

Standardized General Reminder e-mail to Suppliers
April, 2016

Dear Supplier,

As May 2016 approaches, we are preparing to provide MEI reports to support various Customer requests for 'conflict minerals'. We understand that tracing the supply chain for these minerals down to the smelter may be difficult. However, to complete our report, we require information from you.

Please refer to the attached letter from our Procurement Department in which we require you to perform due diligence on the presence of conflict minerals in the products you supply to MEI and report the result of this effort back to MEI, using the attached excel spreadsheet template.

We encourage you to reference our "Conflict Minerals - Frequently Asked Questions," included with this email, for more information.

The response to this request, and any questions you may have, can be sent directly to compliance@meanseng.com

Sincerely,
MEI Conflict Minerals Compliance Team