

 METAL SHARK <small>METALSHARKBOATS.COM</small>	QUALITY PROCEDURE MANUAL SUPPLY CHAIN DEPARTMENT	Doc No.: MSB-SC-012 Rev No.: 0
	VENDOR REGISTRATION AND MAINTENANCE	Page 10 of 12

ANNEX C: Document Required from MSB Potential Supplier/Subcontractor

Dear Metal Shark Potential Suppliers and Subcontractor:

We are pleased that you have chosen to do business with Metal Shark. To ensure that we have your complete company information on file, we ask that you complete the documents attached to this email and return them for processing to:

cpickett@metalsharkboats.com

Your complete information must be vetted prior to you receiving a Purchase Order from us, starting work or being allowed on MSB property past the Security Gate.

1. For Standard Orders (providing common materials) the below documents shall apply, please return these documents completed:
 - 1.1. Form SCF-001 (Page 1 & 2 only)
 - 1.2. Wire Transfer Instruction Information
 - 1.3. Your Company's W-9 Form
 - 1.4. MSB's Tax Certificate (Provided for your information ONLY)
 - 1.5. MSB's Purchase Order – for Goods and Services Standard Terms & Conditions, Signed and Acknowledged

2. For Subcontractor Services working in our Yard, but NOT on the vessels, the below documents shall apply, please return these documents completed:
 - 2.1. Form SCF-001 (Page 1 & 2 only)
 - 2.2. Wire Transfer Instruction Information
 - 2.3. Your Company's W-9 Form
 - 2.4. Metal Shark's Insurance Requirements (Maritime Employer's Liability **IS NOT** required)
 - 2.5. MSB's Tax Certificate (Provided for your information ONLY)
 - 2.6. MSB's Standard Terms & Conditions, Signed and Acknowledged



3. For Major Equipment suppliers that will have Commissioning Personnel **ONBOARD** the Vessel, the below documents shall apply, please return these documents completed:

- 3.1. Form SCF-001 (Page 1 & 2 only)
- 3.2. Wire Transfer Instruction Information
- 3.3. Your Company's W-9 Form
- 3.4. MSB's Insurance Requirements (Maritime Employer's Liability **IS** required)
- 3.5. MSB's Tax Certificate (Provided for your information **ONLY**)
- 3.6. MSB's Purchase Order – Standard Terms & Conditions, Signed and Acknowledged

4. For Subcontractor Services working **ONBOARD** the Vessel and/or will commission their system, the below documents shall apply, please return these documents completed:

- 4.1. Form SCF-001 (Page 1 & 2 only)
- 4.2. Wire Transfer Instruction Information
- 4.3. Your Company's W-9 Form
- 4.4. Metal Shark's On-Site Entry Instructions (Provided for your information **ONLY**)
- 4.5. Metal Shark's Insurance Requirements (Maritime Employer's Liability **IS** required)
- 4.6. Metal Shark's Tax Certificate (Provided for your information **ONLY**)
- 4.7. MSB's Standard Terms & Conditions, Signed and Acknowledged

Submission of these documents does not constitute approval of your firm as a Metal Shark supplier nor obligate Metal Shark to solicit request for quotation.