges of other forwarding agents. The exception is customs clearance with Incoterms DAP: Please notify before crossing the border!

Proactive notification of forwarding agent with regard to origin

Active notification from the forwarder to SwissOptic AG if no EUR1 / no declaration of origin or none for goods with preferential treatment original certificate of origin is available.

Proactive notification of forwarding agent with regard to customs clearance

Advance notice of the forwarding agent to SwissOptic AG, if it must be checked before customs clearance, whether provisional or definite customs clearance is required. (Average weight)

Clearance of returned goods, shipment of repaired goods:

Please send information to the freight department in advance.

Export documents for this shipment (export list, pro forma invoice, delivery note, and poss. consignment note or airway bill) must be presented to customs for import customers clearance! The shipment must not be cleared like normal goods!

8.1 Required customs documents

The forwarding agent must be provided with the following documentation for import customs clearance:

- ▶ Export declaration/supplier invoice: (2 copies) must mandatorily include the following details:
 - ▶ our order number, reference and place of delivery
 - ▶ exact indication of weight, mass and/or volume
 - ▶ number of items per article
 - ▶ declaration of preference or origin/country of origin according to the criteria of the ECC/EFTA/EUR-MED Treaty for every article
 - ▶ date and number of movement certificate, poss. EA authorization number

- ▶ Movement certificate (EUR1) or supplier invoice with declaration of origin pursuant to ECC/EFTA/EUR-MED Treaty stamped by customs authority. If the value of the goods does not exceed the value limitation regulated by ECC/EFTA/EUR-MED, it is permitted to present a legally signed certificate of origin instead of a movement certificate. (As at 01/10: euro 6000.-) The original signed certificate of origin for goods with a value below 6000.- euros must be available.

- ▶ An export declaration for the export clearance in the departure country for goods with a value over 1000.00 euros and/or a weight over 1000 kg.

In case the above-mentioned documents are missing or incomplete, we will deduct the customs expenses incurred from the invoice and possibly charge subsequent costs.

9. PROOF OF ORIGIN

9.1 Proof of origin in the meaning of the CH/EFTA-EU free trade agreement and the Euro-Med origin protocol

For suppliers with domicile in a country where the Euro-Med origin protocol is applicable, e.g. all EU member states, all supplier invoices must include the declaration of origin of the goods pursuant to the Euro-Med origin protocol. The wording must be identical:

"The exporter of the goods this commercial paper refers to (approval no. ...) declares that these goods are goods of preferential origin (country of origin).

_ no cumulation applied

or

_cumulation applied with... (insert country/countries here)

Place, date"

If the approval number is missing or if the value of the goods exceeds EUR 6000.- or CHF 0.300 the movement certificate EUR-MED must be filled in and enclosed with the goods.

For all other suppliers the preferential origin pursuant to the free trade agreement between Switzerland and the member state must be proven. It is mandatory to include our order number on the EUR-MED proof or preference!!

Supplier declarations and long-term supplier declarations of suppliers domiciled in the EU are not valid and are not accepted by SwissOptic AG, as they are not a suitable proof of origin for the trade of goods with Switzerland.

9.2 Supplier declarations in Switzerland within the framework of the free trade agreement

All invoices of domestic suppliers must include the following supplier declaration. The wording must be identical:

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"The undersigning party declares that the goods listed in this document are original goods of Switzerland and comply with the rules of origin in preferential traffic with (country, countries, areas).

*It declares the following:
no cumulation applied
cumulation applied with... (insert country/countries here)
Place and Date...:*

10. CERTIFICATES OF ORIGIN

If it is finished goods, a certificate of origin must be issued for every delivery as follows.

10.1 Goods produced abroad - delivery by supplier domiciled abroad:

The certificate of origin must be issued as follows:

Recipient:	SwissOptic AG Heinrich Wild Strasse CH-9435 Heerburgg
Description of goods:	according to invoice
Certified by:	chamber of commerce in country of manufacture

The original must be sent together with the invoice to SwissOptic AG; it must not be sent with the goods.

It is mandatory to include our order number on the certificate of origin!!

10.2 Goods produced in Switzerland – delivery by supplier domiciled on Switzerland:

This requires an invoice with certificate of origin, which is only valid in Switzerland. The wording must be identical:

- ▶ The goods the present commercial document refers to are of Swiss origin pursuant to the provisions of art. 9-16 of the Ordinance of 9 April 2008 on the Certification of the Non-Preferential Origin of Goods (OCG) and the Ordinance of the FDEA of 9 April 2008 on the Certification of the Non-Preferential Origin of Goods (OCG-FDEA).
- ▶ The goods were manufactured in-house.
- ▶ The goods were manufactured at (company, address, place) ...

The issuer of this declaration of origin has acknowledged that incorrect details about the origin in the meaning of art. 9 et seqq. OCG and article 2 et seqq. OCG-FDEA will lead to administrative consequences and to criminal proceedings.

- ▶ Place, date, company, signature ...

10.3 Goods produced abroad - delivery by supplier domiciled in Switzerland:

For goods manufactured abroad, but delivered by a supplier domiciled in Switzerland, the invoice must be certified by the competent chamber of commerce.

11. NON-COMPLIANCE WITH REGULATIONS

Our transport instructions and shipping instructions form an integral part of our Terms and Conditions of Purchase. We do not accept additional costs incurred by forwarding agents and suppliers outside of our concept. Non-compliance with our instructions cause substantial additional expenses and additional costs. We reserve the right to deduct them from the invoice.

SwissOptic AG

Urs Hollenstein
Head of SCM Department

Michael Matt
Import/Export