

(Addressee)

Month Day, 20xx
Chugai Pharmaceutical Co., Ltd.
Takuya Fujiwara,
Head of Purchasing Department

Request Regarding Purchase Transaction Terms and Conditions

Dear Sir or Madam,

We would like to express our sincere appreciation for your continued support and cooperation.

Chugai Pharmaceutical Group, meaning Chugai Pharmaceutical Co., Ltd. and its domestic group companies (Note 1), hereinafter referred to as “we” or “our company,” will be changing its purchasing transaction processes and terms in connection with the introduction of a new purchasing system. Accordingly, we kindly ask you to review the following details and, if you agree, sign the consent form attached to this document and return it to us.

Details

1. Issuance of Purchase Orders from Our Purchasing System

(1) Sending of order notification emails

After the new purchasing system goes live, when we make an offer or place an order for a transaction with your company, an email with a purchase order as stipulated in the Guidelines (Note 2) attached will be sent from the purchasing system to your company. This email is hereinafter referred to as an “order notification email.”

Please review the contents of each order notification email and notify us whether you accept or reject the order notification email.

(2) Formation of individual transactions

Unless otherwise agreed in a contract or similar document, an individual contract for the relevant transaction will be formed when we receive your notice of acceptance of the order notification email. If no notice of acceptance or rejection is received, the order notification email will be deemed accepted upon the lapse of **10 business days** from the sending of the order notification email.

2. Payment Methods

Unless otherwise agreed in a contract or similar document, the payment methods shown in the table below will apply according to the details of the transaction. Details of each method are described in the Guidelines.

Method	Overview	Applicable Transactions	Documents to Be Issued by Your Company
Three-way matching	Matches three items: order information, delivery information, and invoice information	Goods and fixed assets, such as software	Delivery note and invoice
Two-way matching	Matches order information and invoice information	Services other than fixed assets	Invoice

3. Payment Due Date

(1) Under the three-way matching method or two-way matching method, if we confirm that there are no objections to the contents of the invoice, we will pay the amount due by bank transfer to the bank account designated by your company in accordance with the payment terms shown below. We will bear the bank transfer fees.

However, if different payment terms have been agreed in a contract, payment will be made in accordance with the terms of that contract.

<Payment Terms>

For the three-way matching method or two-way matching method, payment shall be made within sixty (60) days after receipt of the invoice.

4. Handling of Information

We may share information about your company obtained in connection with transactions, including quotation information, with contractors responsible for managing and operating our purchasing system (Note 3), to the extent necessary for conducting transactions with your company.

Quotation information obtained from your company may also be shared and used within Chugai Pharmaceutical Group to the extent necessary for transactions, including consideration of potential transactions.

5. Miscellaneous

(1) Where a separate contract (Note 4) exists for the applicable transaction

Notwithstanding your agreement to this document, the terms agreed in such contract will remain valid, and the terms of such contract will apply preferentially to the formation of transactions, payment terms, and other conditions. If any provision in the contract refers to an agreement document described in the preceding article, after such agreement document expires, please interpret that reference as referring to this document.

(Note 1) List of domestic group companies

<https://www.chugai-pharm.co.jp/profile/about/group/domestic.html>

(Note 2) To be provided at a later date

(Note 3) Group companies within the Roche Group responsible for purchasing operations

(Note 4) This means basic transaction agreements, sales agreements, service agreements, and other agreement documents related to transactions concluded between your company and our company, including, for example, a combination of a purchase order and an order acknowledgment.

Consent Form

We have reviewed and hereby agree to the contents described in "Request Regarding Purchase Transaction Terms and Conditions."

Month Day, Year

(Business Partner) Head Office Address: _____

(Business Partner) Name of Representative: _____