



Gentex (Shanghai) Electronics Technology Company, Ltd.

镜泰（上海）电子技术有限公司

Supplier Manual — Master

主供应商手册

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Supplier Manual Acknowledgement of Receipt

供应商手册接收确认函

I / we have received the Gentex (Shanghai) Electronics Technology Company, Ltd. Supplier Manual and certify that we have read and understand all obligations, requirements and duties, and agree that they are binding on our relationship and transactions with Gentex (Shanghai) Electronics Technology Company, Ltd.

本人 / 我们已收到镜泰（上海）电子有限公司供应商手册，并证明我们已阅读和理解全部义务、要求及职责，且同意其对我们与镜泰（上海）电子有限公司之间的关系和交易具有约束力。

The undersigned by virtue of their signature represents and warrants that he/she has authority to execute this agreement as the binding obligation of his/her employer.

以下签署人通过签名陈述及保证其获授权签署本协议，以使本协议构成对其雇主具约束力的义务。

Signature 签名

Print Name 正楷姓名

Date 日期

Supplier Name: _____

供应商名称:

Business Address: _____

营业地址:

Contacts:

联系人:

Manufacturer Rep. _____

(Inside Sales)

Name

Phone

Email

制造商代表

(内部销售)

姓名

电话

邮箱

Manufacturer Rep. _____

(Outside Sales)

Name

Phone

Email

制造商代表

(外部销售)

姓名

电话

邮箱

Please complete and return a copy of this form only to supplier_cert@gentex.com.

请填写本表格并将副本发送至 supplier_cert@gentex.com。

Preface

前言

Gentex (Shanghai) Electronics Technology Company, Ltd. (“Gentex”) has developed this manual to give guidance and direction to all our suppliers and their affiliated companies. This manual is utilized by Gentex personnel to promote equality in the way we work with suppliers. We believe it is imperative that all suppliers to Gentex are treated equitably and that each supplier understands what is expected of them prior to producing products or contracting work with Gentex. This Manual includes standard policies, procedures, and requirements of Gentex Corporation, which shall apply to Suppliers of Gentex (Shanghai) Electronics Technologies, a wholly owned subsidiary of Gentex Corporation. If there is a conflict or inconsistency between the requirements detailed in this manual and any applicable laws, rules, and regulations, then the laws of the People’s Republic of China shall control for those specific provisions.

镜泰（上海）信息技术有限公司（“镜泰”）编写本手册旨在为所有供应商及其关联公司提供指引和说明。通过使用本手册，镜泰员工可促进我们与供应商之间的平等合作。我们认为，镜泰的所有供应商均应受到平等对待，且各供应商在生产产品或与镜泰开展合作之前应先了解自身的义务。本手册载有 Gentex Corporation 的标准政策、程序及要求，适用于镜泰（上海）信息技术有限公司（Gentex Corporation 的全资子公司）的供应商。若本手册所列要求与任何适用法律、规则及规定存在冲突或不一致，则以中华人民共和国法律为准。

Gentex Corporate Philosophy

镜泰公司理念

Gentex’s stated mission is to be a smarter organization; a world-class manufacturer with superior products and service driven by a supportive work culture that encourages people to innovate, excel, and continually improve every aspect of the business.

镜泰的使命在于成为一个更智能的组织，一家世界级的优质产品和服务供应商，并开创鼓励员工不断创新、精益求精及持续改善业务各个层面的支持性企业文化。

Our goal is to maximize customer satisfaction. Gentex believes this can best be achieved through an unwavering commitment to quality that is fueled by sustained continuous improvement. Gentex’s long-term prosperity is ensured only when product value, service, and customer responsiveness are continually enhanced. Consequently, no part of the organization is immune from participating in the never-ending process of continuous improvement.

我们的目标是最大程度地提升客户满意度。镜泰认为，实现这一目标的最佳途径是通过持续不断的改善，践行对高质量坚定不移的承诺。只有不断提升产品价值、服务及客户响应能力，才能确保镜泰的长期繁荣发展。因此，公司内部的任何成员都应参与这一永不止步的持续改善过程。

Innovation is a Gentex hallmark. Incremental improvements ensure that each development continues to enhance customer value over the life of the product.

创新是镜泰的特质。持续改进可确保每项开发工作都能够在产品使用期限内持续提升客户价值。

Gentex priority is to operate in a sustainable manner committed to environmental, social, and governmental / legal best practices.

镜泰的首要工作是实现可持续运营，并致力于环境、社会和政府 / 法律最佳实践。

Gentex understands suppliers play an integral part in maximizing our customers’ satisfaction. Gentex believes that through open lines of communication with the entire supply chain, we can maximize the quality of the product, while maintaining excellent delivery, cost and unparalleled service to our final customer.

镜泰明白，在我们尽力提升客户满意度的过程中，供应商发挥着重要作用。镜泰认为，通过与整个供应链搭建开放式沟通渠道，我们能够最大程度地改善产品质量，同时确保向最终客户提供卓越的交付、成本效益和无与伦比的服务。

Supplier Sustainability Expectations

供应商可持续发展期望

At Gentex, social responsibility has been the focus of our business from the start. From aerospace products to fire protection warning devices to automotive products and features that protect drivers and their passengers as well as pedestrians from road hazards, Gentex has always been in the business of safety.

自公司成立起，镜泰一直将社会责任视为我们业务的重心。从航空产品到消防警报装置再到保护驾乘人员和行人免于道路危险的汽车产品和功能，镜泰一直致力于提供安全产品和服务。

In alignment with our Board of Directors, the Company incorporates environmental, social, and corporate governance issues into our decision-making processes and our business policies, operating in accordance with all applicable laws and seeking adherence with international human rights conventions in defiance of child labor, forced labor, and human trafficking.

与董事会保持一致，本公司将环境、社会及公司治理事项纳入我们的决策流程和业务政策中，根据所有适用法律开展运营，并努力遵守打击童工、强制劳动和人口贩卖的国际人权公约。

Suppliers are encouraged to review our corporate sustainability report <http://www.gentex.com/corporate/sustainability>, which we update as our programs continually improve, in order to align the policies and practices that guide our environmental, social, and corporate governance requirements and industrial best practices. Suppliers are encouraged to use recycled and/or sustainable materials whenever possible.

我们鼓励供应商查看我们的企业可持续发展报告 <http://www.gentex.com/corporate/sustainability>，我们会随着程序的持续改进对该报告进行更新，从而调整指引我们环境、社会和公司治理要求及行业最佳实践的政策和实务。在可行的情况下，供应商应尽量使用可回收和/或可持续材料。

Furthermore, we expect our suppliers to join us in striving to adhere to the United Nations' Global Compact Principles, including the defense of human rights, the implementation of protective labor policies, environmental responsibility, and anti-corruption practices. For more information, please review www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/index.html.

