

Sample Retention Policy and Traceability Record Requirement

This policy is applicable to all products to be sold or transferred to Avery Dennison or affiliates. The Sample Retention Policy requires Manufacturer to keep samples of all products produced for Avery Dennison according to the below minimum criteria:

- A. For each Avery Dennison's delivered **Purchase Order** and each product under the Purchase Order, **manufacturer must retain a minimum number of samples** as follow or as otherwise specified by Avery Dennison with respect to a retail brand client (RBC):

Product Description	Minimum No. of Samples to be Retained
Heat Transfer Labels (HTL)	15pcs
Printed Fabric Labels (PFL)	15pcs (180cm if only available in roll form)
Woven Labels (WL)	10pcs (60cm if only available in roll form)
RFID	10pcs
Packaging - Paper/ Plastic	- sticker: 10pcs - others: 5pcs
Others (all products other than HTL/PFL/WL/RFID/Packaging)	- Textile material: 10pcs - Plastic/ Silicone/ Metal material: 5pcs
- Any item with area > A4 size (210 x 297mm) can reduce retain sample to 2 pcs - Purchase order with quantity under 1,000 pcs is exempted from sample retention requirement	

Examples:

- *Packaging: sticker, hangtag, bag, hanger, box, seal, etc*
- *Others - Textile material: embroidery, string, etc*
- *Others - Plastic material: PU/ TPU patch, plastic zipper, plastic studs, etc*
- *Others - Metal material: metal zipper, metal studs, metal patch, pin, etc*

- B. Minimum Storage Period: 1 Year from production date or longer time period as instructed by Avery Dennison with respect to specific batches or RBC
- C. Minimum information to be marked on each sample bag: Avery Dennison Subcontract Purchase Order Number

- D.** A traceability record must be maintained for all products listed in part A. The record must include the following information:
- a. Item Code
 - b. Avery Dennison Subcontract Purchase Order Number
 - c. Raw Material code
 - d. Raw Material batch number
 - e. Manufacturing site
 - f. Finished product production date

Remarks:

- *“Raw Material” refers to every raw material used for a finished product.*
- *It is mandatory to keep traceability record for a minimum of 1 year counting from the production date; only softcopy (electronic version) of traceability record is required.*

Manufacturer understands that Avery Dennison may issue instructions in writing from time to time and will comply with such instructions.

Manufacturer understands that if they do not follow the sample retention policy and traceability record requirement, Avery Dennison can, at its discretion, delist them from the Avery Dennison Global Supplier List without any compensation or other recourse.

Should you have any further queries regarding the sample retention policy and traceability record requirement, please contact Avery Dennison Global Compliance Team.

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