

**Access Solutions Americas
Announcement:
Transitioning Lodging Systems from USA
to Canada (Consumables/Webstore)**

Date: June 15th, 2019



Dear Sir or Madam:

As you may be aware, our Lodging Systems products have been unified under the globally recognizable dormakaba brand. The purpose of this communication is to inform you of an exciting next step we are taking to better serve our lodging customers. To fully leverage our internal technical knowledge and customer intimacy, we are transitioning to a Lodging Systems center of excellence, dormakaba Canada Inc, located in Montreal. All customer facing activities will be managed out of this location.

Your recent order includes products that were sold to you by dormakaba USA, Inc., based in Madison Heights, MI. Production of these products has been transitioned to dormakaba Canada, Inc. You will experience no disruption to product availability or service levels resulting from the transition and all other operations continue as usual.

A few important administrative items to be addressed:

- Effective immediately, please address future business correspondence to **dormakaba Canada, Inc.**
- Any contracts/customer PO's will need to be changed to reflect **dormakaba Canada, Inc.**
- All future payments should be remitted to **dormakaba Canada, Inc. on orders processed July 1, 2019 and after.**
- Upon the receipt of this letter **please forward your current W9 form listing the EIN** that is required for shipping orders exceeding \$2000 in value to custservice.lgs.ca@dormakaba.com referencing your account number .

Moving forward you will notice all communications as coming from dormakaba Canada Inc.

We look forward to continuing our relationship with you and should you have any further questions please contact custservice.lgs.ca@dormakaba.com .

Best regards,

A handwritten signature in black ink, appearing to read 'Michel Barriault'.

Michel Barriault
VP Global Customer Service & Support – Lodging Systems