



LORD Corporation  
2000 West Grandview Blvd.  
Erie, PA 16509-1029

## SAMPLE AFFIDAVIT LETTER

### DATE

Dear LORD Supplier:

LORD Corporation has a legal and ethical obligation to comply with U.S. laws and regulations governing the import and export of goods. These regulations are written in conjunction with over forty (40) U.S. government agencies.

In order to comply with these regulations, LORD Corporation requires its suppliers to provide the following **trade compliance information on the attached LORD Supplier Trade Classification Affidavit for each part number you will be supplying to LORD. In addition, for products that are eligible for favorable treatment under a free trade agreement (such as NAFTA, Israel free trade agreement, Australian free trade agreement and GSP) LORD also requires a duly executed Certificate of Origin or similar document which provides the necessary information to substantiate such a claim.** Please note, however, that the various trade regulations and Free Trade Agreements referenced herein are complex. You may wish to seek advice from legal counsel or other customs/export experts as well.

Please review the attached **LORD Supplier Trade Classification Affidavit** that currently identifies products LORD will purchase from your company. Review, complete and return duly signed originals of the LORD Supplier Trade Classification Affidavit and any Certificates of Origin or similar documentation pursuant to any of the Free Trade Agreements **before any purchase order can be issued to your company**, to:

LORD Corporation  
Attention: Rebecca McGrath  
Sourcing Compliance Coordinator  
2000 West Grandview Blvd.  
Erie, PA 16509-1029

If any of the information you provide LORD changes, we require you to update us immediately (and send a revised affidavit) as changes may have significant impact on our products.

**It is critical that your company comply fully with the requests contained in this communication.** Failure to comply could result in action by LORD, which may include, but not limited to, non placement of the promised purchase order, seek reimbursement from your company for any fines, penalties or other costs incurred by LORD, which result from LORD's reliance on any inaccurate trade compliance data (including NAFTA information) provided by your company.

As a LORD supplier, your company agrees to maintain, and present to Customs or any other government agency upon request, documentation necessary to support the NAFTA Certificate of Origin, any other Free Trade certification or the Affidavit provided to LORD.

LORD appreciates your assistance with completing and returning one (1) duly signed LORD Supplier Trade Classification Affidavit **prior to the placement of our purchase order with your company**, and if it applies, one (1) duly signed original Certificate of Origin or similar certification required under the other applicable Free Trade Agreements. If you should have any questions regarding this request, please call Becky McGrath at 814.868.0924 extension 6832, or via e-mail at [Rebecca\\_McGrath@lord.com](mailto:Rebecca_McGrath@lord.com). Thank you for your prompt attention to this important matter.

Sincerely,

*Vic Venetozzi*

*Lynn A. Carmichael*

Vic Venettozzi  
Director, Global Purchasing  
attch

Lynn A. Carmichael  
Manager, Global Trade Compliance