此外，我们希望供应商与我们一道致力遵守联合国全球契约原则（Global Compact Principles），包括捍卫人权、施行保护劳工政策、环境责任及反腐败实践。详情请浏览 www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/index.html。

Additional supplier expectations related to matters of corporate sustainability are located throughout this document. Please review them carefully

本文件其他部分亦会阐明有关企业可持续发展问题的其他供应商期望。请仔细查看相关内容

Gentex Visitor Policy

镜泰访客政策

Due to the proprietary nature of the business, Gentex has established policies and procedures which all visitors agree to follow as a condition of access to Gentex premises. Visitors must comply with all check-in and check-out procedures established for the facility they are visiting. All visitors must register and display a valid visitor identification badge when entering all internal areas, and any other area designated as badge-only. Visitors agree to maintain strict confidentiality of all Gentex proprietary information, remain with their designated Gentex sponsor at all times, and are prohibited from using cameras or any other photographic/video devices while on the premises.

由于镜泰业务的专有性质，所有访客须同意遵守镜泰制定的政策和程序，方能进入镜泰的经营场所。访客必须遵守其所参观设施的所有出入登记流程。在进入所有内部区域及任何其他指定为“仅对持卡者开放”的区域时，所有访客均须登记并出示有效的访客身份识别卡。访客同意对镜泰的所有专有信息严格保密，始终与指定的镜泰负责人待在一起，且不得在经营场所内使用相机或任何其他摄像/视频设备。

Gentex Environmental Commitment

镜泰环境承诺

Gentex Corporation places a high priority on conducting its business in a sustainable manner that places the least practical burden on the environment, while protecting the health and safety of our team members and partners.

Gentex Corporation 高度重视以可持续发展方式开展业务，努力将给环境造成的实际负担降至最小，同时保护团队成员和合作伙伴的健康和安全。

Gentex has been working toward this vision since 1999, when we began the establishment of an environmental management system based on the ISO 14001 international environmental management standard. ISO14001 outlines a structured management system to achieve and demonstrate sound environmental performance by controlling the impact that our activities, products or services have on the environment.

我们于 1999 年开始建立基于 ISO 14001 国际环境管理标准的环境管理体系，自此，镜泰便一直致力于实现这一愿景。ISO14001 概述结构化管理体系，通过控制我们的活动、产品或服务对环境的影响，达到及展现卓越的环保成效。

As our partner, it is important to us that you understand your role in helping us achieve this vision. Toward that end, Gentex has prepared an Environmental Policy that establishes the foundation for our environmental management system that communicates your responsibilities as a Gentex partner.

作为我们的合作伙伴，您理解自身在帮助我们实现这一愿景过程中的作用，对我们而言至关重要。为此，镜泰已制定作为我们环境管理体系基础的环保政策，其中阐明您作为镜泰合作伙伴应承担的责任。

Gentex requires all suppliers when submitting Production Part Approval Process (“PPAP”) for production material to declare that the product submitted does not contain any materials defined on the Global Automatic Declarable Substance List. A listing of hazardous materials can be found at www.gadsl.org.

镜泰要求所有供应商在提交生产材料的生产件批准程序（“PPAP”）时，声明所提交的产品不含全球汽车申报物质清单中所列的任何材料。危险材料清单可于 www.gadsl.org 网站查询。

Supplier Relations

供应商关系

Gentex Corporation supports Best-in-Class supplier relations in meeting our needs and the needs of our customers. The focus of Best-in-Class is to work with leaders in the industry that are the most competitive in cost, quality, service and technology. Best-in-Class is characterized by objective cost targets, long-term commitments, and continual open communication between Gentex and the supplier. Gentex Corporation 支持与业内最佳的供应商建立关系，以满足我们及客户的需求。“业内最佳”的重点在于，与在成本、质量、服务和技术方面最具竞争力的行业领先者合作。“业内最佳”通过客观成本目标、长期承诺及镜泰与供应商之间的持续开放式沟通来衡量。

Supplier Responsibilities

供应商责任

- Supplier will work with Gentex to support Gentex sustainability initiatives and to apply sustainability initiatives in the supplier's operations as defined in the Gentex Sustainability Update report.
- 供应商将与镜泰合作，支持镜泰的可持续发展计划，并将该等计划运用于供应商的业务运营中（如镜泰可持续发展更新报告所定义）。
- Supplier will maintain Gentex confidentiality and sign a non-disclosure agreement.
- 供应商将为镜泰保密，并签署保密协议。
- Supplier will not allow registrations to be filed on any component, especially electronics related, that is discussed with Gentex. This would include requests for pricing, sampling and/or production components.
- 供应商将不会允许对与镜泰所讨论的任何部件（特别是相关电子部件）申请注册。这包括定价、取样和 / 或生产部件申请。

