

Dear Sir or Madam,

The French Labour Law obliges every buyer to verify the regulatory compliance of its suppliers to prevent undeclared work ("black labour"). This obligation is considered as fulfilled when buyers have collected, verified and stored a series of certifications and documents at the beginning of the contractual relationship and every six months thereafter.

You are receiving this letter because you provide services or goods with a value of €5.000 or above to a French legal entity of The Procter and Gamble Company (P&G) and are therefore falling within the scope of suppliers for which the Law imposes P&G to verify regulatory compliance.

P&G has decided to hire the company MyProcurement (www.myprocurement.fr) to administer this program for P&G and act on behalf of P&G as a data processor. It is **MANDATORY for you to respond to this request in order for your Company to continue to do business with P&G.**

Please note that MyProcurement has the appropriate systems in place to protect and encrypt the data that is stored in their database. If you would like to verify the legitimacy of this request please contact your P&G Purchases buyer.

Please ensure your company uploads and updates all legal documents required by P&G on the MyProcurement website (www.myprocurement.fr) in order to comply with article D8222-5 and D8254-2 of the French Labor Code.

Requested Documents are the following:

- A sworn statement that your company only employs regular workers (you can download a template on the website - tab « documents and contracts »)
- A document which shows your company ID number – your company registration certificate
- A proof that your company pays social charges (social contributions)
- As well as all additional documents required by your client.

To register, please go on www.myprocurement.fr and then click on « Subscribe». Your registration and uploading documents is completely **free of charge** for you.

Please do contact us if you need any further information.

Kind Regards,

.....Name of the Account Manager

MyProcurement Team