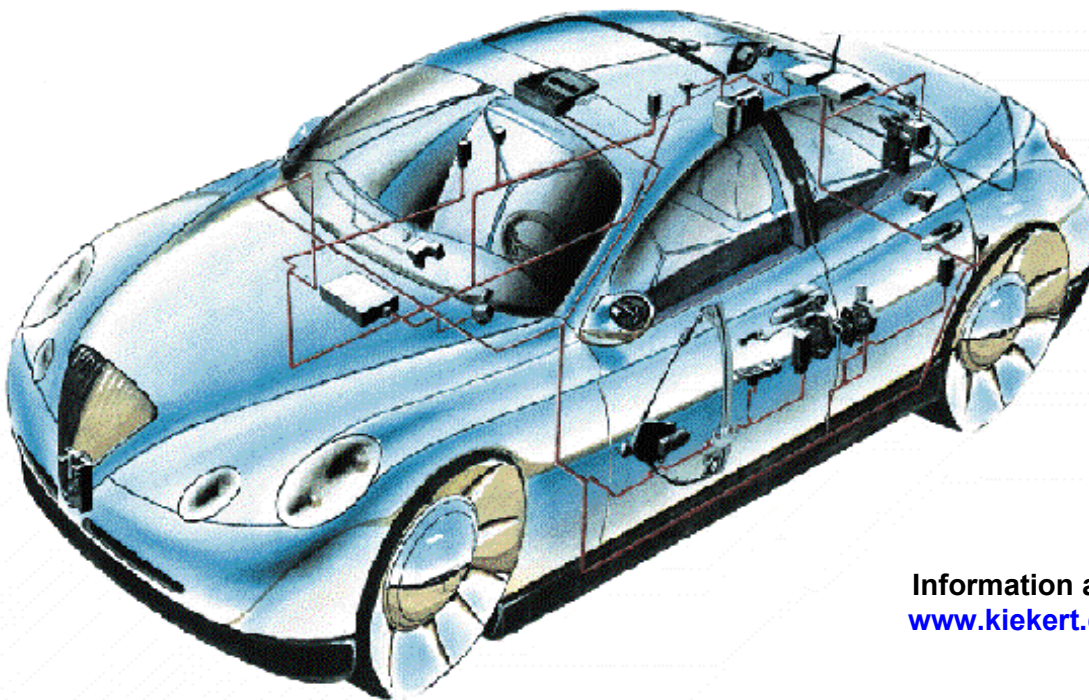


Introduction

kiekert AG is the world's leading manufacturer of automobile locking systems. Our comprehensive expertise in all areas related to the locking system – mechanical, electrical and electronic – constitutes the basis of our success as the innovation, technology and market leader. Kiekert is a system partner to all the well-known automobile producers. Benefiting from long-term development and supply agreements, areas with considerable new sales potential are opening up for kiekert all over the world.

The kiekert Group intends to further enhance its position as the global innovation, technology and market leader for automobile locking systems. In the long term there are also plans to gain system leadership for complex systems such as door modules and complete car doors.



Information at:
www.kiekert.de

At present we obtain all the products integrated into our locking systems from our subcontractors worldwide. Here the competitiveness and quality capability of our partners makes a crucial contribution towards our joint commercial success.

In order to achieve our goals we rely on potential suppliers as development partners for our products.

To be able to win you over as suppliers and development partners we require, as the first step, your Supplier's Voluntary Disclosure so that we can assess your performance potential. Please fill in the questionnaires enclosed and return them to us by post as soon as possible together with the prepared Reply (page 5).

Contents

Part 1 Supplier's Voluntary Disclosure

Pages 3 - 5

To be filled in and returned by the supplier

1.1 Description of Company

Material enclosed

Yes No

- | | | |
|---------------------------------------|--------------------------|--------------------------|
| ➤ Company portrait | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ General information | | |
| ➤ Contacts | | |
| ➤ Locations, branch offices, agencies | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Company ownership | | |
| ➤ Organisational structure | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Customer and sub-supplier structure | <input type="checkbox"/> | <input type="checkbox"/> |

1.2 Company Figures

- Turnover
- Staff
- Facilities

1.3 Quality System and Environmental Management System

- | | | |
|--|--------------------------|--------------------------|
| ➤ Certification and audits | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Description of the application of QM / QA methods and techniques | | |
| ➤ Description of the logistical systems applied | | |

Part 2.a Audit for Supplier Approval

Pages 6 - 12

To be filled in by kiekert (PU) during visit

2a.1 Company figures

2a.2 Quality system and environmental management system

2a.3 Terms and conditions of purchasing

2a.4 Development / Design

2a.5 Production

2a.6 Logistical systems (Identification, Handling, Storage, Packaging and Delivery)

2a.7 Result of audit

Part 2.b Cost Management

Pages 13 - 14

To be filled in by kiekert (CO) during the visit

2b.1 Staff (employees) by business unit

2b.2 Technologies

2b.3 Buildings and production

2b.3 Making of tools, moulds and dies

2b.4 Appendix: Checklists

1.1 Description of Company

➤ **Company portrait** *(please enclose company history, leaflets, brochures, etc.)*

➤ **General information**

Company name: Line of business:

Address line 1:

Address line 2:

Country:

Telephone number: Fax number:

E-mail address: Internet address:

➤ **Contacts**

Management / Sales: Tel. extension:

Quality Management: Tel. extension:

Development / Design: Tel. extension:

Engineering: Tel. extension:

Business Management: Tel. extension:

➤ **Locations, branch offices, agencies** *(please enclose supply licences)*

Countries:

➤ **Company ownership**

Owner: Shareholder:

➤ **Organisational structure** *(please enclose organisation charts)*

➤ **Customer and sub-supplier structure** *(enclose list of customers/references if you wish)*

Main customers (automotive):

Main customers (other):

Main suppliers:

1.2 Company Figures

➤ **Turnover**

Turnover last financial year:

Of which automobile industry:

➤ **Staff**

Number of employees (industrial/non-industrial):/.....

➤ **Facilities**

Please specify your main facilities such as:

1. Plant and equipment
2. Computer software used: e.g. CAD, CAM, CAQ, PPC, SAP

Re 1.

Re 2.

1.3 Quality System and Environmental Management System

➤ **Certification and audits** *(please enclose certificates)*

DIN EN ISO 9000 VDA 6.1 QS 9000

TS16949 DIN EN ISO 14001 Other

Planned certification (What/When):

and/or customer audits held *(please enclose audit cover sheets)*

Type of audit:

Customer/result:

➤ **Description of the application of QM / QA methods and techniques**

.....

.....

.....

.....

➤ **Description of the logistical systems applied**

.....

.....

.....

.....

➤ **Other information**

.....

.....

.....

Reply to:

Please use as Page 1

kiekert AG
Corporate Department
Strategic Purchasing
PO Box
42577 Heiligenhaus
Germany

Sender:
.....
.....
.....
.....
.....

Date:

Dear Sir/Madam,

Here is the information about our company along with enclosures. We look forward to continuing good business relations.

Yours sincerely

**Company stamp
Signature**

For internal use only

Strategic Purchasing mailing list
Purchasing organisations of the plants:

- kiekert USA (Wixom MI)
- kiekert CS (Pardubice)
- kiekert UK LTD (Birmingham)
- kiekert de Mexiko (Chachapa C.P. Pue.)