- Supplier will be third party registered to all necessary Quality System Specifications which may include, but not limited to:
- 供应商将为注册所有必要质量体系规范的第三方，该等质量体系规范包括但不限于：
 - ISO-9001:2015
 - ISO-9001:2015
 - IATF 16949:2016
 - IATF 16949:2016
 - VDA 6.1:2010
 - VDA 6.1:2010
 - ISO-IEC 17025:2015
 - ISO-IEC 17025:2015
 - AS9100D
 - AS9100D
- If supplier is not currently certified to IATF 16949:2016 they should be able to show evidence of working toward certification per IATF 16949:2016 requirement 8.4.2.3 and must identify their current quality system state in the Gentex Supplier Assessment form as applicable. It is the expectation of Gentex that the Supplier shall comply with all applicable certifications as required within their respective industry and locale or that are mandated by any controlling governmental authority.
- 若供应商目前未经 16949:2016 认证，其应能够提供证据表明正在寻求 IATF 16949:2016 第 8.4.2.3 条要求的认证，且须在镜泰供应商评估表中指明其目前的质量体系状态（如适用）。镜泰希望供应商遵守其各自所属行业和地区所要求的或任何主管政府部门强制要求的所有适用认证程序。
- Gentex reserves the right to audit supplier's quality system at any time on-site at supplier's manufacturing, sales, technical, or distribution location upon twenty-four (24) hour notice.
- 镜泰保留在提前二十四（24）小时发出通知后，随时前往供应商的制造、销售、技术或经销地点并现场审核供应商质量体系的权利。
- Supplier will inform Purchasing of all activities that may affect the total product quality, delivery and cost.
- 供应商将向采购部门告知所有可能影响产品总体质量、交付和成本的活动。
- Supplier will inform Purchasing of changes in economic or other conditions that might affect purchasing decisions.
- 供应商将向采购部门告知可能影响采购决定的经济或其他状况的变化。
- Supplier will notify Quality and Purchasing of any issues that relate to the ability to produce acceptable quality material within the pre-determined delivery window. Examples include unqualified processes, capacity issues, process issues, raw material availability, etc.
- 供应商将向质量和采购部门告知与在预定交付期限内生产可接受质量材料的能力相关的任何事项，例如，不合格流程、产能问题、流程问题、原材料供应问题等。
- Supplier will notify Quality and Purchasing of any issues that relate to the ability to produce acceptable quality material which may have been sent to Gentex or is in transit to Gentex.
- 供应商将向质量和采购部门告知与生产可接受质量材料（可能已提供予镜泰或在运往镜泰的途中）的能力相关的任何事项。
- Supplier will negotiate purchasing agreements and all sales only with the Purchasing Department or other persons with delegated purchasing authority.
- 供应商将仅与采购部门或获授采购权限的其他人士协商采购协议及所有销售事宜。
- Supplier will conduct negotiations ethically, without attempts to influence through offering valuable personal gifts
- 供应商将以合乎道德的方式开展协商，而不应试图通过提供有价值的个人礼品 or entertainment.
- 或娱乐招待来影响采购决定。
- Supplier will make available all technical, engineering, systems, policies, services, and whatever might improve Gentex present or future use of the supplier's products or services.
- 供应商将提供所有技术、工程、系统、政策、服务及其他协助，以帮助镜泰现时及未来更好地使用供应商的产品或服务。
- Supplier agrees that the Gentex Terms & Conditions found at <http://www.gentex.com/corporate/supplier-information/supplier-documents> apply to the purchase of all products and services delivered by Supplier.
- 供应商同意，<http://www.gentex.com/corporate/supplier-information/supplier-documents> 上的 Gentex 条款和条件适用于购买供应商提供的所有产品和服务。
- Supplier will utilize the AIAG approved Production Part Approval Process and execute this process as directed by Quality.

- 供应商将利用经 AIAG 批准的生产件批准程序，并按照质量部门的指示执行该程序。
- Supplier will provide product and/or services in accordance with customer specific requirements as communicated through prints, gerber files, specifications, or any other written correspondence provided by Gentex purchasing, engineering, or quality team members.
- 供应商将按照镜泰采购、工程或质量团队成员提供的纸质文件、光绘文件、规范或任何其他书面文件中所载的客户具体要求来提供产品和 / 或服务。
- Supplier will maintain appropriate documentation and record retention to provide evidence that necessary measures are being taken and regularly reviewed by supplier to ensure compliance with SC and CC characteristics as called out on Gentex prints and in accordance with AIAG requirements. SC and CC characteristics will be defined on Gentex prints and will be identified in the following ways:
- 供应商将维持适当的文件编制和记录保存，证明其正在采取必要措施且定期审核该等措施，以确保遵守镜泰纸质文件上列明的 SC 和 CC 特性及 AIAG 要求。SC 和 CC 特性将在镜泰纸质文件上列明，且将按以下方式确定：



Critical Characteristic (Regulatory Requirement) – this item could potentially impact the safety of the end item.



关键特性（法规要求）— 此项可能会影响成品的安全性。



Special Characteristic (Product or Process Requirement) – this item is critical to the form, fit or function of the end item.

特殊特性（产品或流程要求）— 此项对成品的形状、契合度或功能至关重要。

- Supplier will provide material certifications that demonstrate compliance with all performance specifications.
- 供应商将提供证明符合所有性能规格的材料认证。
- Supplier will require its sub-tier suppliers to comply with ISO 9001:2015 record retention requirements (AS9100D).
- 供应商将要求其二级供应商遵守 ISO 9001:2015 记录保存要求（AS9100D）。
- Supplier will package to protect the product during shipment and maintain the integrity of the product during storage.
- 供应商将对产品进行包装，以确保产品在装运和储存过程中保持完好无损。
- Supplier will label the product per Gentex labeling instructions.
- 供应商将根据镜泰的贴标签指示为产品贴上标签。
- Software specific suppliers to Gentex will meet minimum process, documentation, and quality specifications as deemed necessary by Gentex leadership and/or software development team. Standards that software suppliers may be held to include but are not limited to: SPICE, SQI 2004, ISO/IEC 12207, CMMI, or other as requested by Gentex through project specific requests. The software standard(s) that a supplier will be held to will vary by project or program and will be communicated to the potential supplier by purchasing, leadership, or a software team member and agreed upon in writing prior to award of business.
- 镜泰的特定软件供应商将遵守镜泰领导团队和 / 或软件开发团队认为必要的最低流程、文件编制和质量规范。软件供应商应遵守的标准包括但不限于：SPICE、SQI 2004、ISO/IEC 12207、CMMI 或镜泰通过具体项目要求所提出的其他标准。供应商应遵守的软件标准将因项目或计划而异，该等标准将通过采购部门、领导团队或软件团队成员传达予潜在供应商，并在指派业务之前以书面形式就此达成一致。
- Supplier will work with Gentex to develop the means for annual cost reduction goals.
- 供应商将与镜泰合作制定达成降低年度成本目标的方法。
- Supplier is expected to maintain 100% on-time delivery.
- 我们希望供应商能保证 100% 按时交付。
- Supplier is expected to maintain a PPM of zero.
- 供应商应将 PPM 维持为零。
- Supplier will be responsible to comply with all international customs regulations. Customs requires 100% accurate shipments. In the case of over or under shipments versus the shipping documentation, Gentex will notify Customs and make the appropriate adjustments with Customs and the supplier. If you invoice Gentex in a foreign currency, Gentex will remit payment at the rate of exchange at the time of payment.
- 供应商将负责遵守所有国际海关规定。海关部门要求 100% 的准确装运。若装运量超过或低于海运单证所列数据，镜泰将通知海关并向海关及供应商做出适当调整。若您以外币向镜泰开具发票，镜泰将按付款时的汇率向您汇款。
- Supplier will provide proof of liability insurance to the Gentex Director of Corporate Facilities before providing contractual work at a Gentex facility.

- 供应商在镜泰设施提供合约工作之前，将向镜泰企业设施总监提供责任险证明。
- Supplier will declare any hazardous materials that are provided to Gentex. A list of these materials can be found at www.gadsl.org.
- 供应商将就其向镜泰提供的任何危险材料做出申报。该等材料清单可于 www.gadsl.org 查询。
- Supplier will respond with accurate and timely information to solicitations regarding supply chain touch points, C-TPAT (or equivalent) assessments, supply risks, use of conflict minerals, country of origin information and other relevant supply inquiries.
- 对于涉及供应链触点、C-TPAT（或同等）评估、供应风险、冲突矿物使用、原产国信息及其他相关供应咨询的请求，供应商将及时以准确信息做出回应。

Supplier Diversity

供应商多元化

Gentex is committed to diversity in all aspects of its business. Our commitment is to maximize their participation through the development of mutually beneficial business relationships, which will ensure that quality materials and services are provided to the corporation in a timely and cost-effective manner.

