



STATEMENT OF WORK

THIS STATEMENT OF WORK ('SOW') applies from the Commencement Date:

Between:	<ol style="list-style-type: none"> 1) Unilever, as further identified in the SOW Details Sheet; and 2) Supplier, as further described in the SOW Details Sheet.
	Each a Party and together the Parties .
Background:	<ol style="list-style-type: none"> A. Unilever wishes to receive certain Goods and/or Services from the Supplier under an existing Framework Agreement. B. This SOW provides for the supply of those Goods and Services, as identified below.

Binding Contract:

- 1) This SOW shall, once signed by the Parties, create a binding contract between the Parties incorporating and subject to the terms of the Framework Agreement (including its annexes).
- 2) Terms defined in the Framework Agreement shall have the same meaning when used in this SOW and vice versa.

SOW Details Sheet:

SOW Contract Number	CON-0129149;
Parent Contract Number	CON-0106801;
Commencement Date	01 January 2022;
Unilever	Unilever U.K. Central Resources Limited, with its registered or primary business address at Unilever House, 100 Victoria Embankment, London, EC4Y 0DY;
Supplier	MINDTREE LTD GLOBAL VILLAGE, with its registered or primary business address at Global Village, BANGALORE 560059 10 India;
Framework Agreement	<p>Framework Agreement with contract number: C4U00029575 entered into between Unilever Business and Marketing Support AG and MINDTREE LTD GLOBAL VILLAGE on 25/11/2013;</p> <p>Note: Prior to entering into this SOW, the Parties must confirm that the Framework Agreement has not expired or terminated.</p>
SOW Term	From the Commencement Date until 31 December 2022;
Goods Warranty Period	<p>Not Applicable;</p> <p>Note: This is subject to any minimum warranty period specified in the main terms or any Annex, unless expressly confirmed here as varying those periods.</p>
Services	The Services as set out in the Services Description;

STATEMENT OF WORK Between Unilever UKCR & Mindtree Limited
for Project "iFinance Application Development & Testing (AD)" for
Jan to Dec 2022

Any reference to the Services should be read as including reference to the provision of any deliverables specifically identified in this SOW or which are otherwise in the scope of the Services.

This Statement of Work should be read in conjunction with the Unilever Purchasing Agreement executed

on 25 Nov 2013, between Mindtree Limited ("Mindtree") and Unilever Business and Marketing Support AG

("Agreement"). All the terms and conditions in the above stated Agreement are applicable to this

Statement of Work.

This Statement of Work ("SOW") has an effective date ("Effective Date") of 1st Jan 2022 and describes

the services to be performed by Mindtree Limited for Unilever UKCR

The services provided by the Mindtree, for this project, would be executed from the Offshore Delivery Center (ODC) set up at Mindtree premises East campus (SEZ) facility MTE2 situated in Plot No 150,

EPIP second phase, KIADB Industrial area, Hoody village, Whitefield Bangalore – 560066

1. Statement of Work:

Client: Unilever Industries Pvt. Ltd. UIPL ("Unilever")

Project Name: Unilever iFinance Application Development and Testing (iFinance AD)

Statement Of Work Start date – End Date: 1st Jan 2022 till 31st Dec 2022

MSA/UPA Agreement#: CW72281

Project Code: None

2. Project Background:

About iFinance:

iFinance project caters to Management, incurred cost and financial consolidation and reporting areas, which cover all the Unilever regions, as this is global application.

This SOW covers the Application Development / Testing of the iFinance system (a.k.a. "Victory") for the year 2022.

3. Overall Project Scope:

IFinance project caters to Management, incurred cost and financial consolidation and reporting areas, which cover all the Unilever regions, as this is a global application.

Functional Landscape

Functionally below are major functions in this application

- Collection of the data from source across the regions
- Load of the Master reference data from Kalido systems via BODI.
- Consolidation of the collected data and
- Reporting of the information.
- Management and Incurred costing reporting follows monthly cycle, and it caters to internal stake holders.
- Financial reporting is consolidated on monthly basis though reported quarterly to shareholders

Technical Landscape

As part of the project, following components are under the iFinance AMS team's scope.

