



Dear Business Partners,

We are thankful for the support you have given to UTAC all these years and we hope there are more good years of active collaboration and cooperation to come.

As UTAC continues to believe in good partnership, we have also established certain guidelines for our executives and employees to adhere to in relation to gifts or other benefits (such as provision of entertainment) from parties they engage with, including business partners. We wish to share that:

1. Gifts received should not have commercial value (eg. pens, mugs or other products with corporate logos are deemed not to have commercial value) and should not be lavish or extravagant.
2. Cash or any cash equivalent (including but not limited to gift vouchers and shopping vouchers) should not be accepted in any circumstance.
3. Meals and/or entertainment paid by suppliers should not be lavish or extravagant.

We would like to request your kind assistance to ensure that no cash, gifts or other benefits in contravention of UTAC's Gifts & Entertainment Policy are provided to any of our employees. Our policies require that any business partners which do not comply with the above be taken off UTAC's list of approved vendors.

In the event that any UTAC employee directly or indirectly requests any cash, gift or other benefit, please do not hesitate to contact us by telephone (Tel: (65) 6714 2248 or (65) 6372 9888) or by post (addressed to: UTAC Headquarters Pte. Ltd., Attn: Compliance & Internal Audit Team, 22 Ang Mo Kio Industrial Park 2, Singapore 569506) to report the matter. We assure you that we will promptly review the matter and take appropriate actions.

Yours sincerely,


John Nelson
Chief Executive Officer
UTAC Group