

## Dear Valued Counterparty,

We are pleased to inform you that our companies (P.M.I.® Trading Limited, P.M.I.® Comercio Internacional, S.A. de C.V. and P.M.I.® Norteamérica, S.A. de C.V.) will be able to process payment of your invoices sent by electronic means (e-mail), as an alternative method to paper format delivery (our telex service is no longer in use).

All invoices should be sent in PDF format from your company domain's e-mail to the following e-mail address exclusively:

[invoices@pmicim.com](mailto:invoices@pmicim.com)

Invoices sent from non corporate domains (e: hotmail or yahoo) shall not be accepted for payment purposes.

For tax purposes in México we can just receive invoices coming from UK, USA, Switzerland, Spain, Italy, France, Germany, Canada, The Netherlands, Greece, Norway, Sweden, Denmark, Bahamas, Singapore and Brazil (Sao Paulo).

As of today, all invoices should include your company's letter head paper and your logo, your address, name of the contact and your bank details, our company name, full address, our reference number, invoice number, date of issue and a brief description of the related transaction.

It is important to mention that the invoices should be electronically signed and certified following the steps described in the procedure hereby attached (Certificate\_Guide\_Electronic\_Signature (Adobe\_VR.7).doc). Adobe Acrobat 7.0 Professional is needed. (If you need the guide for Adobe Acrobat 6.0 Professional please advise).

Please after concluding the procedure (Certificate\_Guide (Adobe\_VR.7).doc) send us your electronic certificate to the above mentioned e-mail address (invoices@pmicim.com) before start sending invoices electronically (your certificate must be sent in zip format because the latest version of MS-Outlook blocks out among others .cer extensions).

Please make reference to your company (e: Counterparty Certificate), when it be sent.

For all invoices sent by this new mean, please make reference to the commercial invoice number (e: Counterparty Invoice no. from XXXXXX or Counterparty Invoices no. from XXXXXX to XXXXXX).

Take note that this new mechanism of payment is to receive invoices exclusively (preferably in one or two pages only) and all support documents must be sent by courier, fax or e-mail to the trader, scheduler, freight analyst, risk analyst or demurrage analyst directly.

**If you have technical questions about the electronic certificate generation please contact to:**

Servicedesk phone no. Houston 713 567-0000 extension 3911 or e-mail: [servicedesk@pmicim.com](mailto:servicedesk@pmicim.com)

**If you have question for payment process please contact:**

Francisco Cervantes phone no. Houston 713 567-0077 or e-mail: [fcervantes@pmicim.com](mailto:fcervantes@pmicim.com)

Alberto Flores phone no. Houston 713 567-0276 or e-mail: [aflores@pmicim.com](mailto:aflores@pmicim.com)

Georgina Arias phone no. Houston 713 567-0000, Ext. 3460 or e-mail: [garias@pmicim.com](mailto:garias@pmicim.com)

Thanks for your time and remember that we will be very glad to assist you.