



Report Number: MIC-ASR204988

Audit Date : 28 Jul., 2020

This report is issued by Bureau Veritas to confirm that:

Company Name : Shanghai Kingkus New Material Co., Ltd.
上海肯顾新材料有限公司
Showroom : <http://kingkus.en.made-in-china.com>
Address : Room 1503, Building 2, Lane 789, Tianzhu Road, Jiading District,
Shanghai City, China
Product : Polyester Fiber Acoustic Panel, Wooden Acoustic Panel, Fabric
Wrapped Acoustic Panel, Office Acoustic Furniture

has been on site audited for the Following Scope of Activity

1. General Information
2. Foreign Trade Capacity
3. Product Research & Development Capacity
4. Management System and Product Certification
5. Production Capacity & Quality Control
---the audit content of this part relates only to its associated enterprise
6. Working Environment
7. Energy Saving and Emission Reduction
8. Photos

General Comments:

Shanghai Kingkus New Material Co., Ltd. It was established in 2017 and located in Room 1503, Building 2, Lane 789, Tianzhu Road, Jiading District, Shanghai City, China and its associated company was located in No. 5, Sicheng Road, Zhitang Town Development Zone, Changshu City, Suzhou City, Jiangsu Province, China. Its shanghai office occupies an area of 115 square meters and with 12 employees recently to support its trade operation. The company was engaged in the R&D, sales, installation and services of Polyester Fiber Acoustic Panel, Wooden Acoustic Panel, Fabric Wrapped Acoustic Panel, Office Acoustic Furniture and so on.


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Bureau Veritas

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SUPPLIER ASSESSMENT REPORT

| | | | |
|-------------------------|--|---------------|--|
| Audited Company | Shanghai Kingkus New Material Co., Ltd. 上海肯顾新材料有限公司 | | |
| Audited Site: | Room 1503, Building 2, Lane 789, Tianzhu Road, Jiading District, Shanghai City, China | | |
| Consigner of Assessment | Bureau Veritas | |  |
| Audit Type | <input type="checkbox"/> Initial Audit <input checked="" type="checkbox"/> Re-audit | | |
| Audit Date | 28 Jul., 2020 | Verify Report | www.bvcerchina.cn |
| Auditor | Sim Liu | Reviewed by | Joan Hou |

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**Part A: General Information****Section 1: Company Overview**

| 1.1 Legal Validity | | | |
|---|--|---------------------|--------------------|
| Does the company have a valid business license? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Others | Registration Number | 91310120MA1HNC192B |
| Year of established | 14 Dec., 2017 | Valid Date | 13 Dec., 2047 |
| Registered address | Room 4307, Building 1, No. 5225, Daye Road, Fengxian District, Shanghai City, China | | |
| Actual address | Room 1503, Building 2, Lane 789, Tianzhu Road, Jiading District, Shanghai City, China | | |
| Does the company in abnormal operation status list of industrial and commercial bureau? | No | | |
| Registered capital | 1000000 RMB | | |
| Name of legal representative | Ms. Ting Luo | | |
| Business scope | Engaged in technology development, technical consulting, technical services, and technology transfer in the fields of new material technology and environmental protection technology. Design and construction of building decoration construction engineering. Wholesale and retail of sound insulation materials, building materials, office supplies, craft gifts. Engaged in the import and export of goods and technology [According to law, the approved projects should be approved by relevant departments before carrying out business activities]. | | |
| 1.2 Basic Information | | | |
| Contact person | Mr. Vicente Bai | | |
| Phone number | 0086-21-32035879 | Fax number | Nil |
| URL/Web address | http://kingkus.en.made-in-china.com | | |
| Company type | <input type="checkbox"/> Manufacturer <input type="checkbox"/> Trading Company <input checked="" type="checkbox"/> Combined <input type="checkbox"/> Group Corporation | | |
| Type of ownership | <input checked="" type="checkbox"/> Limited Company <input type="checkbox"/> Public Company <input type="checkbox"/> Foreign joint venture <input type="checkbox"/> State-Owned <input type="checkbox"/> Private Owner <input type="checkbox"/> Wholly foreign-owned enterprises | | |
| Associated company | <ul style="list-style-type: none"> ■ Audited company : Shanghai Kingkus New Material Co., Ltd. ■ Associated company: Suzhou Kingkus New Material Co., Ltd. ■ The relationship of two companies: <input checked="" type="checkbox"/> The two companies have the same legal representative | | |
| Products manufactured / sold scope | Polyester Fiber Acoustic Panel, Wooden Acoustic Panel, Fabric Wrapped Acoustic Panel, Office Acoustic Furniture | | |
| 1.3 Company Building Information | | | |

