

Company Name
Attn.
Address

Date April 15, 2016

Reference Means Engineering, Inc. Conflict Minerals Letter 2016
Subject Conflict Minerals Compliance

Dear valued supplier

In 2012, the US enacted financial reform legislation (Dodd-Frank Wall Street Reform and Consumer Protection Act, § 1502) to deter the violence and human rights abuses perpetrated by groups operating in the Democratic Republic of the Congo (DRC), and some adjoining countries, which control the mining and transport of so-called Conflict Minerals; tantalum, tungsten, tin and gold (the '3TG').

Companies registered at the US Securities and Exchange Committee (SEC) and their suppliers (regardless of whether those suppliers are directly subject to SEC requirements) are obligated to conduct due diligence inquiries into their supply chains. This means that these firms will have to trace their supply chains for these minerals and determine whether they are being sourced from mines in conflict areas in, and surrounding, the DRC.

Means Engineering, Inc. and some of its customers are collaborating with the Electronics Industry Citizenship Coalition (EICC) and the Conflict Free Sourcing Initiative (CFSI) to address this topic at an industry level. We have adopted the standards and templates of the CFSI, to implement our due diligence, being in line with the OECD guidelines referenced by the SEC.

The CFSI initiative aims for conflict free sourcing by determining and certifying smelters who are only processing minerals from conflict free sources. Means Engineering, Inc. encourages the use of certified conflict free smelters in the supply chain. Information detailing which smelters are used in the supply chain will therefore be the core information we are requesting in the Conflict Minerals Reporting Template (CMRT) to be completed by you and your suppliers.

What does the Dodd-Frank Act mean for us and you as one of our suppliers?

Many customers are SEC registered companies; the Act therefore applies to those customers directly. Consequentially, we are required to perform due diligence to trace our supply chain through perhaps several tiers, back to the smelters of these minerals

We support business initiatives which are trying to create better conditions for controlling work standards and raw material production and to implement a credible system to validate responsible sourcing of minerals. Therefore, we have also adopted the guidelines from the OECD and standards and templates of the CFSI to implement our due diligence.

What we ask of you:

To simplify and focus the due diligence as much as possible, we identified those suppliers that supply products to us which are likely to contain the minerals tantalum, tungsten, tin and gold, and may contain parts that are sourced by your company which originate from the conflict area. However, we must ask you to go further in this inquiry and complete the following steps:

- Confirm that you have received this letter within a week and that you are the right person to receive it. If not, please provide contact details of the correct person in your company.
- Determine which of your products / components contain *any* amount of tin, tungsten, tantalum and/or gold.
- Adopt conflict minerals due diligence policies and management systems to reasonably assure the country of origin of tantalum, tin, tungsten and gold in your products and require your suppliers to adopt similar policies and systems
- Identify all the smelters in your supply chain that supply the tin, tantalum, tungsten and/or gold. If you don't source directly from smelters, please pass on this request to your suppliers (and they may have to pass it on to their suppliers), work with them and ask them to inform you of the smelters in your supply chain.
- Report the information that you gather to us- in writing- using the attached CFSI Conflict Mineral Reporting Template (CFSI_CMRT4-01a.xls). Provide the name of the smelter who provides the mineral or metal. If you received this from one of your (sub-) suppliers, you must ask them to provide the name and any other details of the actual smelter. Return the CMRT ultimately by Jan 31st, 2016. You can find a copy of the latest version of the CMRT attached to this email.

We recognize that it may be difficult for your company to identify the country or mine of origin for the metals that you use. Nevertheless we request you to begin investigations now and to regularly report back to us on your progress using the latest version of the CMRT Template (<http://www.conflictreesourcing.org/conflict-minerals-reporting-template/>). Due diligence is ongoing activity and hence we will address it in our frequent business review meetings with you.

The Conflict Minerals Reporting Template must be returned to compliance@meanseng.com electronically ultimately by May 20, 2016.

