



A0-xx: Change Request Procedure (for Contractors)

Changes to the contractual scope of supply are made exclusively via the agreed change procedure described below. The Contractor must use the dedicated change request forms. If the Contractor performs work outside the agreed scope and/ or without prior written approval of the related change request, then this work will not be remunerated.

- (1) In the event of technical changes and/or additional services requested by the Client after the contract/ Purchase Order (PO) has been concluded, which require adjustment in price, schedule, agreed performance and/ or quality characteristics, Aurubis must be informed immediately in writing by the Contractor.
- (2) For all changes to the contractual scope of work requested by Aurubis, the Contractor must submit a written offer within a reasonable time frame and free of charge at the request of Aurubis using the fully completed "change request form" template, in accordance with Annex A0-xx. The completion of the change request form itself is mandatory, additional information can either be attached by submittal of a Contractor's offer or other informative documents. Incomplete change request forms must be completed by the Contractor at the request of Aurubis.

The Change request form must contain at least the following information (if applicable):

- Description of change
 - Impact on Cost
 - Impact on Schedule
 - Impact on Quality or other performance features agreed
 - Impact on Authority approvals or other applicable technical regulations
 - Further Impact incl. influence on Securities/ Guaranties, Risk, etc.
- (3) All change requests must be numbered consecutively by the Contractor.
 - (4) Aurubis will evaluate submitted change requests in a timely manner. When technical and commercial clarification is finalized, the contractor shall issue a revision of the change request reflecting all details agreed, if deviating from the original version. This change request form will then be signed off by Aurubis technical and commercial staff. The change is officially concluded by generating an order extension to the existing PO in SAP, submittal to the Contractor and subsequent PO confirmation by Contractor's countersignature. If the main contract is not administered in SAP, the parties will agree on an alternative variation order document, which is signed by both parties (this applies to approved Change Requests only). Verbal agreements regarding changes are not accepted.
 - (5) In case the change request is rejected, Aurubis will submit the change request form to formally document the rejection.
 - (6) Additional costs that have not been previously acknowledged by Aurubis in writing shall not be borne by Aurubis. Price calculations for Change Requests must always be on the same calculatory basis as used for the main contract. A price breakdown of the proposed change must be submitted to Aurubis along with the change request.



- (7) If the Contractor does not notify Aurubis about changes of agreed schedule latest upon submission of their offer, the contractually agreed schedule remains unchanged.
- (8) If the additional scope can not to be defined as fixed price in advance, work on hourly basis must only be carried out with prior written agreement of the remuneration rates and all possible ancillary costs. If the written agreement is missing, Aurubis is entitled to refuse payment or determine the remuneration rates and ancillary costs at its own discretion.
- (9) Contractors are asked to make recommendations to AURUBIS regarding changes which would achieve cost savings, time savings or significant improvements in the facility's performance or reliability. AURUBIS is under no obligation to consider such recommendations, however, if AURUBIS wishes to adopt such recommendation it shall initiate a change request.