IMPORTANT BUSINESS UPDATE

September 2019

Dear Valued LGC Maine Standards Customer,

We would like to share with you an update since becoming part of LGC's Clinical Diagnostic Business Unit in November of 2018. Together with our colleagues at SeraCare Life Sciences, we now operate under a unified management team, are fully invested in our new product pipeline and remain committed to improving patient healthcare by offering products and services that support accurate and reliable diagnostic results.

A key next step to streamlined operations is consolidating order processing and delivery onto a shared Enterprise Resource Planning (ERP) platform.

As a result, all transactions for LGC Maine Standards' VALIDATE® Calibration Verification products that are scheduled to ship on or after Monday, October 07th will be processed by our affiliated company, SeraCare Life Sciences, Inc., dba LGC Clinical Diagnostics.

Although we are migrating to this new ERP system, and while your purchases will be processed through our affiliate, it is important to note that the dedicated staff at our facility in Cumberland Foreside, Maine will remain the team you and your colleagues interact with on a day-to-day basis.

- There is *no change* to your account manager, customer service contacts or technical support representatives.
- There is *no change* to the manufacturing location, processes or teams that build and quality control our product.
- There is *no change* to the location where inventory is stored or the team that picks, packs and ships our product.
- There is *no change* to product labeling, inserts, registrations and/or FDA filing status.

What is changing and what action must you take? Please review the details below.

1. New Account
   - When placing your first order, Customer Service will confirm your account details within our new system and will provide your new account number which is then referenced on all subsequent documentation.
     - To add LGC Clinical Diagnostics as a new vendor in your system, a copy of our W-9 (TIN: 33-0056054) is attached to this letter.
   - Note: if you are currently a customer of SeraCare Life Sciences, you will retain your existing account number and may change the account name to LGC Clinical Diagnostics.

2. Purchase Orders & Order Confirmation
   - Continue to call, fax and/or e-mail your orders to your existing contacts at LGC Maine Standards. As we transition, POs may be submitted to Maine Standards Company, SeraCare Life Sciences or LGC Clinical Diagnostics and our Customer Service department will process and confirm the order.
   - PO's with a scheduled ship date on or before Friday, October 04th will be processed in our legacy system.
   - PO's with a scheduled ship date on or after Monday, October 07th will be processed in our new ERP system.

3. New Forms
   - The format of documentation associated with your transactions (order confirmations, invoices, packing slips, etc.) will change and include reference to SeraCare Life Sciences Inc., dba LGC Clinical Diagnostics.

4. Invoices
   - **Refer to the specific banking details printed on each invoice in order to remit payment**.
   - Invoices processed within our legacy system (i.e. dated prior to October 07) should be remitted to Maine Standards' existing TD Bank accounts and/or existing mailing address. For questions relating to your historical account balance, please e-mail: msc.ar@LGCGroup.com.
   - Invoices processed through the new ERP system, beginning October 07, will use LGC Clinical Diagnostics' HSBC accounts. *Please forward the attached remittance details to your Accounts Payable Department.*

5. Part Numbers
   - Within the ERP system, VALIDATE® products will receive a new Material ID. Each legacy part number will be preceded by a "V-" for VALIDATE®. Example: "1100ro" will change to "V-1100RO".
   - Note: There is *no change* to our product labeling and the legacy format (i.e. 1100ro) will be retained as a "Reference No" on all ERP documentation. Purchase Orders can be issued with either the new Material ID or the legacy Reference No.

6. Sales & Use Tax Exemption / Resale Certificates
   - Applies to customers in the following states: CA, FL, GA, IL, IN, KS, LA, MA, MD, MI, NC, PA, TX and WA.
   - Pursuant to our obligations following the *Wayfair v. South Dakota* Supreme Court ruling, we are required to collect sales tax on all sales, unless a Sales Tax Exemption certificate is on file with our Finance department. Further, if we are shipping to a location on your behalf in one of the states listed above, we will need a Resale Certificate to that state location as well.
   - If the certificate(s) is not on file with Maine Standards or SeraCare Life Sciences, please forward a copy to tax.dept@seracare.com.
     - Note: We have also contracted with a third-party vendor, Vertex, Inc., to administer the collection of these certificates; they may contact you directly on our behalf.
   - For additional questions regarding Tax Exemption, please contact Monica Domey, *Sales Tax Analyst* at monica.domey@lgcgroup.com.

As we continue to integrate our business into LGC's Clinical Diagnostics Business Unit, our primary objective remains the continuity of product quality, service and delivery that you have relied on for years. We thank you in advance for your patience as we migrate onto this new ERP system. We have prepared a website: www.mainestandards.com/erp to maintain up-to-date information for you and your colleagues. Please share it as necessary.

Should you have any questions regarding this transition, or to let us know how we can better meet your needs, please call your Account Manager or call a member of our Customer Service Department at 207-892-1300. We can always be reached by e-mail at: msc.sales@lgcgroup.com.

Know that the quality of service and products developed, manufactured and delivered by our team at Maine Standards Company remains unchanged. From our production floor to your laboratory, we value our business with you, our customer, and continually strive to provide world-class service.

Thank you for your continued business.

Respectfully,

Daniel J. Lamendola

Daniel J. Lamendola
Sr. Vice President, Operations
Integration Coordinator

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

SeraCare Life Sciences, Inc.

2 Business name/disregarded entity name, if different from above

LGC Clinical Diagnostics

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ ________

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) ________

Exemption from FATCA reporting code (if any) ________

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

37 Birch Street

Requester's name and address (optional)

6 City, state, and ZIP code

Milford, MA 01757

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

3 3 – 0 0 5 6 0 5 4

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** ▶ **Date** ▶ 19 SEP 2019

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*