- SAP BCS, SAP BW, SAP EP, SAP Security for BCS/BW and SAP GRC.
- MRD and DIT (Data Input tool for collection of the data from the source ERP's)

4. Geographical Scope:

As this is a Global project, all the Unilever Regions are under scope.

5. Functional Scope:

The Mindtree Limited team will be responsible for providing primarily L3 support services.

Scope of services

The scope of work for this SOW would include the following:

- Carrying out application development activities for the application.
 - o Impact Analysis,
 - o Technical Specification & Design Document preparation
 - o Development of the changes
 - o Unit Testing
 - o Support during System Testing, User acceptance Testing and Regression Testing
- Carrying out system testing activities for the development deliverables
 - o Impact Analysis,
 - o Preparation of Test plans,
 - o System testing
 - o Support during User acceptance Testing and Regression Testing
- Providing other supporting functions for the IFinance engagement
 - o Release Coordinator responsible for coordinating the monthly BAU releases
 - o Release Manager responsible for deployment of release changes in each system
 - o Load Runner consultant for performance testing of monthly release changes
- Providing services of (Unilever) Business Analyst (Financial) which include
 - o Liaison function between the business and the providers of IT services
 - o To Plan, arrange and control meetings, workshops and relations with internal customer/user staff during system investigations and throughout subsequent development work
 - o Partnering with business to gather all business requirements to formulate business specifications and translating those into application functionality. Maintains a technical awareness at the necessary level to decide when to advocate and when to compromise to arrive at a mutually acceptable solution. Delivering consistently high standard functional specifications

- Providing services of (Unilever) Development Manager which include
 - o Technical delivery of all IFinance related changes from receiving Functional Specification to UAT Delivery
- and ensuring knowledge is handed over to the Application Support Teams.
- Responsible for all Application Development in various areas of IFinance delivery cycle relating to Reports, BODI Data
- ETL, VB Data Input Tool, SAP BCS, SAP BW, and MSRS Business Reporting

6. Systems Scope:

As mentioned in Section 7

7. Technical Scope:

The technical scope for iFinance AMS consists of the following technical streams:

1. BW
2. BCS
3. EP
4. Security/GRC
5. MRD
6. ABAP
7. DIT

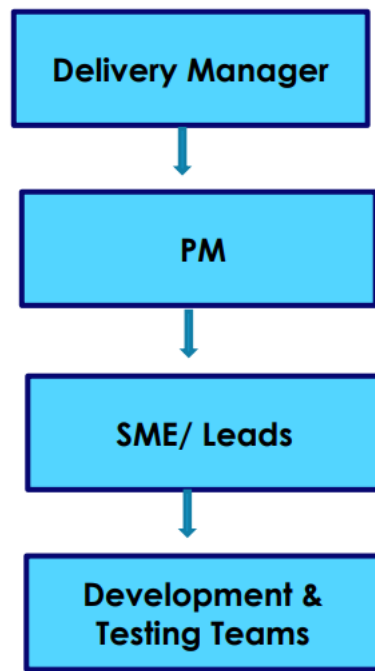
Out of Scope:

The following are out of scope for the purposes of this engagement:

1. L1 support
2. Source Data Applications
3. GMRDR Source Applications.
4. Local Infrastructure CI's (Desktop's / Laptops / File and Print)
5. BODI MRD Interfaces
6. Central Infrastructure

9. Project Team Structure:

The over-all Mindtree team structure for the project is as follows:



Standard Service Levels / Service Credits

8. Core deliverables & Project KPI's:

- End-to-end delivery of Change Requests (CRs) including
- Requirement analysis and Impact analysis,
- Technical Design and CDD preparation,
- Development and Unit testing,
- System testing, Test plan preparation & review, Test case execution,
- UAT support,
- RT support,
- Deployment into Production.

The following KPIs will be tracked and reported.

First Time Right:

Measurement criteria: $(\text{No. of AD CR's without any UAT defect} / \text{Total No. of AD CR's}) * 100$

Target: > 90%

Quality of delivery:

Measurement criteria: $(\text{No. of AD CR's without any incident in Production} / \text{Total No. of AD CR's}) * 100$

Target: > 90%

Schedule Adherence:

Target: 100%

Resource Utilization:

Target: 80-90%, annually.