镜泰致力于实现所有业务层面的多元化。我们的承诺是通过发展互利互惠的业务关系，使供应商最大程度地参与进来，从而确保以及时及具成本效益的方式向有关企业提供优质材料和服务。

Gentex, at its discretion, will develop mentoring relationships with key diverse suppliers to help develop business systems and encourage them with new technologies and future growth. We understand that the commitment to these businesses not only benefits the supplier, but it also benefits the greater business community.

镜泰将酌情与多家主要供应商发展指导关系，以帮助开发业务系统及鼓励该等供应商采用新技术及实现未来增长。我们理解，该等业务承诺不仅有益于供应商，还有利于更大的商业群体。

Gentex Ethics Statement

镜泰道德声明

- Gentex employees will avoid the intent and appearance of unethical or compromising practices in relationships, actions, and communications.
- 镜泰员工将避免在关系、行为和沟通中意图采取及出现不合道德或妥协的做法。
- Gentex employees will refrain from any private business or professional activity that would create a conflict between personal interests and the interests of Gentex.
- 镜泰员工将不会做出任何私人事务或专业活动而导致个人利益和镜泰公司利益之间产生冲突。
- Gentex employees will refrain from soliciting or accepting money, loans, credits, or prejudicial discounts, and the acceptance of gifts, entertainment, favors, or services from present or potential suppliers that might influence, or appear to influence, Gentex Purchasing decisions. All such actions are strictly prohibited.
- 镜泰员工将不会向现有或潜在供应商索取或接受钱款、借款、贷款或不合理折扣，亦不会接受礼品、娱乐招待、帮忙或服务，以致影响或看似影响镜泰采购部门的决策。严格禁止所有此类行为。
- Gentex employees will promote positive supplier relationships through courtesy and impartiality in all phases of the purchasing cycle.
- 镜泰员工将在采购周期的所有阶段保持礼貌和公平，从而促进积极的供应商关系。
- Gentex employees, directors, and officers will abide by the Gentex Corporation Code of Business Conduct and Ethics adopted by the Board of Directors on February 26, 2004 and located on the Gentex website at www.gentex.com/Code-of-Ethics.pdf
- 镜泰员工、董事和高级人员将遵守董事会于 2004 年 2 月 26 日采纳的 Gentex Corporation 业务操守和道德准则，该准则载列于镜泰网站：www.gentex.com/Code-of-Ethics.pdf
- Suppliers shall comply with the above requirements or their adopted requirements which are substantially similar to those herein.
- 供应商须遵守上述要求或其采纳的与本手册所载内容大体类似的要求。

Gentex PCN Notification Requirements - Components

镜泰 PCN 通知要求 — 部件

Scope

范围

This document details the requirements for notification of a product or process change by a supplier to Gentex. A change shall be considered anything impacting the availability, quality, material, performance, reliability, manufacturing location, manufacturability, or any other component characteristic deemed critical to use in Gentex end product. The requirements listed below apply to components that have been granted PPAP approval by Gentex.

本文件详述供应商向镜泰发出产品或流程变更通知的相关要求。变更指影响可用性、质量、材料、性能、可靠性、制造地点、可制造性或镜泰最终产品的使用十分关键的任何方面。下列要求适用于已获得镜泰 PPAP 批准的部件。

Definitions

定义

- End of life (EOL) – any discontinuation of a product
- 寿命终止 (EOL) — 产品停止使用
- Major Change – Form, Fit, or Function impacted
- 重大变更 — 形状、契合度或功能受到影响
 - Examples: die layout, wafer fab process
 - 示例: 模具排位图, 晶片厂流程
- Minor Change - No impact to Form, Fit, or Function
- 次要变更 — 不影响形状、契合度或功能
 - Examples: Site relocation, bond wire material, mold compound
 - 示例: 迁址, 接合线材料, 复合模
- Indirect Change – Changes that do not impact the part directly.
- 间接变更 — 不会直接影响零件的变更。
 - Shipping packaging materials, tape orientation, label update
 - 装运包装材料, 卷尺方向, 标签更新
- AEC Qualification – Qualification in accordance with the change qualification section of the applicable Automotive Electronics Council (AEC) specification.
- AEC 资格 — 根据适用汽车电子委员会 (AEC) 规格的变更资格部分确定的资格。
- Material Comparison – An A to B comparison of the proposed and current material.
- 材料对比 — 对建议材料和当前材料的对比。
- Characterization Report - An A to B characterization comparison of the pre- and post-change product.
- 描述报告 — 对变更前和变更后产品的描述对比。
- SAT Analysis - An A to B scanning acoustic tomography (SAT) comparison of the pre- and post-change product.
- SAT 分析 — 对变更前和变更后产品的超声波显微镜 (SAT) 对比。
- Counterfeit Parts - Counterfeit material that has been confirmed to be a copy, imitation or substitute that has been represented, identified, or marked as genuine, and/or altered by a source without legal right with intent to mislead, deceive or defraud.
- 假冒零件 — 声称、指明或标记为正品但已确认为复制品、仿制品或替代品的假冒材料, 及 / 或由不具有合法权利的来源进行修改以达到误导、欺骗或欺诈目的的假冒材料。

Requirements

要求

Throughout the pre-production, production, and service life of any product, the Supplier shall ensure the integrity of the product provided to Gentex. Supplier shall take all necessary measures to ensure materials and/or products supplied to Gentex have been procured or manufactured through the appropriate means, tested, validated and documented as such to comply with all applicable standards. Supplier shall notify Gentex's Vice President of Quality in writing immediately if any product that has shipped to Gentex is suspect of being counterfeit or containing counterfeit materials. Appropriate actions to resolve any such concern will be determined by Gentex based on the severity of the concern.

在任何产品的生产前、生产中及使用期限内，供应商须确保提供予镜泰的产品的完整性。供应商须采取所有必要措施，确保向镜泰提供的材料和 / 或产品已通过适当方式采购或制造，并就此通过测试、验证和记录以遵守所有适用标准。若向镜泰发出的任何产品被怀疑为假冒品或含有假冒材料，供应商须立即以书面形式通知镜泰的质量部门副总裁。镜泰将根据事件的严重程度确定解决任何此类问题的适当措施。

After PPAP approval has been granted by Gentex, suppliers shall notify Gentex of changes via email.

