

Dear Sir or Madam,  
Dear Partners,

The following companies of the Quarzwerke Group in Germany are switching to digital invoice receipt and processing:

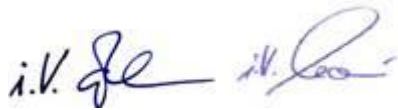
- Quarzwerke GmbH (Frechen, Haltern, Gambach, Hohenbocka, Weferlingen sites)
- Quarzwerke Witterschlick GmbH,
- Amberger Kaolinwerke Eduard Kick GmbH & Co.KG,
- Caminauer Kaolinwerk GmbH
- Kemmlitzer Kaolinwerke

Therefore, as of 01 October 2021, we would ask you to please only send digital invoices as an attached PDF/A file by e-mail to [invoice@quarzwerke.com](mailto:invoice@quarzwerke.com).

Please note the mandatory requirements for digital invoices and their transmission attached to this letter. Invoices that do not meet the criteria listed in the attachment, as well as invoices from unknown senders, cannot be processed and will be automatically returned to the e-mail sender.

With this measure we will enable our valued business partners to send us invoices purely by e-mail, as has long been requested, thus avoiding document losses, supporting punctual payments and contributing to sustainability.

Yours sincerely,

The image shows two handwritten signatures in blue ink. The first signature is on the left and the second is on the right. Both signatures are written in a cursive style and include the initials 'i.V.' at the beginning.

By order Stefan Bahn By order Peter Thomé