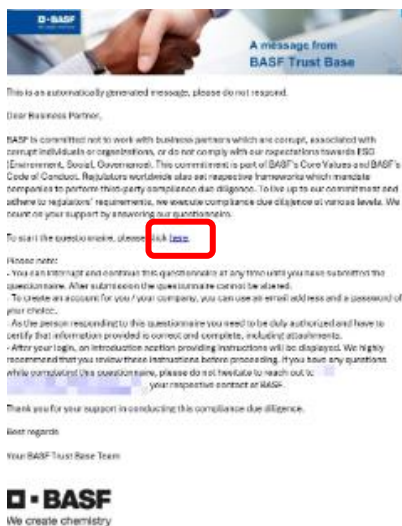


## How to respond to information requests from BASF Trust Base

To request information as part of the Business Partner Due Diligence process, BASF Trust Base is sending emails to our partners. This document is guiding you step by step through the process of providing the requested information.

### 1. You will receive an E-Mail with an embedded link to access Trust Base



### 2. Upon clicking on the link, Trust Base will open in your internet browser.



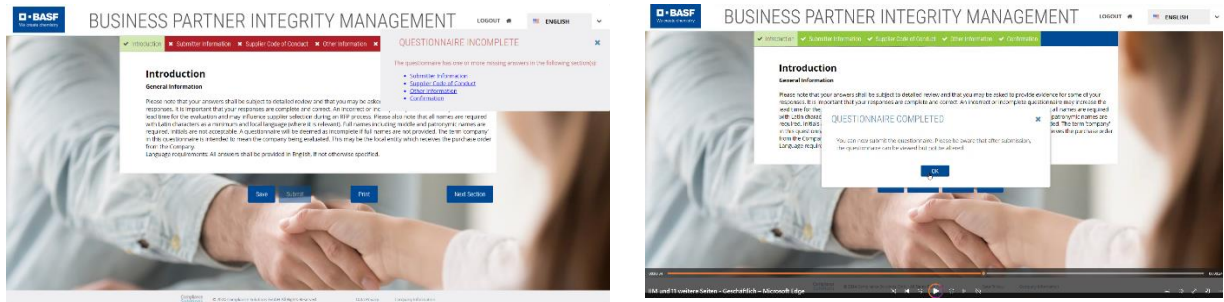
3. You will be requested to enter your e-mail address, define a password and reconfirm your password. Please memorize your password for future access.

The screenshot shows the 'BUSINESS PARTNER INTEGRITY MANAGEMENT' registration page. The main heading is 'PLEASE ENTER YOUR CREDENTIALS'. Below it, a sub-heading reads: 'Please enter your email address and a valid password. You will be asked for these credentials if you want to reopen the form at a later time.' There are three input fields: 'Email Address', 'Password', and 'Confirm Password'. The 'Password' and 'Confirm Password' fields are highlighted with a red rectangle. At the bottom of the form are 'Back' and 'Register' buttons. The footer contains 'Compliance Solutions', '© 2024 Compliance Solutions GmbH All Rights Reserved', 'Data Privacy', and 'Company Information'. A language dropdown menu is set to 'ENGLISH'.