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According to:

- Land certificate
- Real estate certificate
- Lease agreement
- Observation Estimated on site

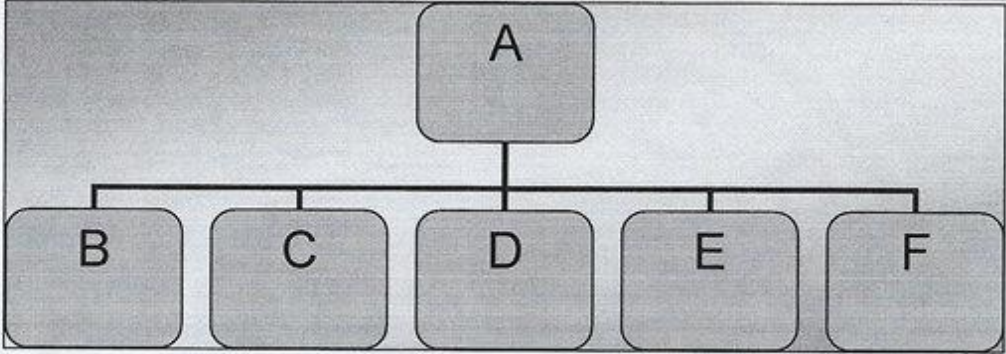
The company area 115 square meters
The land occupies 0 square meters.
The offices occupy 115 square meters.
The workshops occupy 0 square meters.

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Section 2: Human Resources

| 2.1 Company Chart | | | |
|--|----------------------|---------------------|--|
|  | | | |
| 2.2 Explanation of Code and Employee Details | | | |
| Code | Department | Number of employees | |
| A | General Manager | 1 | |
| B | Sales Department | 5 | |
| C | Purchase Department | 1 | |
| D | Admin Department | 1 | |
| E | Finance Department | 2 | |
| F | Warehouse Department | 2 | |
| Number in total: | | | 12 |
| 2.3 Key Staff | | | |
| Title | Full name | Education | Working experience for this trade / total experience |
| Sales Manager | Mr. Vicente Bai | University Graduate | 3 Years/ 3 Years |

Remark: Above information of key staff was based on the interview with company representative.



**Part B: Foreign Trade Capacity****Section 1: Export Overall Situation**

| 1.1 Export Overall Situation | |
|---|--|
| Does the company have a valid Import and Export license? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| The import and export enterprise code. | 91310120MA1HNC192B |
| The number of foreign trading staff with relevant trading experience. | <input type="checkbox"/> within 1 year staff <input type="checkbox"/> 1-5 years staff <input checked="" type="checkbox"/> 6-10 years 5 staffs <input type="checkbox"/> over 10 years staff Total 5 staffs |
| The language freely used by foreign trade staff | <input checked="" type="checkbox"/> English <input type="checkbox"/> others: |
| Annual revenue of previous year | Confidential |
| Annual export revenue of previous year | Confidential |
| Estimated export revenue for this year. | Confidential |
| Overseas agent / branch | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Nearest port | Shanghai Port |
| Acceptable quotation terms | <input checked="" type="checkbox"/> FOB <input checked="" type="checkbox"/> CIF <input checked="" type="checkbox"/> CFR |
| Acceptable payment terms | <input checked="" type="checkbox"/> LC <input checked="" type="checkbox"/> T/T <input checked="" type="checkbox"/> D/P <input checked="" type="checkbox"/> PayPal <input checked="" type="checkbox"/> Western Union <input type="checkbox"/> Small-amount payment |
| Average lead time (Peak Season) | <input checked="" type="checkbox"/> within 15 workday <input type="checkbox"/> one month <input type="checkbox"/> 2-3 months <input type="checkbox"/> 4-6 months <input type="checkbox"/> 6-12 months <input type="checkbox"/> more time |
| Average lead time (Off Season) | <input checked="" type="checkbox"/> within 15 workday <input type="checkbox"/> one month <input type="checkbox"/> 2-3 months <input type="checkbox"/> 4-6 months <input type="checkbox"/> 6-12 months <input type="checkbox"/> more time |

