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1 Purpose

This Packaging Guideline ("PG") describes the requirements of Leica Camera AG ("Leica") and of its affiliated companies vis-à-vis the Supplier regarding the professional packaging and delivery of purchased parts for production and finished products (collectively "Products").

The Supplier is solely responsible for the compliance with the PG.

Leica provides the PG via its Internet site. The current version as amended from time to time replaces the previous version and is applicable with immediate effect. The Supplier is not informed about changes to the PG. The Supplier is obliged to check at least every 6 months whether the PG is available to it in its currently applicable version.

2 Scope of application

The PG applies to the packaging and delivery of Products to Leica and its affiliated companies.

The PG applies in addition to Leica's General Terms and Conditions of Purchase. Any existing special agreements continue to be valid and have priority over this PG. The regulations of the PG apply in addition to the applicable statutory provisions. To the extent that the statutory provisions contain more stringent regulations than those in the PG, they shall have priority.

3 Requirements for packaging

3.1 General requirements

The packaging shall protect the Products, for example from environmental impacts, damage, contamination (e.g. by dust), and loss of volume.

At least the following requirements for the packaging must be complied with:

- The packaging must not present any risk of injury (e.g. avoidance of sharp edges).
- The packaging has to be designed in such a way that the Products are not damaged during transport.
- The packaging must comply with the requirements for the goods to be packed.
- The packaging should not be larger than necessary without compromising the protective function.
- The filler material used is to be limited to a minimal necessary level.

The selection of suitable packaging is incumbent on the Supplier, unless Leica provided specifications. When the Supplier recognises that Leica's specifications are unsuitable, the Supplier shall without undue delay inform Leica accordingly to ensure that a suitable packaging can be agreed.

3.2 Environmental conditions

When choosing the packaging, the Supplier shall consider the given environmental conditions (temperature, air pressure, air humidity). To the extent necessary or appropriate, corresponding transporting symbols (see clause 3.3) shall be placed on the packaging.



3.3 Symbol labelling

- The packaging has to be provided with symbols for transport packaging (according to ISO 7000). The use of the respective symbols is to be adjusted to the application.
- The symbols have to be visibly placed on the packaging.
- In any case, the symbols must be placed in such a way that symbols are not pasted over.

3.4 Unapproved packaging

The Supplier undertakes to use environmentally friendly packaging allowing recycling or environmentally friendly and cost-effective disposal.

The following matrix applies:

| | Approved material | Unapproved material |
|----------------------|---|---|
| Cardboard | <ul style="list-style-type: none">• Papers free from substances harmful to paper production | <ul style="list-style-type: none">• Papers and cardboard with water-insoluble coatings or adhesives |
| Anti-corrosive paper | <ul style="list-style-type: none">• VCI papers that are provably usable with cardboard / paper | <ul style="list-style-type: none">• Papers with incompatible admixtures• Incompatible impregnated or soaked paper |
| Plastics | <ul style="list-style-type: none">• Moulded parts PE, PP• Protective caps PE• PE foils• VCI plastic foils• Foams PE, PP, PS• Straps PP• VCI foams | <ul style="list-style-type: none">• Styrofoam chips• Composite materials• Plastic compounds• Rubber compounds• Metal, plastic, composite foils• Incompatible impregnated foils |
| Metals | <ul style="list-style-type: none">• Steel, also galvanised and painted | <ul style="list-style-type: none">• Tin-plated metals |
| Wood | <ul style="list-style-type: none">• Non-impregnated solid wood/plywood• Wood wool | <ul style="list-style-type: none">• Chipboards• Treated or lacquered wood |
| Textiles | <ul style="list-style-type: none">• Cellulose fibres | <ul style="list-style-type: none">• Waxed linen |
| Glass | <ul style="list-style-type: none">• only if absolutely necessary | <ul style="list-style-type: none">• Glass wool |

4 Labelling

Apart from the labelling according to clauses 3.2 and 3.3 of this PG, all further information important for the contents, storage and transport must be visibly affixed to the packaging in the form of a label. In particular, the Leica material number, content quantity and the Leica order number must be stated.