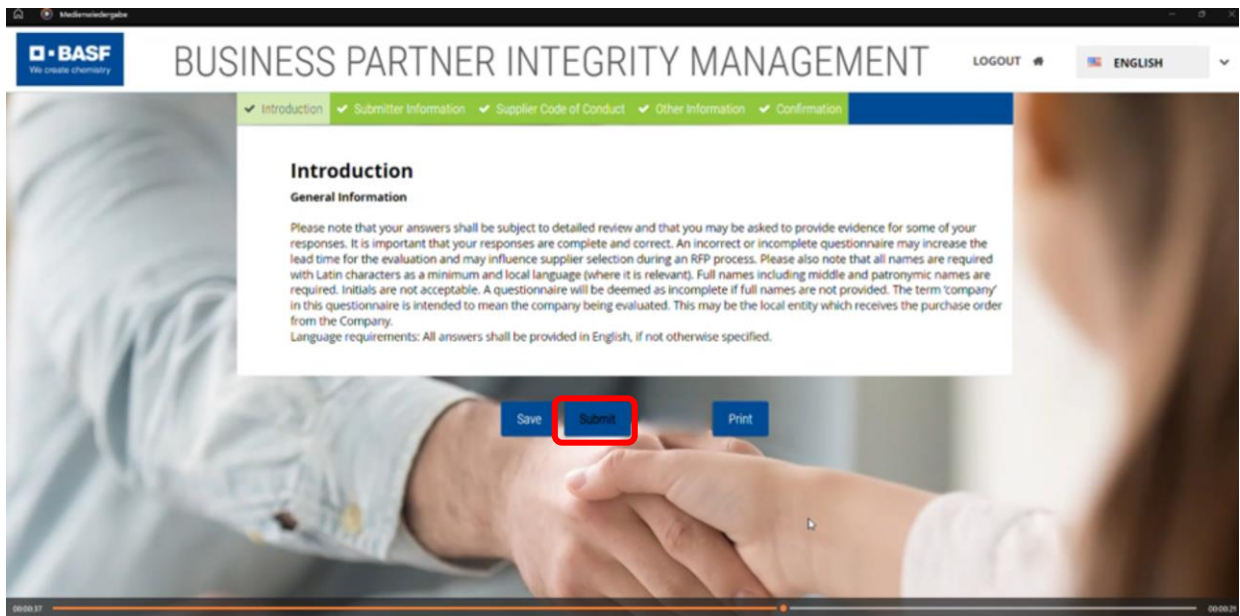
4. Please complete the questionnaire.
5. Click on “Save” to initiate the validation that everything needed is filled out.

The screenshot shows the 'Introduction' page of the 'BUSINESS PARTNER INTEGRITY MANAGEMENT' questionnaire. The page has a navigation bar with 'Introduction', 'Submit Information', 'Supplier Code of Conduct', 'Other Information', and 'Confirmation'. The 'Introduction' section is active. The text reads: 'Introduction', 'General Information', 'Please note that your answers shall be subject to detailed review and that you may be asked to provide evidence for some of your responses. It is important that your responses are complete and correct. An incorrect or incomplete questionnaire may increase the lead time for the evaluation and may influence supplier selection during an RFP process. Please also note that all names are required with Latin characters as a minimum and local language (where it is relevant). Full names including middle and patronymic names are required. Initials are not acceptable. A questionnaire will be deemed as incomplete if full names are not provided. The term 'company' in this questionnaire is intended to mean the company being evaluated. This may be the local entity which receives the purchase order from the Company. Language requirements: All answers shall be provided in English, if not otherwise specified.' At the bottom, there are 'Save', 'Submit', and 'Print' buttons. The 'Save' button is highlighted with a red rectangle. The footer shows a progress bar from 00:00:17 to 00:00:21.