Section 2: Export Business Capacity

| 2.1 Market Distribution (please list top three areas) | | |
|--|---|--------------|
| Market | Main Product | Main client |
| <input checked="" type="checkbox"/> North America | Polyester Fiber Acoustic Panel, Wooden Acoustic Panel, Fabric Wrapped Acoustic Panel, Office Acoustic Furniture | Confidential |
| <input checked="" type="checkbox"/> South America | Polyester Fiber Acoustic Panel, Wooden Acoustic Panel, Fabric Wrapped Acoustic Panel, Office Acoustic Furniture | Confidential |
| <input checked="" type="checkbox"/> Europe | Polyester Fiber Acoustic Panel, Wooden Acoustic Panel, Fabric Wrapped Acoustic Panel, Office Acoustic Furniture | Confidential |
| <input checked="" type="checkbox"/> Southeast Asia/ Mideast | Polyester Fiber Acoustic Panel, Wooden Acoustic Panel, Fabric Wrapped Acoustic Panel, Office Acoustic Furniture | Confidential |
| <input checked="" type="checkbox"/> Africa | Polyester Fiber Acoustic Panel, Wooden Acoustic Panel, Fabric Wrapped Acoustic Panel, Office Acoustic Furniture | Confidential |
| <input checked="" type="checkbox"/> East Asia (Japan/ South Korea) | Polyester Fiber Acoustic Panel, Wooden Acoustic Panel, Fabric Wrapped Acoustic Panel, Office Acoustic Furniture | Confidential |

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| | | |
|---|---|--------------|
| <input checked="" type="checkbox"/> Australia | Polyester Fiber Acoustic Panel, Wooden Acoustic Panel, Fabric Wrapped Acoustic Panel, Office Acoustic Furniture | Confidential |
|---|---|--------------|

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Section 3: Supplier Management

| 3.1 Supplier Management | | |
|-------------------------|--|---|
| Item | Content | Observations /Comments |
| 1 | Does the company establish and implement an effective suppliers' assessment procedure? | <input type="checkbox"/> Have the written procedures and followed records <input type="checkbox"/> Have the written procedures but no records <input checked="" type="checkbox"/> Have relevant records without written procedure <input type="checkbox"/> No written procedures or followed records <input type="checkbox"/> Other |
| 2 | Does the company have an updated list of approved suppliers? | <input type="checkbox"/> The approved suppliers list was updated in _____ <input type="checkbox"/> Have the written suppliers without approved signature or date. <input checked="" type="checkbox"/> Provided some suppliers names <input type="checkbox"/> No approved suppliers list <input type="checkbox"/> Other |

Section 4: After-sales Service Capacity

| 4.1 After-sales Service Capacity | | |
|----------------------------------|--|--|
| Item | Content | Observations /Comments |
| 1 | Is there a procedure to conduct random product inspection after final packaging in place? | <input type="checkbox"/> Have clear standards and written inspection records <input checked="" type="checkbox"/> No written standards but had inspection reports <input type="checkbox"/> Have the procedures but no inspection records <input type="checkbox"/> It's not necessary to carry out the inspection <input type="checkbox"/> Other |
| 2 | Is there a clear procedure for handling customer complaints? | <input type="checkbox"/> Has the clear procedure and followed records <input type="checkbox"/> Has the procedure but no written records. <input type="checkbox"/> No written procedures or records. <input checked="" type="checkbox"/> Other The customer complaints were usually maintained and recorded by Email. |
| 3 | Can the finished/packaged product be traced by lot identification to the appropriate raw materials test reports? | <input type="checkbox"/> Have the procedures to trace the raw materials. <input checked="" type="checkbox"/> Can trace main materials <input checked="" type="checkbox"/> Can trace production date. <input type="checkbox"/> Can't trace products <input type="checkbox"/> Other |
| 4 | Are corrective & preventive actions mechanism established and implemented effectively (including the suppliers/ sub-contractors control, incoming inspection, process control, final inspection and customer complaint)? | <input type="checkbox"/> Has the clear procedure and followed records <input checked="" type="checkbox"/> Has the procedure but no written records. <input type="checkbox"/> No written procedures or records. <input type="checkbox"/> Other |

