Notice to Vendors

Hyflux™

TO ALL VENDORS

Dear Sir/Madam

In line with our company's policy, we write to inform you that only the Assistant Vice President or the ExecutiveVice-President (Finance) are authorised to commit to purchases on the company's behalf. Further, commitment to purchases is by way of Purchase Orders (P.O.) duly signed by the aforesaid personnel.

Accordingly, we will not be responsible in any way for any purported commitment to purchases by persons other than the aforesaid personnel or for any purported purchase not committed by way of a duly signed purchase order.

We also seek your cooperation in acknowledging and faxing back all Purchase Orders (P.O.) within 3 days. To expedite processing of payment, please send a copy of Purchase Order (P.O.) and Delivery Order (D.O.) duly stamped by our receiving party. Failing to do so may result in delay of payment.

Please do not hesitate to contact the undersigned should you have any queries.

Yours faithfully

DOREEN HOUGHTON
HYFLUX GROUP
Assistant Vice President, Purchasing & Logistic

HYFLUX LTD
A Hyflux Group Company
Com. Reg. No.: 200002722Z

Hyflux Building
202 Kallang Bahru Singapore 339339
Tel [65] 6214 0777 Fax [65] 6214 1211
www.hyflux.com