

Instructions on how to fill in the Non-Disclosure Agreement for suppliers

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Please fill in all the grey fields:

This Non-Disclosure Agreement ("Agreement") is entered into on **1**, 20**1** ("Effective Date") between **2** **[Lisa Dräxlmaier GmbH, Landshuter Straße 100, 84137 Vilsbiburg (or another DRAEXLMAIER company incl. its complete address)]** ("Buyer") and **3**, with its principal offices at **3** and the supplier number **4** ("Supplier") and both hereafter also referred to as "Party" or "Parties".

1. **Effective Date**

Current date

2. **Buyer**

Remove brackets and additional text., leave only Lisa Dräxlmaier GmbH

3. **Supplier**

Exact company name and address

4. **Supplier number**

6-digit number, starts with 57xxxx, you can find it under Supplier-ID

Example:

This Non-Disclosure Agreement ("Agreement") is entered into on **23.08.**, **2016** ("Effective Date") between **Lisa Dräxlmaier GmbH, Landshuter Straße 100, 84137 Vilsbiburg** ("Buyer") and **Johnny Sample Corporation**, with its principal offices at **any street 11, 12345 any city** and the supplier number **571234** ("Supplier") and both hereafter also referred to as "Party" or "Parties".

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SUPPLIER:	BUYER:
<p>5 (company name, company stamp)</p> <p>_____</p>	<p>6 [DRAEXLMAIER company] (company name, company stamp)</p> <p>_____</p>
<p>7 name and function in letters & signature 1</p> <p>_____</p>	<p>name and function in letters & signature 1</p> <p>_____</p>
<p>7 name and function in letters & signature 2</p> <p>_____</p>	<p>name and function in letters & signature 2</p> <p>_____</p>

5. Supplier name

Exact company name

6. DRAEXLMAIER company

Insert Lisa Dräxlmaier GmbH

7. Signature

Add name and function of the people who are authorised to sign the agreement

Example:

SUPPLIER:	BUYER:
<p>Johnny Sample Corporation (company name, company stamp)</p> <p>_____</p>	<p>Lisa Dräxlmaier GmbH (company name, company stamp)</p> <p>_____</p>
<p>James Sample Sales</p> <p>_____</p>	<p>name and function in letters & signature 1</p> <p>_____</p>
<p>Stephen Sample Head of Sales</p> <p>_____</p>	<p>name and function in letters & signature 2</p> <p>_____</p>

Afterwards please send the signed and stamped Non-Disclosure Agreement to the following e-mail address: Contracts_EMEA@draexlmaier.de