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Part C: Product Research & Development Capacity

| 1.1 Product Research & Development Capacity | |
|--|---|
| The amount of R&D and relevant working experience. | <input type="checkbox"/> within 1year staff <input type="checkbox"/> 1-5 years staff <input type="checkbox"/> 6-10 years staff <input checked="" type="checkbox"/> over 10 years 1 staff Total 1 engineer |
| What is the main job responsibility for R&D engineers? | Continue to enhance products' properties and develop new products. |
| Is there any relevant design input, output, review, verification and validation documentation available for auditor to review? | YES, the relevant communication were communicated through Email. |
| Is there any special software or instrument used by the R&D staffs during the design process of new products? If yes, please list the main software or instrument. | YES AutoCAD, AI, 3DMAX, Crowdraw |
| Does the company have an effective design change control procedure in place? | YES, the relevant communication were communicated through Email. |
| Please list the patent certificates and qualification license. | Nil |

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Part D: Management System and Product Certification

| 1.1 Management System and Product Certification | |
|---|--|
| Management system certification | <input checked="" type="checkbox"/> NIL |
| Product certification | <input type="checkbox"/> CE <input type="checkbox"/> UL <input type="checkbox"/> CCC <input type="checkbox"/> RoHS <input type="checkbox"/> FCC <input type="checkbox"/> Others <input checked="" type="checkbox"/> NIL |
| Test reports for raw materials | <input type="checkbox"/> RoHS <input type="checkbox"/> Reach <input checked="" type="checkbox"/> Others Certificate Name: Test Report NO.: 200628013SHF-001 Product Name: Polyester Fiber Acoustic Panel Model: Kuspanel-9mm Standard: ISO 345:2003, ISO 11654:1997 Issued by: Intertek Issue Date: 08 Jul.,2020 Certificate Name: Test Report NO.: 200628013SHF-003 Product Name: Polyester Fiber Acoustic Panel Model: Kuspanel-12mm Standard: ISO 345:2003, ISO 11654:1997 Issued by: Intertek Issue Date: 08 Jul.,2020 <input type="checkbox"/> NIL |








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Part E: Production Capacity & Quality Control

Remark: The audit content of this part relates only to its associated enterprise (Suzhou Kingkus New Material Co., Ltd.)

Section 1: Production Capacity






| 1.1 Production Workflow Chart | | | | | |
|---|---|---|---|---|---|
|  | → |  | → |  | → |
| Raw Materials Purchasing | | Raw Materials Purchasing | | Production | |
|  | → |  | → |  | → |
| Finished Products | | CNC Cutting (If Needed) | | Forming (If Needed) | |
|  | | | | | |
| Storage | | | | | |

| 1.2 Products Situation (Top three Product Categories) | | | | | |
|--|-----------------------------|---------------------|----------------------|------------------------|--------------|
| Product | Price range | Min. order quantity | Top monthly output | Average monthly output | Total in |
|  Acoustic Panel Products | USD 5 -100 Per Square Meter | 100 Square Meters | 900000 Square Meters | Confidnetial | Confidnetial |

| 1.3 Main Facilities | | | | |
|---|--------------------------|-----------------------------------|--------------------------|----------|
| Picture | Facility name | Brand or Country/Region of origin | Target Value/machine*day | Quantity |
|  | Materials Mixing Machine | China | Nil | 2 |

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| | | | | |
|--|--------------------------------|-------|-----|---|
|  | Materials Pretreatment Machine | China | Nil | 2 |
|  | Heating Furnace | China | Nil | 2 |
|  | Materials Forming Equipment | China | Nil | 2 |
|  | CNC Cutting Machine | China | Nil | 2 |
|  | Forming Machine | China | Nil | 1 |