4.1 Markings on the packages

If disposable packaging is used, the Products have to be sent with a delivery note as described under item 6. If several packaging items are delivered in a disposable packaging, the individual packaging items are to be clearly marked (e.g. package 1 of 4).

Each material packaging must be provided with a logistics product label and should, if possible, be additionally provided with barcode marking (see picture of product label). The product label has to be provided with the following minimum information (hereinafter "Label"):

- Leica material number
- Leica order number and order position
- Supply quantity
- Manufacturing date (or batch number)

Additionally, manufacturer's information can be affixed. The Label must be affixed to the outside of the packaging and be fully manually readable or machine readable with a scanner. Labels must not be covered by parts of the packaging or by the strapping. Pallets must be packed in such a way that the label can be seen at all times. If necessary, a second Label has to be affixed on the packaging (double-sided labelling) Barcodes on the Label must be in GS1 code or Code 128 standard.

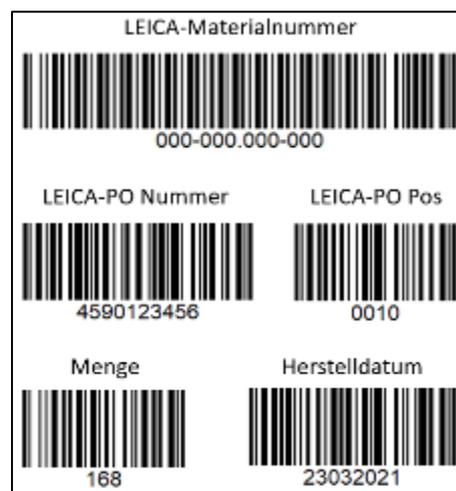


Fig.: Product label

5 Shipping documents

The Supplier is obliged to attach all necessary shipping documents, in particular delivery notes, packing slips (for multi-package shipments) and pro forma invoices to the consignments. All documents have to state the Leica order numbers and further denominations as possibly requested by Leica in the individual case. All documents are to be attached to the outside of the consignment in a loss-proof manner. Especially



the delivery note must never be placed inside a consignment. Further details on the requirements regarding the shipping documents follow from clauses 5.1 to 5.3 below.

5.1 Delivery note

The following information has to be included in delivery note:

- Leica order number (optionally also additionally as a barcode)
- Leica customer number
- Correct delivery address
- Leica contact
- Leica material number (optionally also additionally as a barcode)
- Leica material specification
- Number of units (optionally also additionally as a barcode)
- Serial number / batch number (optionally also additionally as a barcode)
- Number of packages (if the consignment comprises several packaging items)
- Delivery note number Supplier (optionally also additionally as a barcode)
- Date of issue of delivery note
- Delivery date
- Contact details Supplier

Furthermore, the following needs to be considered:

- **Consignment goods:** Note must be included in the delivery note.
- **Initial sample product:** Indication of initial sample must be stated on delivery note. Additionally, initial samples must be separately marked and packaged.
- Packaging units must be marked with LEICA material number.
- In respect of third countries (i.e. non-EU countries) the consignments must additionally be accompanied by **certificates of origin**.

5.2 Further documents

- If necessary, certificates and inspection documentation must be attached.
- If Leica requests in the individual case that further documents have to be included in the consignment, the Supplier shall comply with this request.



5.3 Sample delivery note

Musterfirma GmbH
Musterstraße 100
D 12345 Musterstadt

Headline for free creation

Musterfirma GmbH Musterstraße 100 12345 Musterstadt
 LEICA Camera AG
 Am Leitz-Park 5
 D-35578 Wetzlar

DELIVERY NOTE

DN-Number / Date
 80123654 / Date actual

Reference number / Date

Order number / Date
 459251xxxxxxxx

Customer number
 XXXXX

Project number
 xxxxxxxxxxxxxxxxxxxxxx

Project description
 xxxxxxxxxxxxxxxxxxxxxx

Head of document

| Pos. | LC Mat.-No. | Description | Amount | Unit | Comment |
|------|-----------------|---------------------|--------|------|---------|
| 070 | 421-123.456-789 | Klemmenleiste*X1303 | 10 | ST | |
| 080 | 424-987.654-321 | Schraube | 10 | ST | |

Head of list + List position

Conditions

XXXXXXXXXXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXXXXXXXXXX:
 XXXXXXXXXXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Footer for free creation

Fig.: Sample delivery note

6 Delivery address

With regard to the delivery and invoice address, the Supplier has to consider the information provided on Leica's order.

