



The Procter & Gamble Company  
General Offices  
2 Procter & Gamble Plaza  
Cincinnati, Ohio 45202-3315

August 25<sup>th</sup> 2016

**Valued Supplier to P&G's Specialty Beauty Businesses,**

As previously announced on July 9, 2015, P&G plans to merge our Salon Professional, Retail Hair Color, Cosmetics, select Fine Fragrance and Hair Styling businesses (collectively, "Specialty Beauty" businesses\*) with Coty Inc. ("Coty") in a transaction that is currently targeted to close in October 2016.

Thank you for your help thus far as we prepare to establish these businesses under a new corporate structure that is to be merged with Coty. To that end, we also request your support to enable the transfer of the relevant commercial agreement(s) with your company that cover the Specialty Beauty businesses.

Here are details (including some clarifications vs. our July communication):

1. **Start Date:** P&G will transition its Specialty Beauty business into a new legal entity structure on 11:59 pm on September 23, 2016. P&G will have full ownership of the new legal entity structure until the merger with Coty is completed (targeted close in October 2016).

The new legal entities that will assume the Specialty Beauty business agreements were previously provided in our July communication, as well as tax registration and invoicing instructions. This information is also available at the *P&G supplier portal* at [www.pgsupplier.com](http://www.pgsupplier.com)

2. **Transition Details:** To facilitate the restructuring, we will have to replace existing Purchase Orders ("POs") where legal entities change or other significant changes make it necessary. To indicate that a PO is for new, incremental business activity, or a replacement of a previous PO, we will add a special notification text on the replacement PO, and the "Our Reference" field in the top of the PO will contain the previous PO number. In case of replacement orders, please update your invoicing information according to the information on the PO.

**Please prepare for the following invoicing changes:**

- We will not process any goods receipts or invoice receipts between September 22 and September 26, 2016 in order to execute the restructuring.
- Business as usual - All invoices related to deliveries or service performances UNTIL September 23, 2016 MUST be invoiced to the "current" legal entities.
- If you received a replacement PO (mostly issued between September 22-26), please ensure to split invoicing accordingly:
  - Invoice activities or deliveries until September 23 according to the previous PO;
  - Invoice activities or deliveries as of September 24 to the legal entity mentioned in the replacement PO. Please follow the invoicing instructions (e.g. mailing address) on the replacement PO.

3. **Invoice Details:** Post Office Boxes and physical addresses for paper invoice submissions will be provided on your new purchasing documents and the attached table (see table below). Suppliers who currently use ERS-Self Billing, E-invoices or PDF Invoices via email will be contacted separately with instructions.

4. **Proof of delivery/performance:** In order to ensure smooth processing of your invoices and payments, we strongly recommend that you include a proof of delivery and/or performance with your invoice.

5. **Supplier Portal:** The P&G Supplier Portal [www.pgsupplier.com](http://www.pgsupplier.com) will continue to be used by the new Specialty Beauty business after October 2016 to send out PO's as today and will also give you access to invoice/payment details and status to manage your account information online. Please contact the Account Payables Customer Response Center (see above) if you have any registration or locked account problems.
6. **Confidentiality:** We would like to remind you that until the transaction closes, P&G continues to own and operate all of these businesses as usual. As we work together to transition with excellence, please continue to maintain the confidentiality commitments of your P&G relationship by ensuring that no P&G documents / information / pricing etc. are shared or discussed with Coty without P&G's written consent.

If you have any questions, please contact us or your usual P&G contact. Once again, thank you for your support of the Specialty Beauty business transition to COTY and we look forward to our continued relationship on other P&G brands/businesses you may serve.

Procter & Gamble

\* The brands included in the transaction are Wella Professionals (and its sub-brands), Sebastian Professional, Clairol Professional, Sassoon Professional, Nioxin, SP (System Professional), Koleston, Soft Color, Color Charm, Wellaton, Natural Instincts, Nice & Easy, VS Salonist, VS ProSeries Color, Londa/Kadus, Miss Clairol, L'image, Bellady, Blondor, Welloxon, Shockwaves, New Wave, Design, Silvikrin, Wellaflex, Forte, Wella Styling, Wella Trend, Balsam Color, Hugo Boss, Gucci, Lacoste, bruno banani, Escada, Gabriela Sabatini, James Bond 007, Mexx, Stella McCartney, Alexander McQueen, Max Factor and Covergirl.