**Delivery
Schedule / Lead
Times /
Milestones / Key
Dates**

13. Commercial details

Mindtree is pleased to offer a Fixed Maintenance contract for the period Jan 2022 till Dec 2022

Any changes to the scope or staffing shall be addressed through the change control procedure. Any ramp up/ ramp down shall be

exercised with a notice period of 4-6 weeks.

The overall cost for the engagement from 1st Jan 2022 up to 31st Dec 2022 would be € 967,117.

The following table contains the billing details for this SOW.

Details	Monthly invoice	Invoice Date
Ifinance AD services Jan'22	€ 93,622	31-Jan-22
Ifinance AD services Feb'22	€ 98,738	28-Feb-22
Ifinance AD services Mar'22	€ 96,071	31-Mar-22
Ifinance AD services Apr'22	€ 96,071	30-Apr-22
Ifinance AD services May'22	€ 88,287	31-May-22
Ifinance AD services Jun'22	€ 82,494	30-Jun-22
Ifinance AD services Jul'22	€ 68,639	31-Jul-22
Ifinance AD services Aug'22	€ 68,639	31-Aug-22
Ifinance AD services Sep'22	€ 68,639	30-Sep-22
Ifinance AD services Oct'22	€ 68,639	31-Oct-22
Ifinance AD services Nov'22	€ 68,639	30-Nov-22
Ifinance AD services Dec'22	€ 68,639	31-Dec-22
Total	€ 967,117	

Note: Taxes will be charged extra as applicable

Invoices would be submitted to Unilever on a monthly basis. The monthly invoices & billed amount per month will vary, as per the

head count agreed & aligned between Mindtree & Unilever, depending on the scope of work, ramp ups & ramp downs needed etc.

However, the overall cost of the engagement for full year 2022 will be, as stated above.

1. IMP Note: - The above rates are exclusive of taxes & any applicable statutory charges

: - Mandatory to attach procurement approved quotation

: - Travel expenses need to approve by IT (stakeholder & Procurement)

: - Project base location is Bengaluru

: - Unilever Holiday calendar would be followed for these SoW resources

The services will be performed onsite at the premises of Mindtree East Campus (MTE2) location

14. Other Overheads

Category	Total Amount
NA	NA

15. The Commercials:

1. The overall commercial for the project for the period Jan-Dec 2022 would be EUR 967,117 (Nine hundred sixty seven thousand one hundred seventeen EURO only)
2. Mindtree will raise invoices every month (based on the pre-agreed number of consultants for each month or months based on workload) and the same is to be paid within 90 days from the date of invoice.

16. Payment Schedule:

Monthly billing, based on submission of time sheets to be paid within 90 days from the date of invoice.

Delivery Criteria / Tests

11. Capacity Summary

Stream	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SEC	2	2	2	2	2	2	2	2	2	2	2	2
BCS	4	5	5	5	4	4	4	4	4	4	4	4
DIT	1	1	1	1	1	1	1	1	1	1	1	1
ABAP	1	2	2	2	1	1	1	1	1	1	1	1
BW	10	11	11	11	9	9	6	6	6	6	6	6
EP	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Testing	9	9	9	9	9	9	7	7	7	7	7	7
Performer tester	1	1	1	1	1	1						
Release Manager	1	1	1	1	1	1	1	1	1	1	1	1
Release co-ordinator	1	1										
FR Business Analyst	1	1	1	1	1	1	1	1	1	1	1	1
Development Manager	1	1	1	1	1							
Project Manager	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Process Management	1	1	1	1	1	1	1	1	1	1	1	1
Total Resources	34	36	35	35	31	30	24	24	24	24	24	24

Few of the resources like PM, EP release management take care both AD and AM activities