Delivery time plant Germany (HQ)

07:00 hrs. to 15:00 hrs.

Delivery time plant Portugal

07:30 hrs. to 15:45 hrs.

7 Reusable packaging

Leica provides reusable containers to the Supplier. If the Supplier prefers delivering the Products in its own reusable packaging, it needs to be clarified in advance whether the packaging complies with Leica's requirements.

- It needs to be ensured that the containers remain clean and in proper condition.
- Cleaning costs incurred by the Supplier are to be borne by the Supplier.
- If any reusable container is damaged, such damage shall be notified to Leica without undue delay, and the further course of action is to be discussed.

7.1 Types of reusable packaging

Apart from the classical reusable containers such as Euro pallets, corresponding shuttle containers are used, especially for the delivery of individual parts and/or components. Other reusable containers may be used only after prior consultation with and text-form approval by Leica.

When delivering the material, the Supplier shall ensure that the containers are handed over to Leica or the carrier in a clean, dry (dry storage!) and intact condition. Sticking over/removing the fixed barcode labels is not permitted.

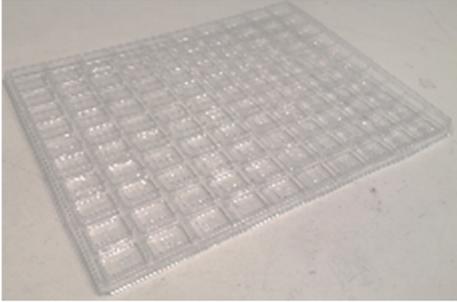
7.2 Overview of the shuttle packaging

| Picture | Dimensions [length x width x height in mm] | Nests [Number, depth in mm] |
|---|--|--------------------------------|
|  | 600 x 400 x 120 | |
|  | 600 x 400 x 120 | |
|  | 600 x 400 x 225 | |
|  | 600 x 400 x 20 | |



Packaging Guideline

Rev. 07/21

| | | |
|---|----------------|-----------|
|  | 355 x 255 x 10 | 100, 10mm |
|  | 255 x 175 x 18 | 24, 15mm |
|  | 255 x 175 x 18 | 12, 15mm |
|  | 255 x 175 x 18 | 12, 30mm |

| | | |
|---|-----------------------|-----------------|
|  | <p>355 x 255 x 20</p> | <p>12, 20mm</p> |
|---|-----------------------|-----------------|

7.3 Ownership situation

The provided containers are owned by Leica. They may be used exclusively for transporting the Products between the Supplier and LEICA. They must not be misappropriated for any unapproved purpose, i.e.

- the internal manufacturing circulation at the Supplier
- the intermediate storage of semi-finished products at the Supplier
- storage at the Supplier's premises in excess of the current delivery call-off (unless a defined stock of finished parts has been agreed)
- for equipping sub-suppliers.

7.4 Cleaning

As a matter of principle, the Supplier shall deliver parts only in clean and functional load carriers. Leica sends the reusable packaging in usable condition. If the Supplier's requirements exceed this cleaning condition, the Supplier shall realize these at its own expense. The condition of the containers in terms of cleanliness and functionality is monitored by Leica upon receipt of goods and dispatch of empty containers. If contrary to its obligations the Supplier delivers Products in heavily soiled load carriers, Leica reserves the right to invoice the costs incurred in this regard to the Supplier.

8 Loaned packaging

Any loaned packaging provided by the Supplier will be returned to the Supplier's address on a carriage forward basis.



