

## Letter to suppliers

Important: Update information you hold about Haleon

**HALEON**

### Action required: Change to the legal entity name for GlaxoSmithKline Consumer Healthcare (Hong Kong) Limited ('the Company')

Dear Haleon Supplier,

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.

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

**In Hong Kong, China** where you operate, we would like to inform you that our legal entity name and registered office address have now changed.

#### Effective from 15<sup>th</sup> June :

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

GlaxoSmithKline Consumer Healthcare (Hong Kong) Limited to **Haleon Hong Kong Limited**

- 2) The Company's registered office address has changed from:

23/F., Tower 6, The Gateway, 9 Canton Road, Tsimshatsui, Kowloon, Hong Kong to **Unit 2810-2812, 28/F, AIRSIDE, 2 Concorde Road, Kai Tak, Hong Kong**

**From today, 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 business registration certificate 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 new [Haleon Supplier Portal](#) or contact your local [Purchase-to-Pay Help Desk](#)

Regards,  
Haleon Project Team, Hong Kong, China

### Changes required: Effective from 15<sup>th</sup> June:

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:

**Haleon Hong Kong Limited**

**Unit 2810-2812, 28/F, AIRSIDE, 2 Concorde Road, Kai Tak, Hong Kong**

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

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

From now, 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 now, 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 Hong Kong Limited**

Unit 2810-2812, 28/F, AIRSIDE, 2 Concorde Road, Kai Tak, Hong Kong

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 submission

- As a reminder, if you use **Iron Mountain** to submit invoices, the addresses changed in April 2022. Here are the links to the correct Company [email address](#) (for PDF) or [PO Box](#) (for paper). Invoices sent to the old email addresses or PO Boxes will be rejected and you will need to re-send them to the new email addresses or PO Boxes.
- 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.

#### 4. 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).



### Additional information

- Please note that **GSK logo has been removed from new Purchase Orders from 15th July, 2023.** This remains a legally valid Haleson 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 **15<sup>th</sup> June** 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 **15<sup>th</sup> June** be addressed to the new legal entity name of the Company and new registered office address as stated above.