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Section 2: Production Process Control

| 2.1 Production Process Control | | |
|--------------------------------|---|--|
| Item | Content | Observations /Comments |
| 1 | Product R&D capacity | <input checked="" type="checkbox"/> Own brand <input checked="" type="checkbox"/> ODM <input checked="" type="checkbox"/> OEM |
| 2 | Are the environmental conditions, such as tidiness and cleanliness being controlled and suitable for the operation performed? | <input type="checkbox"/> Very tidy <input checked="" type="checkbox"/> Normal <input type="checkbox"/> Need to improve <input type="checkbox"/> Very poor |
| 3 | Are the necessary items /documents provided at appropriate location and under control? | <input type="checkbox"/> Work Instructions /procedures <input type="checkbox"/> Workmanship standard /acceptance <input checked="" type="checkbox"/> Golden sample /Approval sample <input checked="" type="checkbox"/> Product picture <input type="checkbox"/> Verbal by workshop director |
| 4 | Are written instructions available for incoming material inspections /testing? Is the relevant record maintained? | <input type="checkbox"/> Has instructions and uniformly followed <input type="checkbox"/> Has instruction but no written records <input checked="" type="checkbox"/> Materials checked by storage staff |
| 5 | Are written inspections /testing instructions available for finished products? Is the relevant record maintained? | <input type="checkbox"/> Have instructions and uniformly followed <input type="checkbox"/> Have instruction but no written records <input checked="" type="checkbox"/> Finished product checked by packing staff |
| 6 | What type of inspection is used for finished products? | <input checked="" type="checkbox"/> Random inspection <input type="checkbox"/> Visual inspection <input checked="" type="checkbox"/> Function inspection <input checked="" type="checkbox"/> 100% inspection <input checked="" type="checkbox"/> Visual inspection <input type="checkbox"/> Function inspection |
| 7 | Are non-conforming units clearly marked/ segregated to prevent accidental dispatch? | <input checked="" type="checkbox"/> Marked and segregated <input type="checkbox"/> Segregated but not marked clearly <input type="checkbox"/> Not found on site |
| 8 | How are the non-conforming units handled? | <input type="checkbox"/> Repaired and re-inspection <input checked="" type="checkbox"/> Picked out <input type="checkbox"/> Used under control <input type="checkbox"/> Others |

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Part G: Working Environment

Section 1: Working Environment

| 1.1 Welfare Benefits | | |
|----------------------|---|--|
| Item | Content | Observations /Comments |
| 1 | Does the company have effective procedures to verify the age of staff at the time of recruitment? | <input type="checkbox"/> Has written procedure and keeps adequate age documents of workers <input type="checkbox"/> Has written procedure but doesn't follow records <input checked="" type="checkbox"/> Hasn't written procedure or follows records |
| 2 | Do all workers sign employment contracts with the factory? | <input checked="" type="checkbox"/> All workers sign employment contracts <input type="checkbox"/> Some workers sign employment contracts <input type="checkbox"/> Only management staff sign employment contracts <input type="checkbox"/> No staff sign employment contracts |
| 3 | Is statutory contribution required for all employees' social insurance (e.g. health insurance, unemployment insurance, accident insurance etc.) paid for by the enterprise? | <input checked="" type="checkbox"/> All workers have social insurance. <input type="checkbox"/> Some workers have social insurance <input type="checkbox"/> Only management staffs have social insurance <input type="checkbox"/> No staff have social insurance |
| 4 | Does the company have a clear and effective policy on working hours, rest and vacations? If does, please list it. | <input checked="" type="checkbox"/> All staffs work kept to the policy <input type="checkbox"/> Most of the time it keeps to the policy except midseason. <input type="checkbox"/> Usually needs overtime. <input type="checkbox"/> No relevant records for working hours Describe the working hours: 08:30-12:00, 13:00-18:00 |
| 5 | Does the company pay extra remunerations for all overtime work? | <input checked="" type="checkbox"/> For all overtime work. <input checked="" type="checkbox"/> For official holidays <input type="checkbox"/> For official holidays except weekend. <input type="checkbox"/> No extra remunerations for overtime. |
| 6 | Does the company have dormitories for staff? If yes, please describe the condition. | <input checked="" type="checkbox"/> Provide dormitories for all staff <input type="checkbox"/> Provide dormitories for workers <input type="checkbox"/> Provide dormitories for management staff <input type="checkbox"/> No dormitories were provided. Describe the condition: Clean and tidy and equipped with complete basic facilities |
| 1.2 Labor Protection | | |
| Item | Content | Observations /Comments |
| 1 | Are there uniforms for all staff in company? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other |
| 2 | Is the emergency medical supplies enough and easily used in workshop? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other |
| 3 | Does the company arrange health and safety training for new workers? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other |
| 4 | Do the workers have the appropriate protective equipment during operation in workshop? Such as gloves, masks. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other |