镜泰作出 PPAP 批准后，供应商须通过电子邮件向镜泰告知相关变更。

All product or process changes shall be sent to PCN@Gentex.com.

所有产品或流程变更须发送至 PCN@Gentex.com。

Supplier shall not make any changes without complying with the minimum requirements specified in the table below and the Gentex Terms and Conditions unless other specific written agreements have been executed with Gentex.

供应商不得在不遵守下表所列最低要求及 Gentex 条款和条件的情况下做出任何变更，除非已经与镜泰达成其他具体书面协议。

After Gentex has completed a review of the proposed changes, additional items may be required prior to change approval. EOL notifications must be sent at least 1 year prior to the planned LTB (last time buy) date.

在镜泰完成对拟议修改的审核后，还可能需进行附加项目，方会批准修改。EOL 通知须在计划 LTB（最后一次购买）日期前至少 1 年发出。

Timing and data requirements			
	Major	Minor	Indirect
Minimum notification (Months)	12	9	6
Material Comparison	•	•	
Characterization Report	•	•	
AEC Qualification	•	•	
SAT Analysis ¹	•	•	
Product Samples	•	•	

1) Material changes only.

时间和数据要求			
	主要	次要	间接
最短通知期（月）	12	9	6
材料比较	•	•	
描述报告	•	•	
AEC 资格	•	•	
SAT 分析 1	•	•	
产品样本	•	•	

1) 仅限重大修改。

Non-Conformances

不合格

Gentex may create a non-conformance (NC) notification when supplier provided material or components are suspect and need to be quarantined. The NC notification will be sent with a red, yellow, or green response level – see below. Gentex will determine if the product is defective. Material and components are defective when:

若供应商提供的材料或部件可疑并需要进行隔离，镜泰可创建不合格通知。不合格通知将以红色、黄色或绿色响应级别发出（见下文）。镜泰将确定产品是否有缺陷。在下列情况下，材料和部件存在缺陷：

- Material is out of specification
- 材料不符合规格
- Material is packaged improperly
- 材料包装不当
- Material is labeled improperly
- 材料标签不当
- Material has exceeded the predetermined shelf life
- 材料已过预定保质期
- Material does not meet form, fit, function, or appearance intent
- 材料不符合形状、契合度、功能或外观意图
- Material is damaged upon receipt at Gentex
- 材料在镜泰收到后损坏
- Material deviates from approved PPAP submission
- 材料偏离已批准的 PPAP 提交文件
- Material arrives with improper documentation from offshore suppliers – This includes a .pdf of the following: Packing list, Bill of Lading, Invoice.
- 材料连同海外供应商提供的文件一并送达，包括下列文件的 PDF 格式：包装单、提货单、发票。
- Material does not meet design intent
- 材料不符合设计意图

When defective material is found, Gentex reserves the right to apply financial ramifications.

若发现有缺陷的材料，镜泰保留追究经济损失的权利。

When defective material is found, if Gentex production schedules and material availability do not allow, Gentex will not give the supplier the opportunity to replace suspect material or sort on site. Gentex will complete the sort or rework operation at a cost to the supplier of the RMB equivalent of USD \$50/man-hour, plus any additional expense incurred due to the sort or rework. These expenses could include, but are not limited to, additional component damage, increased cycle time, downtime, or expedited freight costs during the sort or rework operation. If suspect parts do not fall into the previously defined categories, a joint meeting will be held with Gentex Supplier Quality, the Gentex Buyer, and supplier to determine proper PPM and financial ramifications.

若发现有缺陷的材料，在镜泰产品时间表和材料供应不允许的情况下，镜泰将不会给予供应商现场更换可疑材料或进行分拣的机会。镜泰将完成分拣或返工工作，费用由供应商承担，而其金额按每工时 50 美元的等值人民币，加上因分拣或返工招致的任何额外开支计算。该等开支可能包括但不限于进行分拣或返工时产生的额外部件损坏、周期延长、停工或加快货运的费用。如果可疑零件不属于先前界定的类别，将与镜泰供应商质量部、镜泰买方及供应商举行联合会议，以确定适当的 PPM 和财务影响。

When material does not meet specification, packaging requirements, or design intent, Gentex requires the supplier to follow the 8D process and provide corrective action(s). The NC notification will provide specific due dates for initial containment response and root cause/permanent corrective action. Initial response is typically required within 1 day. All 8D reports must be submitted to the requestor. In the event that Gentex does not receive the initial response and short-term corrective action/containment within the specified time, Gentex has the option of initiating a third-party sort of all incoming suspect material. These costs will be billed to the supplier by the third-party sorting company. The containment will be lifted only after the short-term corrective action and containment plans have been submitted and accepted by Gentex, and Gentex is receiving certified material.

若材料不符合规格、包装要求或设计意图，镜泰会要求供应商遵循 8D 流程并提供纠正措施。不合格通知将订明初步控制响应的具体截止日期及根本原因 / 永久性纠正措施。通常须在 1 天内做出初步响应。所有 8D 报告均须提交予申请者。倘镜泰在规定时间内并无接获初步响应及短期纠正措施 / 控制措施，镜泰可选择让第三方对所有即将送达的可疑材料进行分拣。有关费用将由第三方分拣公司向供应商收取。只有在短期纠正措施和控制计划已被提交并被镜泰接受，且镜泰将收到经认证的材料后，方可取消控制措施。

Similarly, if the final corrective action is not submitted by the 'problem solving response due date' listed in the NC notification, Gentex has the option to initiate third party sort and bill the supplier until the corrective action(s) has been submitted and approved. When necessary, suppliers may file for extensions to corrective action deadlines with Gentex Supplier Quality. If the supplier has issues or concerns with the NC notification, the designated Gentex supplier quality engineer should be contacted.

同样，如果在不合格通知中列明的“问题解决响应截止日期”前仍未提交最终纠正措施，镜泰可选择让第三方进行分拣并向供应商收取费用，直至纠正措施已被提交并获批准为止。必要时，供应商可向镜泰供应商质量部申请延长提交纠正措施的截止期限。如供应商对不合格通知有任何问题或疑虑，应与指定镜泰供应商质量工程师联系。

All corrective actions shall include any updated documentation such as control plans, FMEAs, work instructions, process flow diagrams or any documents specified in the 8D. Include pictures of corrective action evidence if applicable. Typical containment activities include 100% sorting and rework activities. When containment activities occur, all products flowing into Gentex must be marked with a 2" x 2" or larger green label. The label must state "100% CERTIFIED PRODUCT. INITIAL____, DATE_, NC#____." The label must be placed next to the shipping label and it must be visible and easily readable. This label must be applied to finished product until the NC and appropriate corrective actions are closed.

