

Dear Valued Customer,

Due to our continued growth, we are excited to announce that we are moving our Shenzhen operation to a new facility located 15 minutes driving distance from our current location. This location will add roughly 50% more (from 4,000 to 6,100 sqm) manufacturing and stockroom space and improve operational efficiency.

The address of the new location is No. 44-1, Xintang Road, Dayang Community, Fuhai Street, Baoan District, Shenzhen, Guangdong, China. We will occupy the 3<sup>rd</sup> and 5<sup>th</sup> floors.



The build-out of the facility is underway and is scheduled for completion by January 30, 2019. At that time our Quality Department will conduct a production readiness audit. All equipment installed into the facility will undergo Equipment Validation per our Quality Procedures. Included in the Equipment Validation are Installation, Operational, and Performance Qualification (IQ, OQ, PQ). After movement of each production cell, a process audit will be performed on a representative sample of parts planned to be built in each cell.

Once this initial step is successfully completed, we will begin the staged process of transferring additional equipment and trained operators from our current location. Quality procedures, work instructions, control plans, and data collection systems identical to those used in our existing Shenzhen facility will be utilized in the new facility. As each piece of equipment arrives, they will also undergo complete Equipment Valuation prior to use. Samples of each part number will be run and compared to golden samples. A limited amount of re-qualification testing on complete assemblies will be performed. We anticipate the move to take place in three, four-week increments resulting in the facility being fully operational by June, 2019. We have scheduled an ISO9001 audit to certify the new facility at that time.




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We understand that many of our customers may have additional quality requirements prior to providing approval to ship from the new location. Please make us aware of your requirements by contacting our Quality Department prior to January 15, 2018:

[Dottie\\_Lipe@Grayhill.com](mailto:Dottie_Lipe@Grayhill.com) or call her in the LaGrange, US office at 708-482-2094

[Lina\\_Yan@Grayhill.com](mailto:Lina_Yan@Grayhill.com) or [Alfred\\_Sham@grayhill.com](mailto:Alfred_Sham@grayhill.com) call them in the Shenzhen, China office at +86-15920763283

If you are receiving this letter, your name was listed in our database as our contact for matters related to quality. The part number(s) attached are intended to be transferred to the new  facility. If you are not the correct person, we ask that you forward this letter to the appropriate person.

Thank you for your assistance. Our intention and commitment is to make this transition seamless and without interruption in shipments.

Best Regards,

A handwritten signature in black ink, appearing to read "Chris Renis".

Christopher Renis

Vice President – Global Quality