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| | | |
|---|---|---|
| 5 | Is there training needed and carried out for fire protection? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Other The fire protection training were arranged by the local property management company. |
|---|---|---|

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Part H: Energy Saving and Emission Reduction

Section 1: Environmental Management

| 1.1 Environmental Management | | |
|------------------------------|---|---|
| Item | Content | Observations /Comments |
| 1 | Environmental Management System | <input type="checkbox"/> ISO 14001 Certificate <input type="checkbox"/> Cleaner production management <input checked="" type="checkbox"/> NIL |
| 2 | Environmental Impact Assessment | <input type="checkbox"/> The Report of Environmental impact assessment is approved by EPA . <input checked="" type="checkbox"/> NIL |
| 3 | Check and Acceptance of Completed Constructive Projects | <input type="checkbox"/> The Report Completed Constructive Projects Inspection and Acceptance is approved. <input checked="" type="checkbox"/> NIL |
| 4 | "Three Simultaneity" for Environmental protection | <input type="checkbox"/> The Report of "Three Simultaneity" for Environmental protection Inspection and Acceptance is available. <input checked="" type="checkbox"/> NIL |

Section 2: Water, Gas and Noise Control





| 2.1 Water, Gas and Noise Control | | |
|----------------------------------|--|---|
| Item | Content | Observations /Comments |
| 1 | Water-intaking | <input type="checkbox"/> Water-intaking license <input type="checkbox"/> No water-intaking license <input checked="" type="checkbox"/> No water taken from natural water body |
| 2 | Waste water | <input type="checkbox"/> Water-draining license or contract <input type="checkbox"/> Having carried out waste water treatment before draining <input type="checkbox"/> Having carried out waste water monitoring and the result of which being within the standard limit <input checked="" type="checkbox"/> No detail activities were found |
| 3 | Emission to air | <input type="checkbox"/> Air pollutant emission license <input type="checkbox"/> Having carried out air pollutant emission monitoring and the result of which being within the standard limit <input checked="" type="checkbox"/> No detail activities were found to reduce emission to air |
| 4 | Classification and Recycling for solid waste | <input type="checkbox"/> Having applied trash classification recycling <input type="checkbox"/> Having special warehouse for hazardous waste <input checked="" type="checkbox"/> No detail activities were found |
| 5 | Noise | <input type="checkbox"/> The company carried out noise monitoring and the result of which being within the standard limit one time per year <input checked="" type="checkbox"/> No detail activities were found |

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Part J: Photos

Section 1: Photos of Documents

| 1.1 Photos of Documents | |
|--|---|
| <p>Description: Business License</p> | <p>Description: Business License (Associated Company)</p> |
|  |  |
| <p>Description: Export License</p> | <p>Description: Test Report</p> |
|  |  |

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Description: Test Report



Description: Material Safety Data Sheet



Description: Material Safety Data Sheet



Description: Brand



Description: Brand



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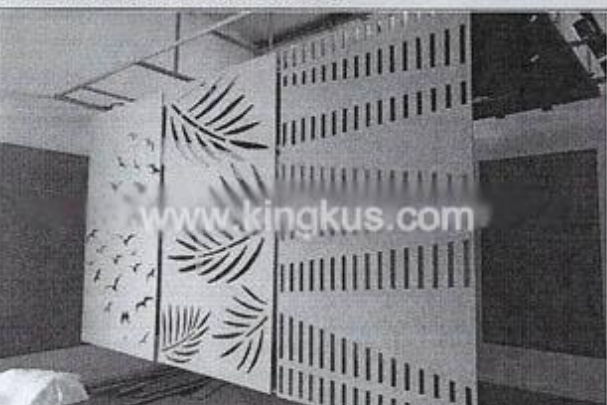



Section 2: Photos of Company

| 2.1 Photos of Company and Product Sample | |
|---|---|
| <p>Description: Workshop (Associated Company)</p>  | <p>Description: Company Gate</p>  |
| <p>Description: Office</p>  | <p>Description: Office</p>  |
| <p>Description: Office</p>  | <p>Description: Warehouse (Associated Company)</p>  |

