



AWARDED
ISO 9001

TOP GLOVE SDN. BHD. (Company No. 220483-T)

• A member of Top Glove Corporation Bhd, Public Listed Company on Bursa Malaysia Main Board
Latex Examination, Nitrile, Surgical, Vinyl & Household Gloves Manufacturer and Exporter
The World's Largest Rubber Glove Manufacturer
"The World Is Our Market" & "Always Staying At The Top"

Corporate Office : Lot 4969, Jalan Teratai, Batu 6, Off Jalan Meru, 41050 Klang, Selangor D. E., Malaysia.
Factory 9 Tel: 603-3392 1992 / 1905 Fax: 603-3392 8410 / 1291

E-mails : i) top@topglove.com.my ii) topg@po.jaring.my

Websites : i) www.topglove.com.my ii) http://topglove.asiaep.com

FACILITIES

: 19 Factories (Malaysia, Thailand & China), 330 Production Lines, 29.0 Billion Gloves Per Annum, 8300 Employees

MARKET

: Exports to more than 180 countries worldwide with Marketing offices in the USA and Germany.

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MALAYSIA 2004
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PACKAGING MATERIAL DELIVERY PROCEDURES FOR SUPPLIERS

1. Delivery:

- Delivery time not exceeding 4.00pm from Monday–Friday and 12.00pm for Saturday (including offload Packaging Material's time). The delivery date / time is exclude Public Holidays.
- Delivery during lunch hour (1.00pm – 2.00pm) is not allowed. Drivers need to wait outside of the factory during lunch time.
- All delivery date must follow Purchase Order delivery date unless both party (Top Glove / suppliers) has been informed and agreed on the date changes.
- Suppliers are responsible to inform the changes (if the delivery time need to change to after allowed time) due to unforeseen circumstances such as lorry breakdown and production line breakdown. If not, Top Glove will not do the Packaging Material receiving.
- To deliver Packaging Material to correct factory based on Purchase Order.

2. Delivery Order Standard Format:

- Partial Delivery – All partial delivery must attach with Delivery Order according to quantity sent. Top Glove has the right to reject the goods if the documents are incomplete.
- Full Delivery – All delivery must attach with Delivery Order according to quantity sent.
- All Delivery Order must be printed. No hand writing is allowed except for amendment. Amendment on Delivery Order must with initial and person's name that do the amendment.
- Top Glove has the right to impose heavy penalty to suppliers if found cheating on quantity.

3. Packing Format:

a. Carton

- * All cartons must be palletized and shrink wrapped. NO loose cartons will be accepted except quantity not more than 300 pieces.
- * Palletizing must according to brand, product & size. If found any mix size in a pallet, supplier's driver have to do sorting on the spot.
- * Suppliers need to be extra careful on White Carton and to ensure the surface is clean to avoid any claims and reject.
- * Do not tie too tight that will cause carton damage.
- * Top Glove has the right to impose heavy penalty to suppliers if found mix size in a pallet.

b. Inner

- * To use only raffia strapping. Strapping must tight enough to hold the inners and put creasing pad to avoid inner damage.
- * To arrange layer by layer for easy counting.
- * Palletized and shrink wrapped. NO loose inners will be accepted except quantity not more than 500 pieces.
- * Correct labeling tally with the goods sent.



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- * Top Glove has the right to impose heavy penalty to suppliers if found mix size in a pallet.

NOTE:

- * No short quantities are allowed. Extra quantities will treat as F.O.C. (Free of Charge).
- * Suppliers can take back own pallets by requesting from Warehouse Department. Pls put a remark at pallet for easy identification.

4. Replacement:

- a. All replacement must complete within 2 working days (from the date after rejection) to avoid any delay shipments.
- b. Total pieces of Packaging Material must follow as per Purchase Order. No short quantities are allowed.
- c. Replacement Delivery Order must mention, "THIS IS A REPLACEMENT PACKAGING MATERIAL". This is to avoid Accounts Department make double payment to the suppliers.

IMPORTANT:

1. TOP GLOVE IS A NON-SMOKING FACTORY. ALL DRIVERS ARE NOT ALLOWED TO SMOKE AT FACTORY'S COMPOUND.
2. ALL DRIVERS ARE NOT ALLOWED TO LIE DOWN / SLEEP IN THE LORRY.
3. DRIVERS MUST ENSURE CHILDREN UNDER THEIR CARE TO STAY IN THE LORRY TO AVOID UNWANTED INCIDENT HAPPEN.
4. ALL LORRY DRIVERS COMPULSARY TO TAKE PHOTO BY TOP GLOVE'S SECURITY GUARD. WE RESERVE THE RIGHT TO REJECT SUPPLIERS THAT DO NOT COMPLY WITH THE INSTRUCTIONS.

Please be guided accordingly. Thank you

"Continuous Improvement & Innovation Are Our Duties"
Our Business Direction is Consistently High Quality with Efficient Low Cost.

SM Su
09/08/08

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Ms Looi *[Signature]*
(Shpg & Purc Asst Manager)

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Tan Sri Dr. Lim
(Chairman)

Rev: 0



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DP 040408/F2 & F9