12. Overall Project Assumptions:

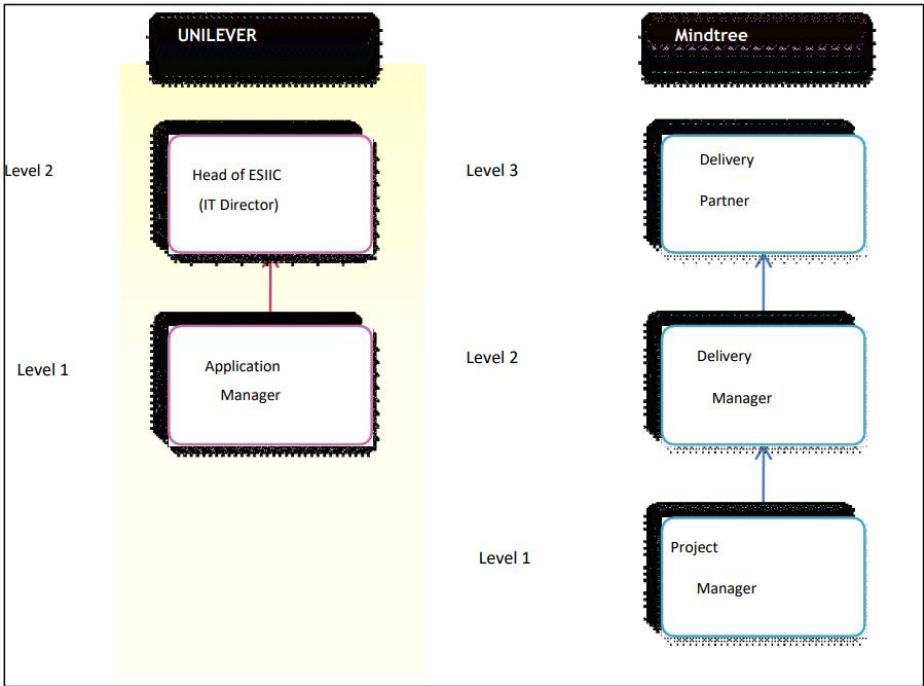
- 13) Unavailability of performance tester post ACM go live project.
- 14) With no contingency built in 2022 SOW, in case of additional resource requirement UL will raise a new change request/PO for onboarding additional resource.
- 15) Any additional resource onboarding will have 4-6 weeks lead time.
- 16) Delays in ACM project go live will require amendment to this proposed SOW based on the extension of resources beyond June 2022.
- 17) Mindtree team would work primarily from Mindtree office in Mindtree East Campus (MTE2), Bangalore or WFH due to pandemic
- 18) An estimate of per day effort is 8.5 hours / day.
- 19) Mindtree reserves right to replace resources during the duration of engagement, with prior written communication to Unilever of at least a month in advance, so that appropriate handover can be planned. This

	<p>resource replacement/handover period agreement is only applicable to this current statement of work and</p> <p>does not apply to any other statements of work in progress.</p> <p>20) In all instances where Mindtree requests a formal sign-off/acceptance, Unilever to revert within 5 business</p> <p>days failing which it is assumed that the documents are signed off/accepted.</p> <p>21) Mindtree and Unilever will conduct weekly status meetings to measure progress against the work plan and</p> <p>address outstanding project issues.</p> <p>22) Mindtree will provide periodic governance reports to Unilever, as called out and required by Unilever. The</p> <p>number and nature of such reports and governance meetings may change from time to time.</p> <p>23) The language of communication and documentation will be in English.</p>
Pre-Agreed Delay Payments	If Delay Payments apply, [insert details here];
Termination for Convenience Period	<p>17. Termination Clause:</p> <p>Unilever may terminate this SOW with or without cause at any time upon Four (4) weeks' notice to Mindtree. Upon</p> <p>such termination, Mindtree shall be entitled to payment for services performed until the date of termination in</p> <p>accordance with this SOW and to reimbursement of expenses paid or incurred by Mindtree till the date of termination</p> <p>and which are reimbursable pursuant to the Agreement, and such payment shall constitute full settlement of any and</p> <p>all claims of Mindtree of every description against Unilever. A minimum of 4 weeks lead time required to onboard the</p> <p>team from the date of SOW signed off.</p>
Governance (Meetings / Reports)	<p>10. Governance & Reporting:</p> <p>Mindtree will follow the below governance and reporting model which will lead to more accountability and</p> <p>ownership from Mindtree and also continue the transparency of operations that exists today. We have defined our</p> <p>governance structure around</p> <p>11) Governance reports & meetings – For periodic reviews</p> <p>12) Escalation Path – For both Application services and management</p> <p>13) Metrics and KPIs – To ensure quantifiable success parameters and enable continuous improvement</p> <p>Periodic reviews of the engagement will be facilitated through fortnightly, weekly and monthly meetings between</p> <p>Mindtree and Unilever as summarized in the table below:</p>