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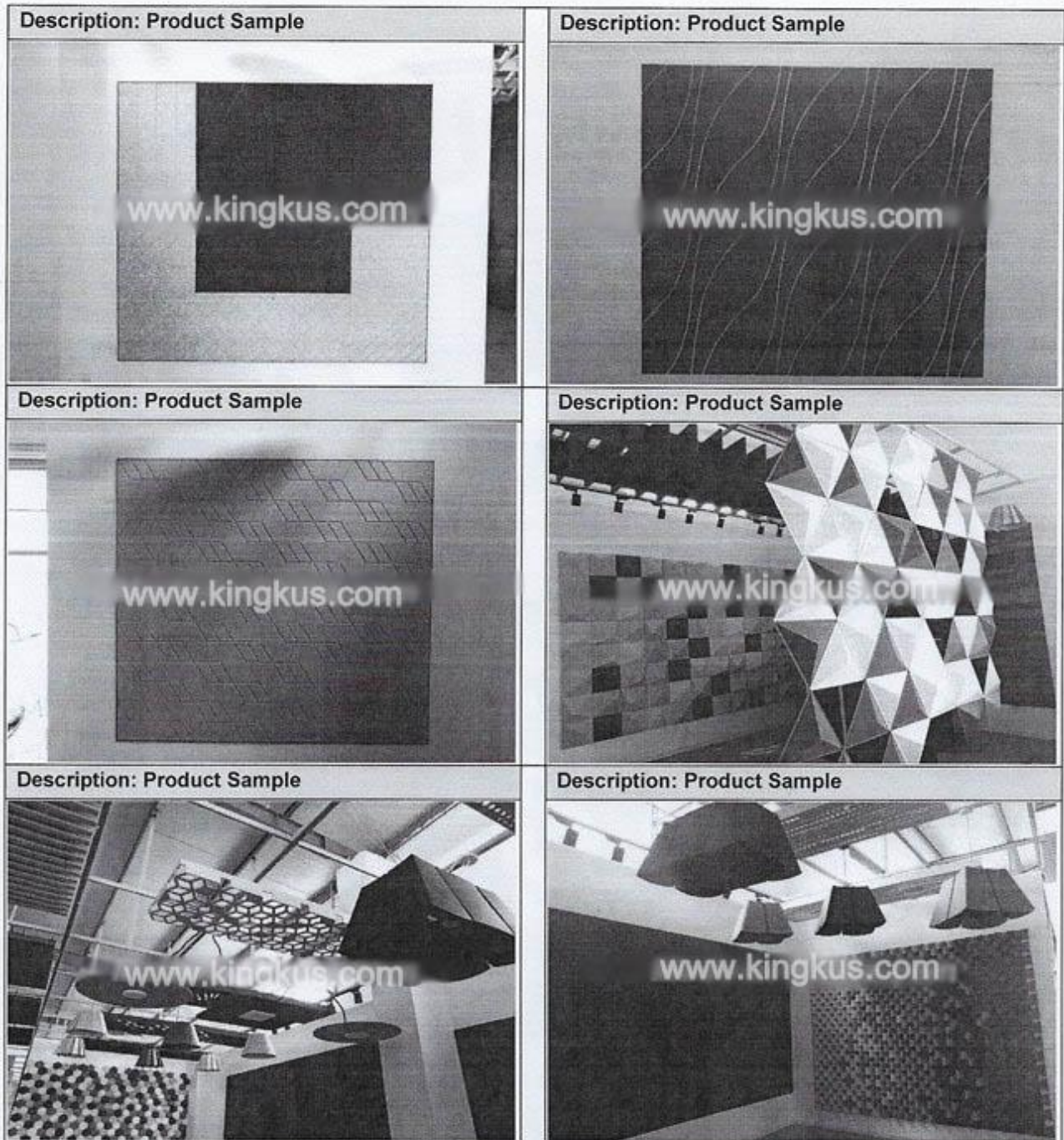


| | |
|---|--|
| <p>Description: Warehouse (Associated Company)</p>  | <p>Description: Product Sample</p>  |
| <p>Description: Product Sample</p>  | <p>Description: Product Sample</p>  |
| <p>Description: Product Sample</p>  | <p>Description: Product Sample</p>  |

