

FGV Holdings Berhad (800165-P)



20 August 2019

Dear Business Partners,

**No Purchase Order, No Payment Policy ("No PO, No Payment" Policy)**

Firstly, we would like to thank you for your continuous support and commitment to FGV.

Nevertheless, in our effort to ensure strong corporate governance and to uphold the integrity of our procurement process, FGV enforces a strict "No Purchase Order, No Payment" Policy in order to reduce processing time, and to streamline the process for payment of invoices. As such, invoices received without a valid PO shall not be processed, and will be reported as non-compliant.

Therefore, you are hereby required to ensure that all supply of products and/or services must include a valid PO number from FGV. Without valid PO number(s) will result in non-compliance and FGV will not be held responsible for any delay in processing your invoices and/or payment to you, or if you are denied payment under our "No PO, No Payment" Policy.

We seek your fullest cooperation to ensure strict compliance in this matter.

Thank you.

A handwritten signature in black ink, appearing to read 'Haris Fadzilah Hassan'.

Dato' Haris Fadzilah Hassan  
Group Chief Executive Officer  
FGV Holdings Berhad

A small, stylized handwritten mark or signature in the bottom right corner of the page.