Frequency	Purpose	Report / Meeting	Comments
Weekly	To discuss the status of CRs	Weekly status meeting	Weekly meeting between Unilever BA and Mindtree team to discuss the status of various CRs that are in WIP and planned.
Fortnightly	Gate meetings for the monthly release	Release gate meetings	Gate meetings such as Scoping, UAT, RT, Production deployment for the monthly release.
Monthly	To discuss and highlight the activities of the previous month.	Monthly SD connect deck (Standard UL format)	Monthly review and highlights of CRs and AD Delivery.
Monthly	PIR (Post Implementation Review) meeting	Governance meeting	To review the recent releases and discuss the highlights as well as improvement areas.

Escalation Mechanism:

All escalations for both Mindtree Limited and Unilever will follow the below mentioned escalation path



Variations:

Except for those specific subjects where the Framework Agreement provisions expressly state that a varied position may be set out in a SOW, other variations from the Framework Agreement terms only apply to the extent expressly set out in the: (i) Local Law; and (ii) Purchase Specific sections below.

Local Law

-;

Purchase Specific

Not Applicable;

Payment terms are 90 days* from whichever is latest between...

- a) Receipt of Goods and/or Services covered by the invoice
- b) Receipt of an invoice for the delivered Goods and/or Services

***or next working day if falling on a weekend or national holiday in the country of payment**

Note: Any variation from Framework Agreement terms will only be binding where written confirmation has been provided by the Unilever Global Procurement Director that such terms may apply in respect of this identified SOW.

The Parties will **sign below to confirm agreement with the terms of this SOW.**

This SOW may be **signed in counterparts**, each of which when taken together are one and the same instrument:

Sign
here DocuSigned by:
Alison Samuels
84D92D14DF73462...

For Unilever

Print name: Alison Samuels
Job Title: IT Procurement Manager
Place: Kingston
Date: 28 March 2022
Address for Notices: See SOW Details Sheet

Sign
here DocuSigned by:
Shankaran Ramachandran
EDDC1BF8F4CF449...

For the Supplier: Mindtree Limited

Print name: Shankaran Ramachandran
Job Title: General Manager
Place: Bengaluru
Date: 29 March 2022
Address for Notices: See SOW Details Sheet



Services Description



Unilever iFinance AD
SOW v11.docx



Data Processing Information

1. NATURE AND PURPOSE OF THE PROCESSING:

The context for and purposes of the Processing of Unilever Personal Data is the Supplier's provision of Goods and/or Services, as further identified in the Statement of Work. [This, in particular, includes the following specific Processing activities: ***[insert any specific agreed Processing activities]***]

2. DURATION OF PROCESSING:

Processing of the Unilever Personal Data by the Supplier shall be for up to the period of the Statement of Work and following termination or expiry as required to comply with deletion/return obligations.

3. PERSONAL DATA IN SCOPE:

The Supplier may Process the following types/categories of Personal Data:

[insert types of data relevant to the specific activities/services being performed/delete any which are not relevant and add any other relevant ones where applicable]

- *[personal details][contact details][family details][lifestyle and social circumstances][financial or payment details][employment information][marketing information][data analytics][images or video][other]*

[Special categories of Personal Data and Personal Data relating to criminal convictions and offences, consisting of:

- *[physical or mental health data][genetic data or biometric data][criminal offences or other data relating to alleged offences and proceedings][racial or ethnic group information][religious or philosophical beliefs][trade union membership][sex life or sexual orientation]*

4. PERSONS AFFECTED (DATA SUBJECTS):

The group of Data Subjects affected by the Processing of their Personal Data consists of:

[insert relevant types of data subjects whose personal data is being processed/delete any which are not relevant and add other relevant ones where applicable.]

