

Letter to suppliers

Important: Update information you hold about Haleon



Action required: Changes to the legal entity name and registered office address for GlaxoSmithKline Consumer Healthcare Pakistan Limited ('the Company')

Dear Haleon Supplier,

Further to our emails dated 9 February 2023 and 23 February 2023, this is to restate that we have completed our demerger from the GSK Group to form Haleon, an independent company 100% focused on everyday health in July 2022. 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.

This letter details important changes that you must action so your invoices are not rejected, and you're paid on time.

In Pakistan where you operate, we would like to reiterate that our legal entity name and registered office address have changed. Please note, that the Company's registration number or NTN number have not been changed.

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, including Ordering, Finance and Accounts Receivables, and any 'Tier 2' suppliers who may not have a direct relationship with us, so they're aware of the required 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. For queries about invoices or payments, please go to our [Haleon supplier portal](#) or contact your local APhelpdesk.pk@haleon.com

Regards,
Haleon Project Team, Pakistan

Changes required: Effective from 17th June 2023 ("Effective Date")

Please update relevant system(s) and documentation at your end as soon as possible, so that they reflect the Company's new legal entity name, new registered office address and correct email/postal address for invoice submission:

Haleon Pakistan Limited
11-A, 11th Floor, Sky Tower (East Wing), Dolmen City, HC-3, Block 4, Scheme-5, Clifton,
Karachi, Sindh, Pakistan, 75600.

We have listed the four (4) areas below where you will most likely need to make the aforementioned changes:

1. Quotations / Offers / Delivery slip templates



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

2. Invoicing format

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

Haleon Pakistan Limited

11-A, 11th Floor, Sky Tower (East Wing), Dolmen City, HC-3, Block 4, Scheme-5, Clifton, Karachi, Sindh, 75600 Pakistan

NTN: 7100856-0

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

Note: **Effective 1st July**, all invoices in the name of GSK Consumer Healthcare will be rejected and vendors need to resubmit the invoice on the New Name as mentioned above.

3. Data breaches

If there are any data breaches, as referenced in your contract with the Company, these should now be reported immediately to cdir@haleon.com instead of cstd@gsk.com.

Additional information

- For a period of time, you may still see the GSK logo as we continue to update our tools, templates and systems. Thank you for bearing with us while we make these changes.
- **Active Purchase Orders and Contracts** issued to or by the Company under its previous legal entity name and registered office address will remain valid, and no action is required on these.
- **New Purchase Orders and New Contracts** created from 17th June 2023 must reflect the new legal entity name of the Company and new registered office address as stated above.
- **All Invoices for active and new Purchase Orders** must be addressed from 17th June 2023 to the new legal entity name of the Company with the new registered office address as stated above. In addition, for suppliers providing goods for the manufacturing site of Haleon Jamshoro, please follow the instructions below:
 - **Labels for boxes and pallets**
If it appears on any labels (box and pallet / shipping labels), you should replace the current legal entity name of the Company by the new legal entity name Haleon Pakistan Limited.
 - **Packing lists, Certificates of Analysis, Delivery notes, Bill of lading**
All references to the current legal entity of the Company will need to be updated to reflect the new legal entity name Haleon Pakistan Limited.

– **Import / Export licence and other local documents**

Based on Local Regulation your Import / Export licenses released after 17th June 2023 should be updated with the new legal entity name Haleon Pakistan Limited

Supplier is responsible for the current Import / Export licences validity based on Local regulation. There may also be other local documents that are impacted, please make sure these are also identified and updated accordingly