**THE BELOW MATRIX IS FOR YOUR REFERENCE, PLEASE ALWAYS REFER TO YOUR PURCHASE ORDER FOR INVOICING DETAILS OR IN CASE YOU DON'T HAVE A PURCHASE ORDER, PLEASE REFER TO THE ABOVE CONTACTS.**

If your business for the above brands is with this legal entity	Use this legal entity for goods/services invoices AFTER September 26, 2016	Mail the new invoices to	Billing Address (Bill-to)
<p><b><u>SINGAPORE</u></b></p> <p>PROCTER &amp; GAMBLE (SINGAPORE) PTE LTD – <b><u>LE412</u></b></p> <p>LE606 Procter &amp; Gamble Europe SA SG Branch <b><u>LE606</u></b></p>	<p>HFC Prestige International SINGAPORE Ltd. <b><u>LE2385</u></b> Tax Number: 201537366R</p>	<p>Accounts Payable Front Office 11 North Buona Vista Drive #21-07 The Metropolis Tower 2 Singapore 138589</p> <p>If via PDF invoice, email PDF invoice to <a href="mailto:APHFC.im@pg.com">APHFC.im@pg.com</a></p>	<p>HFC Prestige International Singapore Pte. Ltd. 10 Anson Road #12-14 International Plaza Singapore 79903, SINGAPORE</p>
<p><b><u>HONGKONG</u></b></p> <p>PROCTER &amp; GAMBLE HONG KONG LIMITED <b><u>LE342</u></b></p>	<p>HFC Prestige International Hong Kong Ltd. <b><u>LE2386</u></b></p>	<p>ACCOUNTS PAYABLE – FRONT OFFICE 6/F., Shui On Centre, 6-8 Harbour Road, Wan Chai, Hong Kong</p> <p>If via PDF invoice, email PDF invoice to <a href="mailto:APHFC.im@pg.com">APHFC.im@pg.com</a></p>	<p>HFC Prestige International Hong Kong Ltd. Unit 701, 7/F., Wing On House, 71 Des Voeux Road Central Hong Kong, HONG KONG</p>
<p><b><u>AUSTRALIA</u></b></p> <p>P&amp;G Australia Pty. Ltd. <b><u>LE255</u></b></p>	<p>HFC Prestige International Australia PTY Ltd <b><u>LE2389</u></b> Tax Number: 58608686773</p>	<p>Accounts Payable Front Office Post to PO Box 449, Blackburn, VIC 3130, AUSTRALIA</p> <p>If via PDF invoice, email PDF invoice to <a href="mailto:APHFC.im@pg.com">APHFC.im@pg.com</a></p>	<p>HFC Prestige International Australia PTY Ltd Level 3, 65-67 Foveaux Street Surry Hills NSW, Australia 2010, AUSTRALIA</p>
<p><b><u>CHINA</u></b></p> <p>PROCTER &amp; GAMBLE (GUANGZHOU) LTD. <b><u>LE293</u></b> <i>广州宝洁有限公司</i></p> <p>PROCTER &amp; GAMBLE (CHINA) SALES CO., LTD. <b><u>LE2294</u></b> <i>宝洁(中国)营销有限公司</i></p>	<p>HFC (Shanghai) Cosmetics Co., Ltd <b><u>LE2391</u></b> Tax Number: 91310115MA1H7CTR08</p> <p>汇芬丝(上海)化妆品有限公司</p>	<p>Accounts Payable Team 宝洁（中国）营销有限公司应付账款小组</p> <p>Tel: +86-21-5116-0226 Address: room 205, building 5, NO728 south lingYan Road, Shanghai China Post code : 200124</p> <p>电话: +86-21-5116-0226 地址:上海市灵岩南路728号5号楼205室 邮政编码 : 200124</p>	<p>HFC (Shanghai) Cosmetics Co., Ltd Room 311 ,Building 5, No.728 South Lingyan Road, Shanghai, China, CHINA</p>
<p><b><u>THAILAND</u></b></p> <p>PROCTER &amp; GAMBLE MANUFACTURING (THAILAND) LTD. <b><u>LE440</u></b></p> <p>PROCTER &amp; GAMBLE TRADING (THAILAND) LTD <b><u>LE441</u></b></p>	<p>HFC Prestige Manufacturing Thailand Ltd. <b><u>LE2409</u></b> Tax Number: 0245558002881</p>	<p><i>For Local TH vendors(based in TH)</i></p> <p>112/1 Moo 5, Bangna-Trad Highway Km.36, Bangsamak, Bangpakong, Chacheongsao 24130, Thailand</p> <p><i>For vendors not based in TH</i></p> <p>HFC Prestige Manufacturing Thailand Ltd. Accounts Payable: Mrs. Atcharapan Sopipan Email : <a href="mailto:sopipan.a@pg.com">sopipan.a@pg.com</a> Wellgrow Industrial Estate KM.36, Bangna-Trad Highway 112 Moo 5, Bangsamak Bangpakong, Chachaengsao 24130, Thailand</p>	<p>HFC Prestige Manufacturing (Thailand) Ltd. 112/1 Moo 5, Bangna-Trad KM.36 Road, Tambol Bangsamak, Amphur Bangpakong, Chachaengsao Thailand 24180, THAILAND</p>
<p><b><u>INDIA</u></b></p> <p>WELLA INDIA HAIR COSMETICS PVT. LTD <b><u>LE288</u></b></p>	<p>Wella India Private Limited <b><u>LE2419</u></b> VAT Registration 27701218659V CST Registration 27701218659C</p>	<p>Attention to: Nishtha Chavan</p> <p>Nishtha Chavan Cardinal Gracias Road, Chakala Andheri ( East) Mumbai -400099</p>	<p>Wella India Pvt. Ltd. 404 - Wing 2, Corporate Avenue, Andheri (E) Mumbai 400099, INDIA</p>
<p><b><u>MALAYSIA</u></b></p> <p>PROCTER &amp; GAMBLE MALAYSIA SDN BHD <b><u>LE373</u></b></p>	<p>HFC Prestige International Malaysia Sdn. Bhd. <b><u>LE2390</u></b> Tax Number: 001495150592</p>	<p>Accounts Payable Front Office Sdn. Bhd., 10th Floor Surian Tower, 1, Jalan PJU 7/3, Mutiara Damansara, 47810 Petaling Jaya. Malaysia.</p>	<p>HFC Prestige International Malaysia Sdn. PETALING JAYA, SELANGOR 47810, MALAYSIA</p>