所有纠正措施均应包括任何更新的文件（例如控制计划、FMEA、工作指示、流程图或 8D 中规定的任何文件），亦应包括纠正措施证据图片（如适用）。一般控制活动包括完全分拣和返工活动。若发生控制活动，所有流入镜泰的产品均须以 2 寸 x 2 寸或更大的绿色标签标示。标签须列明“100% 认证产品。简签_，日期_____，不合格数量_____。”标签须置于装运标签旁，并须可见、易读。在结束不合格问题和适当纠正措施前，成品必须贴有该标签。

Gentex Corrective Action Report

镜泰纠正措施报告

A template for 8D is included with each NC notification and may be used to document the steps taken to address the NC. The supplier may use their own 8D document if the required information is included.

8D 模板包含在每份不合格通知中，并可用于记录解决不合格问题所需的措施。在包含所需资料的情况下，供应商可使用其 8D 文件。

D3 should list containment actions. These must be in place to ensure that product in transit, at Gentex and at the supplier's facility will meet the quality criteria. D4 should describe the root cause(s) of occurrence and detection causing the defective material. D5 should define permanent corrective action(s) that will be put in place to ensure the problem and root cause(s) are addressed. D6 should describe the plan to implement and execute the items listed in D5. D7 should describe the preventative action(s) that have been implemented in the process, procedures, or systems to prevent recurrence. D8 should list the peripheral items that D6 and D7 should and will also be applied to. Any questions regarding the corrective action report should be directed to the designated Gentex supplier quality engineer.

D3 应列出控制措施。必须落实该等措施，以确保运输中、位于镜泰及供应商设施的产品符合质量标准。D4 应描述发生及检测出导致有缺陷材料的根本原因。D5 应确定将予落实的永久性纠正措施，以确保解决问题和根本原因。D6 应描述实施及执行 D5 中所列项目的计划。D7 应描述为防止再次发生有缺陷材料而在流程、程序或系统中已实施的预防措施。D8 应列出 D6 和 D7 应该且将适用的周边项目。如对纠正措施报告有任何疑问，请与指定镜泰供应商质量工程师联系。

International Shipping Requirements

国际运输要求

International Contracts – Minimum Requirements

国际合同—最低要求

Contracts and the Packaging, Labeling, and Shipping Manual (located at: <http://www.gentex.com/corporate/supplier-information/supplier-documents>) for international trade are essential documents that outline Gentex's responsibilities and obligations to our customers and our customer's obligations to Gentex. These documents are part of our record keeping responsibilities and may be reviewed by Customs Authorities for the applicable country in an audit.

合同、包装、标签及运输手册（载于 <http://www.gentex.com/corporate/supplier-information/supplier-documents>）对于国际贸易而言是必要文件，当中概述镜泰对客户的责任与义务以及客户对镜泰的义务。该等文件也是我们记录保存责任的一部分，并可由相关国家的海关当局在审计中审核。

When shipping product internationally there are different requirements and considerations than when shipping product domestically. Often, there is not only a contract that has been approved by our legal group but rather two or three key documents that outline our agreements with foreign suppliers. These documents may include commercial invoices, emails, purchase orders, etc.

相较于在国内运输产品，在国际间运输产品具有不同的要求和考虑因素。通常情况下，除有一份经我们法务组批准的合同外，还有两到三份概述我们与外国供应商协议的关键文件。该等文件可能包括商业发票、电子邮件、采购订单等。

The quote and the commercial invoice must outline all the key information necessary to the transaction. Key requirements include the following:

报价单和商业发票须概述交易所需的所有关键信息。主要要求包括以下各项：

- The quote and commercial invoice should include, at a minimum:
- 报价单和商业发票应至少包括：
 - Full description of the merchandise (“spare parts” is not acceptable)
 - 完整的商品描述（不接受“备件”）
 - Quantity and quality
 - 数量和质量
 - Warranty provisions
 - 保证条款
 - Price
 - 价格
 - International Commercial Terms
 - 国际商业条款
 - Sold-to and ship-to party, if they are not the same.
 - 购买方和收货方（如两者不同）。
- List the currency in which Gentex is to pay. Many countries including Canada and Australia use the dollar sign, therefore, to avoid risk, indicate “USD” in front of the dollar sign to confirm if Gentex is making payment in U.S. dollars.
- 列出镜泰付款的货币。包括加拿大和澳大利亚在内的许多国家都使用美元符号，因此为规避风险，应在美元符号前注明“USD”，以确认镜泰是否使用美元付款。
- Indicate the Incoterm 2020 on the commercial invoice. The Incoterm 2020 and named place noted on the Gentex purchase order must be used. Any deviations from the noted Incoterm or named place must be requested and approved by Gentex personnel in advance of the shipment's departure. For more information on Incoterms, consult the Incoterms 2020 book available from the International Chamber of Commerce, or contact Gentex Supply Chain Management.
- 在商业发票上注明《国际贸易术语解释通则 2020》。必须使用《国际贸易术语解释通则 2020》和镜泰采购订单上的指定地点。如镜泰工作人员在货物离开之前要求和批准，则可偏离国际贸易术语解释通则或指定地点。如欲了解更多有关国际贸易术语解释通则的信息，请查阅国际商会提供的《国际贸易术语解释通则 2020》手册，或联系镜泰供应链管理。
- Include information on legal documents required for international trade. Many products and/or countries have different documentation requirements, and they should be reviewed to ensure freight is not held in Customs for needed information.

- 载列国际贸易所需法律文件的信息。许多产品和 / 或国家有不同的文件要求，故须对其进行审核，以确保货物不会因所需信息而被海关扣留。
- Include a termination date on any quotes; international trade contracts do not expire unless a date is clearly indicated.
- 在任何报价单上订明终止日期；国际贸易合同只有在注明日期后才会到期。

Gentex makes every effort to be in compliance with all import and export regulations. If you have any questions on information required for shipments, please contact the Gentex Supply Chain Management Department at trade@gentex.com.