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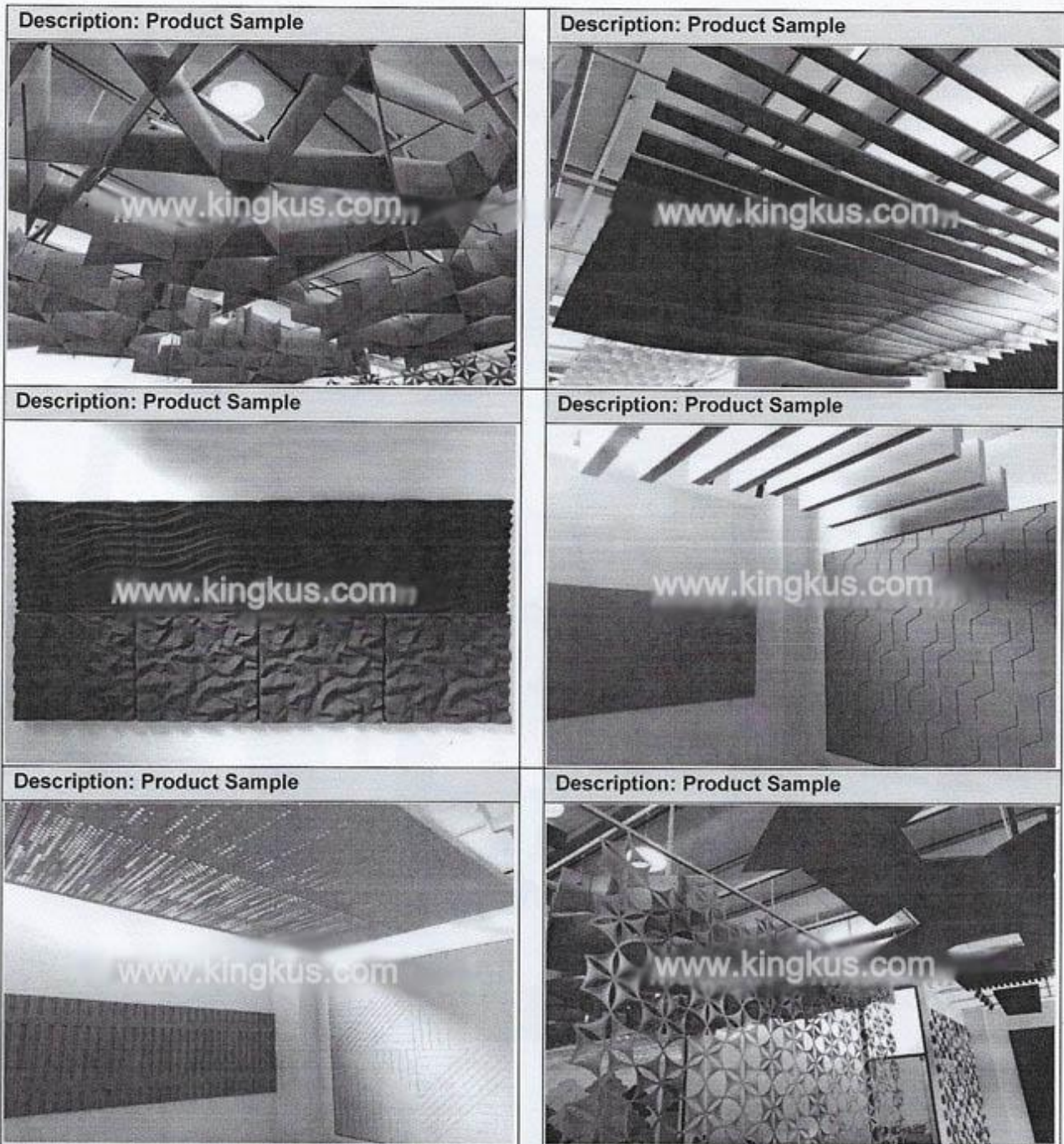


| | |
|--|---|
| <p>Description: Product Sample</p>  | <p>Description: Product Sample</p>  |
| <p>Description: Product Sample</p>  | <p>Description: Product Sample</p>  |
| <p>Description: Product Sample</p>  | <p>Description: Product Sample</p>  |

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-- End of the Report --

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