If you have any additional questions, please feel free to contact us at compliance@meanseng.com

Kind regards,

Tim Hetrick
General Manager, Means Engineering, Inc.

Reference Information:

About Conflict Minerals:

The term 'Conflict Minerals' encompasses minerals originating in the DRC and/or adjoining countries which, when refined or extracted become tantalum, tin, tungsten, or gold (commonly referred to as the '3TG'). More specifically, Dodd-Frank defines these minerals and metals as:

- Coltan (Columbite-tantalite), the metal ore from which tantalum is extracted,
- Cassiterite, the main ore necessary to produce tin,
- Wolframite, a source of the element tungsten,
- Gold,

As well as their derivatives and other minerals that the US Secretary of State may designate in the future.

About the Dodd-Frank Act:

In 2010, a U.S. federal law was passed concerning "Conflict Minerals" (tin, tantalum, tungsten and gold) originating from the Democratic Republic of the Congo (DRC) or an adjoining country. On August 22, 2012, the SEC issued final rules associated with the disclosure of the source of conflict minerals by U.S. publicly traded companies (see the final rules at www.sec.gov/rules/final/2012/34-67716.pdf)

Note that EU regulation is currently in the making in this area as well. This might impact European based companies.

About Conflict Free Smelter Initiative (CFSI):

We hope that the concerted effort of the CFSI will dissuade the perpetrators of violence and human rights violations in this region and eventually encourage transparent and fair mineral trade; creating a sustainable solution to this issue. We, as well as many of our customers, asks that you request your sub-tier suppliers to encourage all smelters or refineries of 3TG (tin, tungsten, tantalum & gold) within your supply chains to become certified within the Conflict Free Smelter Initiative program, creating more supply of validated "conflict-free" minerals. We anticipate that in the future, there will be a sufficient number of certified smelters and will expect our suppliers, and their suppliers, to use these sources to supply products to us. For more information we refer you to the website <http://www.conflictreesourcing.org>.

About Conflict Minerals Reporting Template (CMRT):

The CMRT is consistent with EICC and GeSI's related activities included in the Conflict Free Smelter Initiative. The CMRT was created by the CFSI as a shared industry tool specifically designed to collect sourcing information related to conflict minerals.

The mineral sourcing information we gather will be rolled up into a Conflict Minerals Report to our OEM customers.

Together with our OEM customers, the mineral sourcing information we gather will be also input into the Conflict-Free Smelter (CFS) program. Combine all information collected from your suppliers and fill out one Template for your company. Once you have provided your company's Reporting Template we will be able to create our disclosure to our customers on a regular basis.

See for more info the worksheet 'instructions' and 'definitions' in the Template. Below some of the main CMRT instructions:

- Declaration Scope: We recommend to set the declaration scope to "A: Company" on the declaration tab in order to enable re-use of the declaration for your other customers.
- Identify all smelters in your supply chain: continue to increase the completeness of your smelter list, so that you can answer Yes to Question 6 in the Declaration tab.
- Smelter List: If your smelter's name is not listed on the smelter reference list tab, be sure to take extra care to enter the smelter's information accurately on the smelter list tab.

About the Electronics Industry Citizenship Coalition (EICC):

The EICC is a 100-member electronics industry association. The EICC was established in 2004 to improve social, economic, and environmental conditions in the global electronic supply chain through use of a standardized code of conduct.

For more information or to view the EICC Code of Conduct, see: <http://www.eiccoalition.org>

Attachments:

- EICC/GeSi conflict Minerals Reporting Template v 4.01a.xls
- CMRT guide for ASML suppliers
- FAQ Conflict Minerals ASML v2.0

In case you need more background information on the implications and SEC ruling related to the Dodd-Frank act we refer you to:

- www.sec.gov/rules/final/2012/34-67716.pdf
- http://www.eicc.info/tools_and_resources05.shtml
- <http://www.conflictreesmelter.org/cfshome.htm>