镜泰会尽一切努力遵守所有进出口规定。如您对运输所需信息有任何疑问，请通过 trade@gentex.com 联系镜泰供应链管理部。

Upon shipment of product to Gentex, all international suppliers must send a pre-alert to the responsible Gentex Buyer or Material Planner. 在向镜泰运输产品时，所有国际供应商均须向负责任镜泰买方或物料计划员发送一份预警。

Commercial Invoice

商业票据

Requirements

要求

A commercial invoice must be produced for each entry submitted to any applicable Customs Authority, and must meet the following general conditions:

必须就向任何相关海关当局提交的每一件入境物品出示商业发票，且该发票须满足以下一般条件：

- Documents must be in Chinese unless otherwise specified by Gentex (imports into China must have the commercial invoice in Chinese and English).
- 除非镜泰另有规定，否则单据语言必须为中文（进口至中国的物品必须有中文和英文商业发票）。
- List the full legal name and address of the company (or person if not a company) selling the goods. Avoid abbreviations.
- 列出销售货物的公司（或个人（如果不是公司））的完整法定名称 / 姓名和地址。切勿使用缩写。
- List "Sold to" and "Ship to" parties
- 列出购买方和收货方
- Detailed description of merchandise. Include common nouns and adjectives in the description to aid in HTS classification verification.
- 详细的商品描述。在描述中使用常见名词和形容词，以便进行 HTS 分类验证。
- List the value of the merchandise and type of currency
- 列出商品价值和币种
- Purchase order number, purchase order line number, and purchase order shipment number (as specified on purchase order)
- 采购订单编号、采购订单行号及采购订单装运号（按采购订单规定）
- List quantity and weight
- 列出数量和重量
- Country of origin of merchandise
- 商品的原产国
- Country of export, if different from country of origin
- 出口国（如与原产国不同）
- Itemized separately, if applicable:
- 分项列出以下各项（如适用）：
 - Rebates or discounts
 - 回扣或折扣
 - Freight and insurance
 - 运费和保险费
 - Commissions
 - 佣金
 - Cost of packing
 - 包装成本

- Addition to Value/Assist Declaration
- 新增价值 / 辅助申报

- When multiple invoices are included in a shipment, number the bottom of each page of the invoice beginning with invoice 1. If an invoice consists of multiple pages, number the bottom of each page beginning with page 1. If the shipment contains multiple invoices with multiple pages per invoice, number the bottom of each page with the number of invoices and the page number of the invoice. For example, if a shipment covers one invoice with one page and a second invoice with 2 pages, the numbering shall be as follows:
 - inv. 1 page 1
发票 1 第 1 页
 - inv. 2 page 2
发票 2 第 2 页
 - inv. 2 page 3
发票 2 第 3 页
- 若同一批货物包含多个发票，则在从发票 1 开始的每一页发票底部编号。如果发票有多页，则从第 1 页开始在每一页的底部编号。如果货物包含多个发票，且每个发票有多页，在每一页的底部写上发票的编号和发票的页码。例如，如果货物包括一份一页的发票和一份两页的发票，编号如下：
- List the name of a responsible person from the exporting company with knowledge of the transaction
- 列出了解交易的出口公司负责人的姓名

Instructions

指示

Coordination between Gentex Buyers and suppliers will ensure that all information required on the commercial invoice will be available from the time the order is placed until documents are received in-house at Gentex. In addition, all parties involved must communicate any changes to the commercial invoice that impacts the information to be submitted to China Customs.

镜泰买方和供应商之间进行协调，有助确保从下单之时起直到镜泰内部收到文件为止，均可获得商业发票上所需的所有信息。此外，如果商业发票的任何变更会对提交予中国海关的信息造成影响，所有相关各方均须发送通知。

Consequences

后果

Accurate and detailed information on the commercial invoice allows an importer to properly classify and value imported merchandise. Incorrect information may result in an incorrect duty rate or improperly valued merchandise resulting in delays in delivery and possible penalties.

商业发票上的准确详细信息可使进口商对进口商品进行妥善分类和估值。如信息不正确，则可能导致关税税率不当或因交付延误导致商品估值不正确并可能引致罚款。

Regulation of Wood Packing Material

木质包装材料规定

All wood packing material (WPM) must comply with the International Standards for Phytosanitary Measures (ISPM) Regulation of Wood Packaging Material in International Trade. The purpose of the regulation is to reduce significantly the risk of introduction and spread of most quarantine pests that may be associated with wood packing materials.

所有木质包装材料必须符合国际植物检疫措施标准（ISPM）对国际贸易中木质包装材料的的规定。该规定旨在显著减少可能与木质包装材料有关的大多数检疫性有害生物的传入和传播风险。

Regulated WPM includes but not limited to wood crates, boxes, packing cases, dunnage, pallets, cable drums, and spools/reels.

受管制的木质包装材料包括但不限于木质箱子、盒子、包装盒、垫料、托盘、电缆卷筒和卷轴 / 卷盘。

ISPM-15 lists exceptions including WPM made entirely from thin wood (6mm or less in thickness) or made wholly of processed wood material such as plywood, particle board, oriented strand board or veneer that has been created using glue, heat or pressure, or

combination thereof.

ISPM-15 列出例外情况，包括完全由薄木材（厚度不超过 6 毫米）或完全由加工木质材料（例如使用胶水、热压或胶水和热压的组合制成的夹板、颗粒板、定向刨花板或胶合板）制成的木质包装材料。

The WPM must display a visible, legible, and permanent mark certifying treatment. The mark must be approved under ISPM-15 to indicate that the article has been subjected to an approved measure.

木质包装材料必须标有一个证明其经过处理的可见、易读、永久性标志。该标志必须根据 ISPM-15 获批准，以表明该物品经过已批准的措施处理。

If the WPMs used in a shipment are found to be non-compliant with these requirements and monetary penalties are assessed, Gentex will seek recoupment of all said monetary penalties.

如果发现货物中使用的木质包装材料不符合这些要求，且被处以罚款，镜泰将寻求扣除所有上述罚款。

Supplier Contents Reporting

供应商内容报告

Gentex's valued customers require us to submit certificates of origin to take advantage of preferential duty programs. When Gentex provides this information, we are legally required to maintain documentation regarding material (harmonized tariff classification and country of origin) used to make Gentex products.

镜泰的重要客户要求我们提供原产地证明，以享受关税优惠政策。当镜泰提供该信息时，我们须依法备存制造镜泰产品所用材料（统一关税分类和原产国）的相关文件。

In order to maintain that data, Gentex will send its production material suppliers solicitation requests on a regular basis. These requests may include any of the following: NAFTA Certificate of Origin, American Automotive Labeling Act Report, Manufacturer's Affidavit, Certificate of Origin, or Traced Value Reporting.

为维持该数据，镜泰将定期向其生产材料供应商发出询价请求。这些请求可能包括下列任何一项：北美自由贸易协定原产地证书、美国汽车标签法报告、制造商宣誓书、原产地证书或追溯价值报告。

As a Gentex supplier you must respond and provide the appropriate information. Failure to do so will impact your supplier performance rating.

作为镜泰供应商，您必须做出响应并提供适当信息，否则会影响您的供应商绩效评级。

Customs Trade Partnership against Terrorism (C-TPAT)

海关-商贸反恐联盟 (C-TPAT)

C-TPAT is a partnership program between US Customs and Border Protection (CBP) and the trade community to strengthen border security and international supply chains.