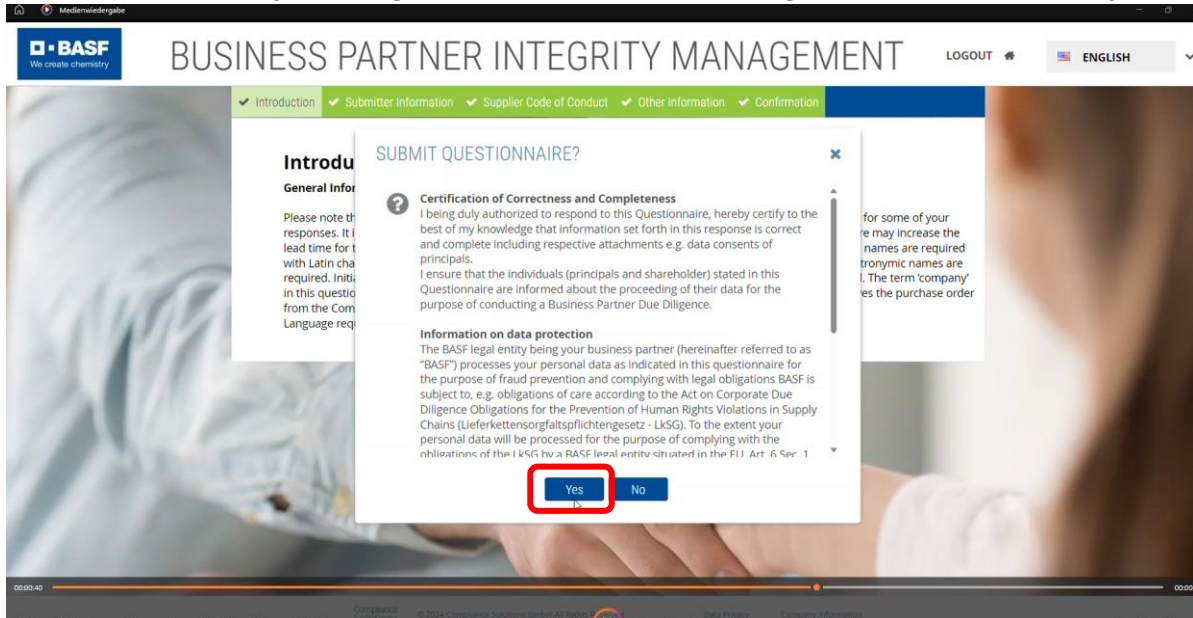
**6. Trust Base will alert you if something should still be missing. If complete, Trust Base will also inform you.**



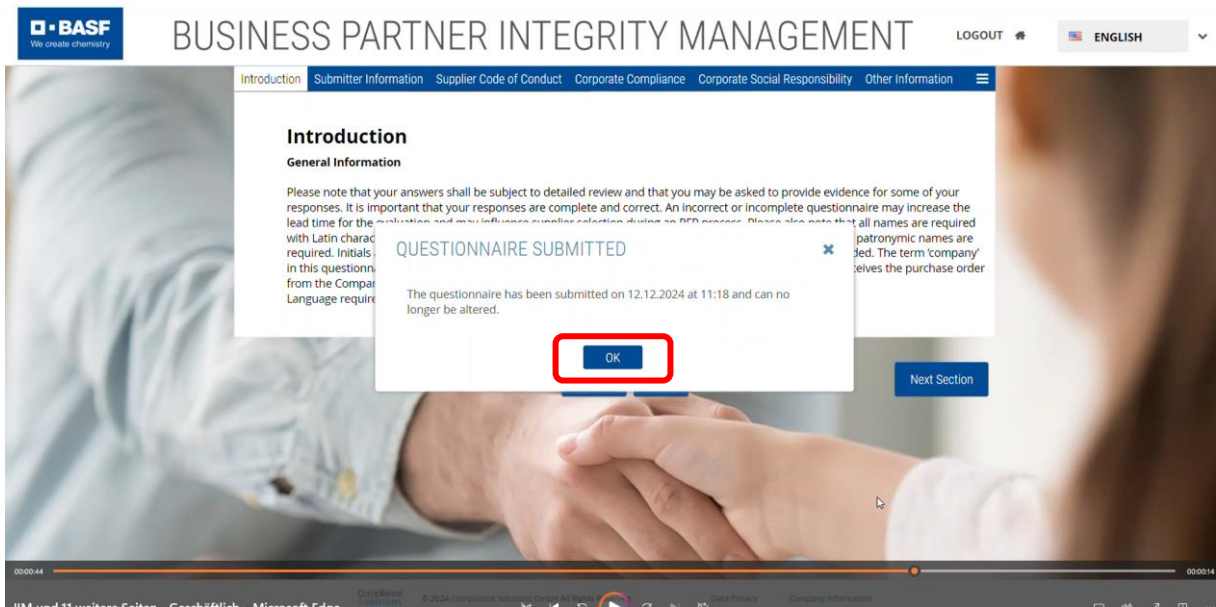
**7. After reviewing your responses, click on “Submit”**



**8. Confirm this step by clicking on “Yes”. Thereafter, changes are not possible anymore.**



**9. Trust Base will confirm the submission of your data to BASF in a dialogue box.**



**10. You can print the questionnaire including your responses and close the browser window.**