

### Action required: Change to the legal entity name and registered address for **GlaxoSmithKline Consumer Healthcare Sp. z o.o.** ('the Company')

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're updating their names so they reflect our Haleon branding and independence.

**Below you will find important information about the changes for which action should be taken to ensure smooth cooperation in all areas connecting you with the Haleon Group.**

**In Poland** where you operate, we would like to inform you about below changes:

#### **Effective from 21<sup>st</sup> August 2023:**

- 1) The Company's legal entity name changes:

GlaxoSmithKline Consumer Healthcare Sp. z o.o. to **Haleon Poland sp. z o.o.**

- 2) The Company's registered office address changes:

Ul. Grunwaldzka 189, Poznan, 60-322, Poland to **Rzymowskiego 53, 02-697 Warsaw, Poland**

**From 21<sup>st</sup> August, please use the new legal entity name and registered office address 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 (KRS) or NIP number.

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](mailto:legalnamechange_procurement@haleon.com). For queries about invoices or payments, please go to our [Haleon supplier portal \(https://supplier.haleon.com\)](https://supplier.haleon.com) or contact your local Purchase-to-Pay Help Desk.

Regards,

General Manager, Poland

**Changes required: Effective from 21<sup>st</sup> August 2023**

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

<b>Haleon Poland sp. z o.o.</b> <b>Rzymowskiego 53, 02-697 Warsaw, Poland</b>
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We've listed the areas below where you'll most likely need to do this:

**If you are our supplier:****1. Quotations / Offers / Delivery slip templates**

From 21<sup>st</sup> August 2023, 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 templates**

From 21<sup>st</sup> August 2023, 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 Poland sp. z o.o.**  
**Rzymowskiego 53, 02-697 Warsaw, Poland**  
PL118-00-12-820 (NIP number)

The company will reject and return any invoice that does not contain the correct information, e.g. correct company name, order number. The company is not responsible for delays in payments resulting from incorrect information provided on invoices.

**3. Invoice submission**

- As a reminder, if you use **Iron Mountain** to submit invoices, the addresses changed in April 2022. These addresses do not change now. Current addresses are always available in [Haleon supplier portal](https://supplier.haleon.com) (<https://supplier.haleon.com>).
- If you use the **Tungsten e-invoicing** service, you should continue to do so. When submitting your invoices on the Tungsten Portal, to select the Bill To entity, please search for 'Haleon' and select the new legal entity name from the drop-down menu. Please note, while the name will now be different, the registration number you use that begins with 'AAA' will be the same as before.
- If you issue invoices based on the service provided without a separate order from us (without a Purchase Order number - PO), the e-mail address for shipping does not change: [pl.invoices@haleon.com](mailto:pl.invoices@haleon.com)

### If you are our customer:

#### 1. Invoices

Invoices for your purchases will present the new data of Haleon Poland sp. z o.o. in the seller section, and in the footer of the document

#### 2. Payments

The account number for payments for liabilities towards our company does not change and will always be presented on the invoice. However, please update the order details in your systems to indicate the current recipient's details.

Settlements under payment orders (in the Direct Debit system) will require updating the consent, which we will inform you about in a separate correspondence.

#### 3. Contact with Haleon

Below there are email addresses that you can contact in specific topics:

- Settlements, compensations, payments: [O2C.Poland@haleon.com](mailto:O2C.Poland@haleon.com) (change from [GSKCH.Finanse@haleon.com](mailto:GSKCH.Finanse@haleon.com))
- Complaints: [PL\\_Reklamacje@haleon.com](mailto:PL_Reklamacje@haleon.com)
- Orders: [pl-zamowienia@haleon.com](mailto:pl-zamowienia@haleon.com)
- E-mail, from which invoices are received: [pl.faktury@haleon.com](mailto:pl.faktury@haleon.com)
- E-mail, from which corrective invoices are received: [pl.korekty@haleon.com](mailto:pl.korekty@haleon.com)

Other addresses, including the personal addresses of your key contacts in individual departments, remain unchanged.

### Additional information

- Please note, the **GSK logo has been removed from new Purchase Orders from 15th July, 2023**. This remains a legally valid Haleon document.
- **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 21<sup>st</sup> August 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 from 21<sup>st</sup> August 2023 be addressed to the new legal entity name of the Company with the new registered office address as stated above.
- **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](mailto:cdir@haleon.com) instead of [cstd@gsk.com](mailto:cstd@gsk.com)