C-TPAT 是美国海关和边境保护局 (CBP) 与贸易共同体制定的合作计划，旨在加强边境安全和国际供应链。

Gentex partners including customs brokers, freight forwarders and international suppliers are strongly encouraged to become members of C-TPAT (or another credible and/or mutually recognized security program including, for example, AEO), but at a minimum must comply with the security measures outlined in C-TPAT. A complete summary of this information is available at <https://www.cbp.gov/border-security/ports-entry/cargo-security/ctpat>.

强烈建议镜泰合作伙伴（包括报关行、货运代理和国际供应商）成为 C-TPAT（或包括诸如 AEO 在内的其他可信和 / 或相互认可的安全计划）的成员，但至少须遵守 C-TPAT 列出的安全措施。此类信息的完整摘要载于 <https://www.cbp.gov/border-security/ports-entry/cargo-security/ctpat>。

C-TPAT's security criteria categories are: Security Vision & Responsibility, Risk Assessment, Business Partner Security, Cybersecurity, Conveyance Security, Seal Security, Procedural Security, Procedural Security, Agricultural Security, Physical Access Controls, Physical Security, Personnel Security and Training & Awareness.

C-TPAT 的安全标准类别如下：安全愿景与责任、风险评估、业务合作伙伴安全、网络安全、运输安全、封条安全、程序安全、程序安

全、农业安全、物理访问控制、物理安全、人员安全、培训与意识。

Gentex partners will be required to complete C-TPAT membership and knowledge declarations and C-TPAT self-assessments on a regular basis. In addition, Gentex or approved third parties may perform on-site C-TPAT audits at business partner locations.

镜泰合作伙伴将须定期完成 C-TPAT 成员资格和知识申报以及 C-TPAT 自我评估。此外，镜泰或获批准的第三方可在业务合作伙伴所在地进行现场 C-TPAT 审计。

Substance of Concern (SoC) Management Standard

关注物质 (SoC) 管理标准

Supplier will work with Gentex stakeholders to ensure all supplier products comply with substance of concern standards, laws and regulations. This internal standard is located at: <http://www.gentex.com/corporate/sustainability>.

供应商将与镜泰利益相关者合作，确保所有供应商产品均符合关注物质标准、法律和法规的要求。该内部标准载于：

<http://www.gentex.com/corporate/sustainability>。

Conflict Minerals Reporting Requirements

冲突矿物报告要求

Conflict Minerals are known as the “3TG” regardless of their origin and are defined as:

冲突矿物被称作“3TG”，与其来源无关，并被界定为：

- Columbite-tantalite (also known as Coltan): The ore from which Tantalum (Ta) is extracted
- 铌钽铁矿（也称为钶钽铁矿）：提炼钽（Ta）的矿石
- Cassiterite: The ore that is the most common source of Tin (Sn)
- 锡石：最常见的锡（Sn）来源矿石
- Wolframite: The ore from which Tungsten (W) is extracted
- 黑钨矿：提炼钨（W）的矿石
- Gold (Au)
- 金矿（Au）
- Other minerals may be added by the Secretary of State
- 国务卿可能添加的其他矿物质

The exploitation and trade of conflict minerals originating in the Democratic Republic of the Congo (DRC) or adjoining countries (collectively called the “Covered Countries”) has been used to finance violence and human rights abuse. The United States conflict minerals reporting requirement is an effort to ensure that required companies are exercising reasonable inquiry and due diligence within their supply chains to ensure that financial support is not being funneled to these conflicts.

来自于刚果民主共和国或毗邻国家(统称为“所覆盖国家”)的冲突矿物的开采和贸易已被用于为暴力和侵犯人权提供资金。美国冲突矿物报告要求旨在确保被要求的公司在其供应链内进行合理的查询和尽职调查，以确保这些冲突不会得到财政支持。

Section 1502 of the Dodd-Frank Wall Street Reform and Consumer Protection Act requires issuers to annually disclose whether any conflict minerals necessary for the functionality of a product or necessary for the production of a product manufactured has originated in the Covered Countries. If any conflict minerals originated in those countries, the issuers are required to submit a “Conflict Minerals Report” that includes a description of the measures taken to exercise due diligence on the conflict minerals’ source and chain of custody.

《多德-弗兰克华尔街改革和消费者保护法》第 1502 条要求发行人每年披露产品功能或产品生产所必需的任何冲突矿物是否来自所覆盖国家。如果任何冲突矿物来自这些国家，则要求发行人提交一份“冲突矿物报告”，当中载有就冲突矿物来源和监管链进行尽职调查所采取措施的说明。

Gentex and our customers are required to provide the annual disclosure. Suppliers shall comply with Gentex’s reasonable country of origin inquires requesting conflict mineral information. Suppliers are required to cascade conflict minerals inquiries to the previous level/tier in the supply chain, back to the smelter, and report back to Gentex, the required information regarding conflict minerals.

镜泰和我们的客户须提供年度披露。供应商应履行镜泰合理要求提供冲突矿物信息的原产国查询。供应商须逐级向供应链中的上级 /

层查询冲突矿物，再转而对冶炼厂进行查询，并向镜泰报告必要的冲突矿物相关信息。

Suppliers must focus on obtaining and reporting complete and accurate information from all previous tiers in the supply chain. Suppliers are expected to undertake due diligence within their supply chains and are strongly encouraged to provide only 3TG containing products to Gentex, where the 3TG was sourced from smelters and refiners conformant with the with the Responsible Minerals Assurance Process (RMAP) assessment protocols.

供应商必须专注于从供应链中的所有上层获取和报告完整的准确信息。供应商应在其供应链内进行尽职调查，并强烈建议供应商仅向镜泰提供含 3TG 的产品，当中的 3TG 应来自符合负责任矿产保证程序（Responsible Minerals Assurance Process, RMAP）评估协议规定的冶炼厂和精炼厂。

Gentex's Conflict Minerals Policy is located at: <http://www.gentex.com/corporate/sustainability>.

镜泰冲突矿物政策载于: <http://www.gentex.com/corporate/sustainability>.

Revision	Date	Change Summary	Approval
000	January 15, 2021	Initial Release	Scott Ryan – Vice President and General Counsel Joe Matthews – Vice President of Purchasing Bruce Pan – General Manager, Gentex (Shanghai) Electronics Technology Co, Ltd.

修订	日期	修改摘要	批准
000	2021 年 1 月 15 日	初版	Scott Ryan - 副总裁兼总法律顾问 Joe Matthews - 采购副总裁 Bruce Pan - 镜泰（上海）电子技术有限公司总经理