<p><u>DUBAI UAE</u></p> <p>PROCTER &amp; GAMBLE INTERNATIONAL OPERATIONS S.A. DUBAI Branch <u>LE2367</u></p> <p>PROCTER AND GAMBLE MIDDLE EAST FZE Service Co Only - Sales got to 3PD <u>LE2368</u></p>	<p>HFC Prestige International Operations SARL <u>LE2423</u></p>	<p>PO Box 33060 Jebel Ali Free Zone, Dubai, UAE</p>	<p>HFC Prestige International Operations SARL PO Box 33060 Jebel Ali Free Zone, Dubai, UAE</p>
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**For transactions related to the SINGAPORE Regional Entrepreneur (RE) – LE828 (PROCTER & GAMBLE INTERNATIONAL OPERATIONS SA SINGAPORE Branch)**

<p><u>AUSTRALIA</u></p> <p>A. <u>Purchase order or invoices relating to Cosmetic Suppliers Company</u></p> <p>Cosmetic Suppliers Pty. Ltd ABN: 83 000 303 391</p> <p>B. <u>Purchase order or invoices relating to the Nice n' Easy brand</u></p> <p>HFC Prestige International Australia Pty Ltd ABN: 58 608 686 773</p>	<p><b>Mail the new invoices to</b></p> <p>Post to PO Box 449, Blackburn, VIC 3130, AUSTRALIA</p> <p>If via PDF invoice, email PDF invoice to <a href="mailto:acctspayableAUNZ.im@pg.com">acctspayableAUNZ.im@pg.com</a></p>	<p><b>Billing Address</b></p> <p>HFC Prestige International Australia PTY Ltd Level 3, 65-67 Foveaux Street Surry Hills NSW, Australia 2010, AUSTRALIA</p>
<p><u>NEW ZEALAND</u></p> <p>HFC Prestige International New Zealand Limited GST number: 119-819-040 NZBN: 9429042023029</p>	<p>Post to PO Box 449, Blackburn, VIC 3130, AUSTRALIA</p> <p>If via PDF invoice, email PDF invoice to <a href="mailto:APHFC.im@pg.com">APHFC.im@pg.com</a></p>	<p>HFC Prestige International New Zealand L Bldg I, 5 Orbit Drive, Rosedale Auckland 0632, NEW ZEALAND</p>
<p><u>THAILAND</u></p> <p>A. <u>Purchase order or invoices relating to the Manufacturing LEs</u></p> <p>HFC Prestige Manufacturing Thailand Ltd. <u>LE2409</u> Tax Number: 0245558002881</p>	<p><b>Mail the new invoices to</b></p> <p><i>For Local TH vendors (based in TH)</i></p> <p>112/1 Moo 5, Bangna-Trad Highway Km.36, Bangsamak, Bangkok, Chacheongsao 24130, Thailand</p> <p><i>For vendors not based in TH</i></p> <p>DAMCO LOGISTICS (THAILAND) CO., LTD. 46TH FL., PARK WING, EMPIRE TOWER, 1 SOUTH SATHORN RD. YANNAWA, SATHORN, BANGKOK 10120 THAILAND ATTN: Ms.Naraluck Watcharasukpho Email: Naraluck.Watcharasukpho@damco.com, sawitre.lipha@damco.com TEL: +662-752-9200 # 9337, 9333</p> <p><i>DAMCO (Thailand) address: <a href="http://www.damco.com/en/contact/offices/thailand-damco-bangkok">http://www.damco.com/en/contact/offices/thailand-damco-bangkok</a></i></p>	<p>HFC Prestige Manufacturing (Thailand) Ltd. 112/1 Moo 5, Bangna-Trad KM.36 Road, Tambol Bangsamak, Amphur Bangkok, Chachaengsao Thailand 24180, THAILAND</p>

Also note that address and/or VAT ID information could have changed since the last letter sent, so please pay close attention to the information below.

**PLEASE NOTE THAT THIS IS VALID FOR YOUR BUSINESS ASSOCIATED WITH THE ABOVE BRANDS ONLY. BUSINESS NOT RELATED TO THESE BRANDS WILL CONTINUE WITH P&G, WITHOUT ANY CHANGE.**