

GENERAL TERMS AND CONDITIONS OF PURCHASE

1) This instrument "General Terms and Conditions of Purchase" is part of our Order;

2) It is mandatory to be compliant with the conditions described in this instrument and our Order. Expenses from non-compliance will be responsibility of the supplier.

After reception of order:

3) Send the acknowledge informing your number (when applicable) and estimated delivery date;

4) Any change in delivery date should be communicated immediately to the Buyer.

Goods available:

5) Contact the Buyer in charge of the Order;

6) Never ship goods directly to HELIBRAS by courier of any kind without our green light;

7) Always send to the buyer copies from the following shipping documents: commercial invoice + packing list + all certificates + log cards (when applicable);

8) Issue three (3) original sets of shipping documents as following instructions:

8.1) Two set of originals in blue ink hand signed documents to be handed over to freight forwarder, these will be attached to the AWB (Air Way Bill) and must compound Commercial Invoice and Packing List;

8.2) One set of original in blue ink hand signed documents outside the box in the documents pouch. This set must compound:

a) Commercial Invoice;

b) Packing List;

c) All Certificates (conformity and others);

d) Log cards (when applicable);

9) If the box/pallet has any part in solid wood, it must have the fumigation stamp as per the International Legislation plus the certificate. It is required to have a number of Identify linking both stamp and certificate.

10) HELIBRAS Logistics Team will contact the freight forwarder to start the shipping process and arrange the pick-up of the goods (when applicable);

11) Please, inform your contact person, telephone number and e-mail.

Invoice and Package Format:

12) It is mandatory to mention on all documents our Order Number;

13) Discrepancies on Order shall be reported in written to the buyer for settlement;

14) All paperwork's and House Air way Bill must be consigned to HELIBRAS address informed in the purchase order;

15) HELIBRAS will inform airport of destination regarding import license;

16) Freight forwarder must request HELIBRAS green light and after that follow a copy of House Air Way Bill;

17) Gross weight and net weight must be checked against the packing list;

18) All packages must follow IATA (International Air Transport Association) regulation;

Penalties:

19) The lack of requested documents will maintain the goods on hold at the freight forwarder, each shipment to Brazil without these documents will be fined by Customs Authorities;

20) HELIBRAS does not have access to the documents neither the goods or boxes before they are cleared from customs;

21) The goods rejected will be returned from HELIBRAS to Supplier. All costs related to the return will be responsibility of Supplier;

22) HELIBRAS may block the payments in case any non-conformities below are verified:

a) Discrepancies between the Order and Invoice;

b) Technical problems, quality or divergence in the specification of goods requested;

c) Missing documentation (COC, log cards, technical reports, etc.);

d) Non-compliance with the terms and conditions of this General Terms and the Order.

Considerations:

23) The goods must comply with the specifications and part numbers informed. Materials similar or substitute will not be accepted, unless authorized by HELIBRAS;

24) The supplier is responsible to inform HELIBRAS along the invoice, the bank and current account for the payment;

25) Partial shipment shall be avoided. If necessary, ask for Buyer authorization for partial shipment;

26) Any shipment without HELIBRAS green light may cause penalties to be charged to the supplier.

Revised on December 5th 2019