

**Important: You must update information you hold about GlaxoSmithKline Consumer Healthcare (Overseas) Limited Taiwan branch (the "Company"), so your future invoices are not rejected**

Dear Haleon Supplier,

In July 2022, GSK successfully demerged into two new companies, one of which is [Haleon plc](#), a consumer healthcare company 100% focussed on everyday health. Haleon values the ongoing partnership with you following the demerger.

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

We strongly encourage you to share this message with your wider team, including with Ordering, Finance and Accounts Receivables departments, to avoid any impact to business continuity and payment of invoices.

**What is the change?**

***GlaxoSmithKline Consumer Healthcare (Overseas) Limited Taiwan branch: Changes to Company legal entity name***

As a new standalone group, all GlaxoSmithKline Consumer Healthcare legal entities are now part of the Haleon group of companies.

For Taiwan, where you operate, there is an important change to know:

The Company's legal entity name has changed from  
GlaxoSmithKline Consumer Healthcare (Overseas) Limited Taiwan Branch  
to  
**Haleon UK Services Limited Taiwan Branch**

**Effective from 18<sup>th</sup> February 2023, you must use this new legal entity name** in all new documents you send to Company e.g., on invoices, contracts etc.

Please note:

- For a period of time, you may still see our old GSK logo alongside our new Haleon name - we are in the process of updating our tools, templates and systems, so please bear with us whilst we fully implement these changes.
- There will be no changes to the company registration number or Tax ID number.
- This change is only applicable for the English name and the Chinese name will happen later. You will receive a similar letter at the appropriate time with the relevant details.

## Supplier Letter

Action required: Update information you hold about Haleon

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### What do you need to know?

- **Active Purchase Orders and Contracts** issued to or by the Company under its previous legal entity name remain valid, and no action is required on these.
- **New Purchase Orders and New Contracts** created from 18<sup>th</sup> February 2023 must reflect the new legal entity name of the Company Haleon UK Services Limited Taiwan branch.
- **All Invoices for active and new Purchase Orders** must be addressed from 18<sup>th</sup> February 2023 to the new legal entity name of the Company Haleon UK Services Limited Taiwan branch.

### What do you need to do?

- 1) You must make any relevant system and documentation updates as soon as possible, so they reflect the above new legal entity name of the Company and correct email/postal address for invoice submission.

We've listed the 4 areas below where you'll most likely need to do this:

- Quotations / Offers / Delivery slip templates: from 18<sup>th</sup> February 2023 all new quotations/offers/delivery slip documents relating to your supply of goods and/or services to Company must be addressed to:

**Haleon UK Services Limited Taiwan branch**  
**24F, No. 66, Sec 1, Zhong Xiao W. Rd, Taipei 100, Taiwan**

- Invoicing templates: from 18<sup>th</sup> February 2023 to facilitate the prompt payment of your invoices, all new invoices relating to your supply of goods and/or services to Company must be issued to:

**Haleon UK Services Limited Taiwan branch**  
**24F, No. 66, Sec 1, Zhong Xiao W. Rd, Taipei 100, Taiwan**  
Tax ID number: 54396492

The Company will reject and return any invoice 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.

- Invoice submission:
  - Vendor invoices needs to be sent to [TW.einvoice@haleon.com](mailto:TW.einvoice@haleon.com) or local Finance contact person, Karen Chung [karen.x.chung@haleon.com](mailto:karen.x.chung@haleon.com).
  - If you use the **Tungsten** e-invoicing service, you should continue to do so. When submitting your invoices on the Tungsten Portal, you will continue to select the Bill To entity; please search for 'Haleon' and select the new legal entity name from the drop-down menu.

Note the name will now be different, but the registration number you use that begins with 'AAA' will be the same as you've used before this legal entity name change.

- Data breaches: if there are any data breaches, as mentioned in your contract with the Company, these should now be reported immediately to [cdir@haleon.com](mailto:cdir@haleon.com) instead of [cstd@gsk.com](mailto:cstd@gsk.com).

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- 2) Please also forward this letter onto any Tier 2 suppliers who may not have a direct relationship with the Company but will need to make the relevant updates too.

### Further support

If you have any questions on invoices and payments, please go to our new [Haleon supplier portal](#) or contact [WW.GSK-CONSUMER-P2P-TAIWAN@haleon.com](mailto:WW.GSK-CONSUMER-P2P-TAIWAN@haleon.com).

We thank you for your continued support and understanding as we work together in making these important changes, as Haleon becomes a truly independent global company dedicated to delivering better everyday health with humanity.

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Regards,  
Taiwan - Haleon Project team