

### Action required: Changes to the legal entity name for:

#### **GlaxoSmithKline Consumer Healthcare Colombia S.A.S. ('the Company')**

Dear Suppliers,

As you may know, in July 2022 we completed our demerger from the GSK Group to form HALEON, an independent company 100% focused on everyday health. Our leading brands are built on science, innovation and human understanding and are trusted by millions of consumers globally. All GlaxoSmithKline Consumer Healthcare legal entities are now part of the HALEON Group and we are updating their names so they reflect our HALEON branding and independence.

In Colombia, we would like to inform you that our legal entity name have now changed.

Effective from 17<sup>th</sup> June 2023:

1) The Company's legal entity name has changed from:

GlaxoSmithKline Consumer Healthcare Colombia S.A.S. to **HALEON Colombia S.A.S.**

**From today, please use the new legal entity name in all new relevant documents you send to the Company, including invoices and contracts.**

Please note, there's no change to the company registration number or NIT number: **900809229-8**

Below you will find a summary to help you make the required system and documentation changes. Please also share this update with your wider teams, so they're aware of the changes.

Thank you for your continued support and understanding as we make these important updates. If you have any questions about our legal entity name change, please email the team at [legalnamechange\\_procurement@haleon.com](mailto:legalnamechange_procurement@haleon.com). For queries about invoices or payments, please go to our [HALEON supplier portal](#) or contact your local [Purchase-to-Pay Help Desk](#).

Regards,

HALEON Project Team, Colombia

### Changes required: effective from 17<sup>th</sup> June 2023

Please update relevant system and documentation as soon as possible, so they reflect the Company's new legal entity name:

**Haleon Colombia S.A.S.**

We've listed the areas below where you'll most likely need to do this:

#### 1. Quotations / Offers / Delivery slip templates

From today, all new quotations/offers/delivery slip documents relating to your supply of goods and/or services to the Company must now be addressed to the new legal entity name as stated above.

Please note, there is **no change to the delivery / shipping address of the company.**

#### 2. Invoicing templates

From today, to facilitate the prompt payment of your invoices, all new invoices relating to your supply of goods and/or services to the Company must now be issued to:

**Haleon Colombia S.A.S.**

**Carrera 7 No. 113 - 43 Piso 4, Bogotá, Colombia**

**NIT 900809229-8**

The Company will need to reject and return any invoice that does not have the correct information e.g., incorrect legal entity name, Purchase Order number. The Company will not be responsible for any payment delays due to incorrect information provided on invoices.

#### 3. Invoice delivery:

All invoices issue to the company should be directed to the following address:

[col.consumo-recepcion-factura-elect@haleon.com](mailto:col.consumo-recepcion-factura-elect@haleon.com)

- 4. Data breaches:** by virtue of the change in the company name of the person responsible for personal data, we inform the update of our Personal Data Processing Policy, which can be consulted on the company's website. Likewise, we notify the change of the means of contact for the exercise of the rights of the holders of personal data and that in case of requests or claims, these may be submitted by email to the mailboxes [col.protecciondatospersonales@haleon.com](mailto:col.protecciondatospersonales@haleon.com) or [cdir@haleon.com](mailto:cdir@haleon.com) or through the digital form available at: i-Sight.

#### Additional information:

- For a period of time, the old GSK logo may still appear as we are in the process of updating our tools, templates and systems. Thank you for your support while we make these changes.
- Active contracts or orders issued under the old company name are still valid and no action needs to be taken.
- New orders and contracts generated from now should reflect the new company name as stated above.
- All invoices for active and new orders should henceforth be issued to the new company name of the entity.
- For the time being the email address to direct your withholding and payment details queries remains as: [WW.GSK-CONSUMER-P2P-LATAM@haleon.com](mailto:WW.GSK-CONSUMER-P2P-LATAM@haleon.com)