

## MANOR PRE-SHIPMENT QUALITY PROGRAM

Dear Suppliers,

MANOR AG is pleased to announce that SGS is the third-party testing laboratory to provide testing for all non-food product categories.

As the result of MANOR AG's approval, the following list of SGS labs will be accredited to test consumer products:

SGS Germany	SGS Thailand
SGS India (5 labs)	SGS France
SGS Hong Kong	SGS Fimko (Belgium, Finland)
SGS China (Shanghai, Guangzhou, Shenzhen)	SGS Turkey
SGS Pakistan	SGS Vietnam
SGS Taiwan	SGS Bangladesh
	SGS Indonesia

The procedure includes different ways of sample picking or sampling.

If a supplier is selected, SGS contacts you and asks for test reports of your products and/or samples (pre-production, inline, pre shipment). To avoid delays in delivery please take into account your production schedule and have at minimum one week scheduled for receiving testing results after sampling. In the case of time-consuming tests, Manor decides whether the goods may be shipped before receiving the test results.

"Pass"-Test results will only be sent to MANOR AG, "Fail"-test results will also be sent to suppliers. Testing fees for tests with a "Fail"-test result will be charged to the supplier.

Manor does not accept any products with fail results concerning legal requirements and keeps the right to reject the shipment if any failed test results are obtained related to additional Manor requirements.

If you would like to test your products with SGS independently from or before Manor asks for samples, please reach out to the following contact person:

**Lulzim Jashari:**            [lulzim.jashari@sgs.com](mailto:lulzim.jashari@sgs.com)            +41 44 445 17 23

*Contact in Asia:*

**Vera Liu:**                    [vera-qy.liu@sgs.com](mailto:vera-qy.liu@sgs.com)                    +862 161072815

The Manor testing program does not release you from the responsibility of product testing as a supplier.

Thank you for your continued partnership.

Kind Regards,

MANOR AG  
Quality Management Non Food  
Product Compliance