- *[customers and clients] [employees and staff][suppliers or contractors][consultants or other professional experts][research participants][children (13 or under)][other]*

5. PERMITTED SUBCONTRACTORS AND TRANSFERS:

The authorised subcontractors and/or transfers of Unilever Personal Data are set out in the table below:

Name and Services (Name and registered address of Supplier entity or subcontractor, with brief description of corresponding activities)	Location/Transfers (Location where entity will Process the Unilever Personal Data. Indicate where and from whom transferred, where relevant)	Mechanism (Agreed mechanism for ensuring any transfer is compliant with Data Protection Laws)
[Insert details]	[Insert details]	[Insert details]

6. SPECIFIC RESTRICTIONS AND INSTRUCTIONS:

The Supplier shall comply with the following when Processing Unilever Personal Data:

- [Processing of Unilever Personal Data shall occur only at the following [Supplier/Unilever] locations *[insert details]*.]
- [Unilever Personal Data **OR** *[specify specific types of Unilever Personal Data]* shall only be Processed by the Supplier and/or transferred to a subcontractor in [anonymised/pseudonymised] format [and the Supplier shall not (and shall procure that any subcontractor shall not) re-identify individuals from [anonymised/pseudonymised] data.]]
- [Unilever Personal Data relating to *[insert]* shall not be transferred by the Supplier or a subcontractor outside *[insert]* except where *[insert additional restrictions on transfers]*.]
- *[Insert relevant restrictions and delete above if not relevant.]*

.....

SOW SUPPLY SPECIFIC SUPPLEMENTS

[Note for template users: The following supplements will be added to the above base SOW template but only for those supply types agreed under the terms of the applicable Framework Agreement.]

IT Services

IT Service Output Specification	-
IT Services Key Personnel	-

Maintenance Services

Maintained Systems	-;
Maintenance Replacement Parts/Units	-;
Maintenance Updates and Upgrades	-;

Certificate Of Completion

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Status: Completed

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Source Envelope:

Document Pages: 14

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

Sandeep Sahasrabudhe

AutoNav: Enabled

Unilever House

Envelopeld Stamping: Enabled

100 Victoria Embankment

Time Zone: (UTC) Dublin, Edinburgh, Lisbon, London

London, EC4Y 0DY

Sandeep.Sahasrabudhe@unilever.com

IP Address: 212.118.234.2

Record Tracking

Status: Original

Holder: Sandeep Sahasrabudhe

Location: DocuSign

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Sandeep.Sahasrabudhe@unilever.com

Signer Events

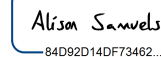
Alison Samuels

alison.samuels@unilever.com

MBS

Signature

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Procurement

Approv

Unilever

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 82.7.138.194

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Shankaran Ramachandran

Sales.Support@mindtree.com

General Manager

Mindtree Limited

Security Level: Email, Account Authentication
(None)

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In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Mindtree Accounts Unilever

Accounts.Unilever@mindtree.com

Security Level: Email, Account Authentication
(None)**COPIED**

Sent: 3/29/2022 6:00:15 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
Kritika Madan kritika.madan@mindtree.com Mindtree Limited, Bengaluru Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 11/12/2021 9:28:17 AM ID: b39f9ed8-cc44-4484-8556-d68ac10209b9	COPIED	Sent: 3/29/2022 6:00:16 AM
Sunit Sharma sunit.sharma@mindtree.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 3/29/2022 6:00:17 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/25/2022 9:41:30 AM
Certified Delivered	Security Checked	3/29/2022 5:59:34 AM
Signing Complete	Security Checked	3/29/2022 6:00:13 AM
Completed	Security Checked	3/29/2022 6:00:17 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Unilever Group (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you a digital PDF copy of the document you need to request this through your Unilever contact.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Unilever Group:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically please send an email message to your Unilever contact.

To advise Unilever Group of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to your Unilever contact and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Unilever Group

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Unilever Group

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to your Unilever contact and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

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