

- 1) This instrument "General Terms and Conditions of Purchase" is part of our Purchase Order;
- 2) Compliance with the conditions described in this instrument and in our Purchase Order is Mandatory.
- 2.1) Any expenses from non-compliances will be the responsibility of the supplier/vendor;
- 3) APS will perform the payments within the agreed payment terms described in the purchase order.

After receiving the order:

- 4) Send us an acknowledgement informing the order number (when applicable) and the estimated delivery date;
- 5) Any change in the delivery date must be immediately sent to the Buyer with the updated information;

With the goods available:

- 6) Contact the Buyer responsible for the Order;
- 7) Never ship goods DIRECTLY to APS by courier of any kind without our green light;
- 8) Always send copies of the shipping documents to the buyer: commercial invoice + packing list + all certificates + log cards (when applicable);
- 9) Issue three (3) original sets of shipping documents according to the following instructions:
 - 9.1) One set of the original documents in blue ink hand signed must be handed over to freight forwarder, which will be attached to the AWB, consisting of a Commercial Invoice and a Packing List;
 - 9.2) One set of the original documents in blue ink hand signed must be placed outside the box in the documents pouch. This set must consist of:
 - a) Commercial Invoice;
 - b) Packing List;
 - c) All Certificates
 - certificate of conformity for chemicals, consumable materials and standard parts, such as hardware (rivets, bolts, nuts)
 - FAA 8130-3 and/or EASA Form 1 for parts and all OEM parts;
 - d) Log cards (when applicable);
 - 9.3) One set of the original documents in blue ink hand signed must be sent to the Buyer by FedEx courier, account number 742232425. This set must consist of:
 - a) Commercial Invoice;
 - b) Packing List;
 - c) All Certificates
 - certificate of conformity for chemicals, consumable materials and standard parts, such as hardware (rivets, bolts, nuts)
 - FAA 8130-3 and/or EASA Form 1 for parts and all OEM parts;
 - d) Log cards (when applicable);
- 10) Our Logistics Team will contact our freight forwarder to start the shipping process and to arrange the goods to be picked-up (when applicable);
- 11) Please inform your contact person, telephone number, and e-mail;

Invoice and Package Format:

- 12) All documents must have our Order Number;
- 13) It is recommended to mention the item number (this can be found on our Order) for each item;
- 13) Discrepancies on the Order shall be reported in written to the buyer for settlement;
- 14) The commercial invoice must be signed in blue ink and stamped, otherwise penalties will be charged to the supplier;
- 15) All paperworks and the House Air Way Bill must be consigned to:

Aircraft Propeller Serviços Aeronáuticos Ltda
Condomínio Empresarial Barão de Mauá – Prédio F – Edifício DaVinci
Rod Dom Pedro I, S/N – KM 87 – Bairro Jardim
Kanimar - Atibaia, SP - CEP 12954-260

- 16) APS will inform the airport of destination regarding the import license;
- 17) The freight forwarder must request the green light from APS and after that a copy of the House Air Way Bill must be sent;

- 18) The gross weight and the net weight must be checked against the packing list;
- 19) All packages must follow the IATAs regulation;

Penalties:

- 20) The absence of the requested documents will maintain the goods on hold at the freight forwarder; each shipment made to Brazil without the referred documents will be fined by the Customs Authorities;
- 21) We do not have access to the documents, goods or boxes before they are cleared from customs;
- 22) The rejected goods will be returned from APS to the Supplier. All costs related to the return will be responsibility of the Supplier;
- 23) APS may block the payments if the following non-conformities are found:
 - a) Discrepancies between the Order and the Invoice;
 - b) Technical problems, quality or divergence in the specification of the goods requested;
 - c) Absence of documentation (COC, FAA 8130-3, EASA Form 1, log cards, technical reports, etc.);
 - d) Non-compliance with the terms and conditions of this General Terms and the Order;

Considerations:

- 24) The goods must be in compliance with the specifications and the part numbers informed. Similar or replacement materials will not be accepted, only if authorized by APS;
- 25) It is imperative that your company adopt preventive measures regarding the use of counterfeit materials. In order for this to be achieved, we expect that as a supplier you will always behave ethically and committed to flight safety.
- 26) The supplier is responsible for informing APS in writing, along with the invoice, the bank and current account for the payment.
- 27) Partial shipment must be avoided; please ask the Buyer a written authorization for partial shipment;
- 28) Any shipment without APS green light will result in penalties charged to the supplier or the agent;
- 29) The supplier must have a quality management system or equivalent implemented;
- 30) The supplier must have notify APS in case of nonconforming processes, products and services and obtain APS's approval for their disposition;

Authority Monitoring:

- 31) The supplier must provide free access to aviation authority or their authorized representatives:
 - Carrying out the monitoring/audit in the installation.
 - To have the evidence of quality assurance for the work that is being performed by the authority;
 - Investigation;

Business Unit:

Aircraft Propeller Serviços Aeronáuticos Ltda
Condomínio Empresarial Barão de Mauá – Prédio F – Edifício DaVinci
Rod Dom Pedro I, S/N – KM 87 – Bairro Jardim
Kanimar - Atibaia, SP - CEP 12954-260
Tel: +55 (11) 2119-7346
Mob: +55 (11) 97516-7853