

GENERAL TERMS & CONDITIONS

Unless otherwise mutually agreed between the parties these General terms and conditions shall apply to all legal relationships and transactions when as a buyer acts VIKTOR Lacquers s.r.o. U Jatek 1551, Nové Město na Moravě, Postal code 592 31, Czech Republic (hereinafter referred to as „VIKTOR Lacquers“)

1. Contact persons

1.1 All communication regarding business matters and orders addressed to VIKTOR Lacquers shall be delivered to Mrs. Pavlína Dvořáková, Business Director, e-mail: pavlina.dvorakova@viktorlac.com, cell. phone: +420 731 400 575.

1.2 The seller shall appoint a person responsible for executing business relations (orders, clarifications, complaints with VIKTOR Lacquers and deliver the person's full name, email address and cell. phone number to VIKTOR Lacquers.

2. Orders

2.1 Confirmation or refusal of the order by the supplier shall be made no later than by the next working day at 6 PM (CET) otherwise the order is considered binding for both parties.

2.2 All changes to the conditions already confirmed must be approved by both parties. Any proposal for such change shall be communicated to the other party as soon as possible.

3. Warehouse of VIKTOR Lacquers

3.1 Warehouse address: VIKTOR Lacquers s.r.o., U Jatek 1551, Nové Město na Moravě, Postal code: 592 31, Czech Republic.

3.2 Operating hours of the warehouse: only from 7:00 a.m. to 1:00 p.m., on working days.

3.3 Warehouse contact person: Mr. Martin Humlíček, cell. phone: +420 731 103 712.

4. Delivery of goods

4.1 Delivery terms: DDP warehouse of VIKTOR Lacquers according to the INCOTERMS 2020. The delivery shall be executed during operating hours of the warehouse.

4.2 The seller is obliged to hand over the goods to VIKTOR Lacquers in accordance with the delivery conditions and on the date agreed in the order.

4.3 Delivery note, Weight note and Tanker cleaning certificate must be delivered in paper form at time of delivery together with delivered goods.

4.4. All outlets from the tank truck or IBC container must be closed, intact, with sealings upon loading. Sealings must be confirmed in accompanying documentation.

4.5 The exact country of origin of the manufacturer and valid long-term declaration of the supplier (LTDS) of the origin of the goods shall be submitted by the supplier to VIKTOR Lacquers prior to the delivery at the latest. Update(s) of LTDS must be supplied when changed or if the declaration is no longer valid more.

5. Accompanying documentation:

5.1 The supplier is obliged to submit all certificates of quality management and environmental management (ISO 9001, ISO 22001, IFS, FSSC, ISO 14001, Responsible Care etc.). Update(s) must be supplied if the certificates are changed or no longer valid.

5.2 Accompanying documentation includes in particular: Technical data sheet (TDS), Material safety data sheet (MSDS), Certificates of Analysis (CoA), Delivery note. For tanker delivery: Weight note (ticket from loading), Tanker cleaning certificate, Protocol on checking the filters.

5.3 Accompanying documentation must be delivered electronically (preferably in pdf) to: Mr. Ladislav Sobotka, Head of Production, e-mail: ladislav.sobotka@viktorlac.com, cell. phone +420 739 565 377 no later than 24 hours before the delivery time.

5.4 MSDS shall be issued in Czech language. Update(s) of MSDS must be supplied when changed or no later than 1 year after issuing date.

5.5 Batch number must be stated in the Delivery note and CoA.

5.6 Weight note (ticket from loading) must contain exact times of weighing, empty and full tank weights (kg net, kg gross, tara).

5.7 Tanker cleaning certificate (EFTCO Cleaning Document): If the tanker exclusively transports only the product being subject of the order, EFTCO Cleaning Document may be substituted by respective declaration of the forwarder.

5.8 Protocol on checking the filters on the producer's tank: If the producer's tank is used exclusively for production of the product being subject of the order, the Protocol may be substituted by respective declaration of the producer.

5.9 The product meets all parameters from TDS.

6. Invoicing:

6.1 Financial documentation (invoices etc.) shall be delivered to: Mrs. Jana Fiksová, accountant, e-mail: jana.fiksova@viktorlac.com, cell. phone: +420 737 288 298.

6.2 Invoices shall contain the payment term, VIKTOR Lacquers order number, delivery note number and price calculation in EUR per kg.