

## **Instructions to complete Mitsubishi Electric Automation Controlled Item Letter of Assurance (LOA) Instructions/AKA 5 Axis LOA**

As part of our internal compliance program Mitsubishi Electric Automation kindly requests the following:

1. Copy the complete contents of our LOA on your company's letterhead.
  - a. If you do not have company letterhead, please embed/copy of a company business card.
2. Fill in the full legal name of your company with no abbreviations.
3. Have letter signed by one of the individuals defined in the signature line.
  - a. NOTE: Electronic Signatures are NOT ACCEPTABLE.
4. Fill in the date the form was completed.
5. Complete (URL) with your Company's official Website.
  - a. If you do not have a website, please indicate as such.
6. Return the completed document to the requestor's fax or email.

If you have not already received a copy of the respective LOA, you may find them as well as these instructions at: <https://us.mitsubishielectric.com/fa/en/legal-notices/privacy-statement>.

If you have any questions related to completing the LOA, please contact the person(s) or group requesting the document. We will review all submissions for errors and if any errors are found, the requestor will contact you directly.

Thank you for assistance in this matter.

Sincerely,

Mitsubishi Electric Automation