9 Special packaging specification

9.1 Cleanroom packaging

| Criterion | Requirements |
|---------------------------------|---|
| Blister/tray | <p>Components must be inserted and transported in a load carrier (blister/tray) that is adapted to the respective size of the components.</p> <p>The components are fixed in the load carrier or have only little space to move (no bulk material).</p> |
| Protective packaging | <p>Each component individually, or the entire load carrier must be wrapped by means of a transparent shrink-wrap or vacuum foil.</p> |
| Labelling | <p>The protective packaging must be marked with a sticker. Labelling of the sticker: "CAUTION - open only in cleanroom"</p> <p>Furthermore, a symbol sticker W001 (general warning symbol) according to DIN-ISO7010 must be affixed.</p> |
| Cleanliness requirements | <p>Components <u>and</u> load carriers must be free from critical contamination (metal chips, fibres, dust, oil, grease, etc.) and are to be correspondingly cleaned before packaging.</p> <p>Visible particulate contaminants must be removed from a particle size of 100µm (micrometers) upwards. Oil and grease residues must be removed completely, except for component surfaces that are explicitly greased according to the drawing/work plan.</p> |

9.2 ESD protective packaging

| Criterion | Requirements |
|----------------------------|--|
| Packaging materials | <p>Each component and each loading unit must be packaged for safe handling outside of an ESD protective zone (EPA).</p> <p>The packaging materials/packaging used must meet the following requirements:</p> <ul style="list-style-type: none">• electrostatically conductive (C) or dissipative (D) <p>and</p> <ul style="list-style-type: none">• shielding effect against electrostatic discharge |
| Labelling | <p>EDS protective packaging must be marked by the ESD warning symbol and by a corresponding classification of the electrostatic features of the materials used:</p> <ul style="list-style-type: none">• Electrostatically dissipative (D)• Electrostatically conductive (C)• Electrostatically shielding (S) |
| Relevant norms | <ul style="list-style-type: none">• ANSI-ESD S541-2008• DIN EN 61340-5-3/ IEC 61340-5-3 |



9.3 Single lenses and putty links

| Criterion | Requirements |
|---------------------------------|---|
| Blister / tray | <p>Material: Polyethylene terephthalate (PET/PETE)</p> <p>Material thickness: min. 0.6mm</p> <p>Colour: transparent</p> <p>Outer dimensions: max. 350mm x 250mm x 100mm [length x width x height]</p> <p>Lenses per tray: 1/3/6/12/24/48/96 pieces</p> <p>Fit accuracy: tray adapted to the lens type</p> |
| Protective packaging | <p>Vacuum foil: Each tray is packed by means of vacuum foil</p> <p>Material: PA/PE multi-layer</p> <p>Colour: transparent</p> <p>Transport packaging: Dispatch cardboard</p> <p>Desiccant: Silica gel - desiccant bags</p> <p>The packaging for optical components must guarantee protection against mechanical as well as climatic influences. Paper used for packaging must be acid-free and must also not leave any residue on the lenses.</p> |
| Cleanliness requirements | <p>All optical components must be delivered in a clean and mountable condition.</p> <p>The respective tolerances for surface imperfections and particulate contamination according to the drawing/specification sheet (scratches, holes, tool marks, sealing defects, particles) apply.</p> <p>In addition, all optical components must be free from filmic impurities (e.g. oil/grease residues, fingerprints, vacuum cup impressions).</p> |



9.4 Batteries and accumulators

| Criterion | Requirements |
|---|---|
| Lithium metal batteries | Lithium metal batteries must be packed individually. |
| Lithium-Ion batteries (rechargeable) | The state of charge (SoC) must not exceed 30%. |
| General Requirements | <p>The IATA DGR packaging regulations and DOT / 49 CFR: §173.185 requirements apply.</p> <ul style="list-style-type: none">• Lithium-ion and lithium-metal batteries must have been tested in accordance with the UN Manual of Tests and Criteria Part II, subsection 38.3 (DGR 3.9.2.6).• The test summary (annex to the shipping declaration (DGD)) must be handed over to Leica as soon as a new version is available, or at least once a year.• The requirements of special provision 188 (ADR/RID/ADN/IMDG Code) and DOT / 49 CFR: §173.185 (c) must be met. |
| Relevant norms | <ul style="list-style-type: none">• IATA DGR IATA DGR• DOT / 49 CFR: §173.185 (c)• 188 (ADR/RID/ADN/IMDG-Code) |