

NEW CUSTOMER PROFILE AND INFORMATION PACKET

Drilling Specialties Company looks forward to supplying you with our products.

We request your assistance in furnishing information about your company and any applicable <u>tax exemptions</u>. This information is required to avoid delays in processing your orders. Forms included are:

CUSTOMER PROFILE:

The "Customer Profile Information" form must be completed and returned in order to allow our customer service department to properly handle incoming orders. If you have special delivery or equipment needs please include this information.

CREDIT APPLICATION:

- 1. Complete the top portion of the Application Form with your Company Information.
- 2. You must complete the Bank Reference portion of the form or attach the information.
- 3. You must complete the Trade Reference portion of the form or attach the information.
- 4. An Authorized Officer MUST sign form. We cannot check your Bank References without an "Authorized" signature.

MULTI-STATE TAX EXEMPTION CERTIFICATE (FOR STATE EXEMPTIONS):

Chevron Phillips Chemical Company LP has a business presence in every state. We are subject to unannounced Sales Tax Audits at any time, and must be able to show evidence of Taxes collected or Exemptions. If you plan to process payments as tax exempt, we must have a signed tax exemption on file. Please note that we cannot process your order without charging tax unless the necessary tax exemption forms have been submitted.

1. Please use the multi-state exemption form and select the states appropriate for you business.

SUBMIT COMPLETE PACKET IN ITS ENTIRETY WITH ATTACHED EXEMPTIONS VIA EMAIL TO (DS@CPCHEM.COM) OR YOUR DRILLING SPECIALTIES SALES REP

Thank you for assisting with this information. Please feel free to contact us if you have any questions.

Phone: 800-423-3985

Email: DS@CPCHEM.COM

Sincerely,

Drilling Specialties Customer Service

Federal Tax I.D. # 73-1587712 ISO Certified 9001-2008



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City, State, Zip									
Country:									
Contact Name:									
Contact Title:									
Phone:									
Email	•								
Payment Method:	ACH/Wire Tra	nsfer:			Check				
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Sold To Number:	110010			. 00 10/.			Claid Tax.		
Ship To Number:									
Bill To Number:									



DATE

Drilling Specialties Company
P. O. Box 4910 / The Woodlands, Texas 77387-4910
10001 Six Pines Dr., 3rdfloor / The Woodlands, Texas 77380

CREDIT APPLICATION

FOR PRODUCT INDICATED BELOW

Product:_

Please Sign and Email To: DS@CPCHEM.COM

OR Your Drilling Specialties Sales Rep

NOTE: IF YOU ARE TAX EXEMPT, ATTACH A COPY OF EXEMPTION CERTIFICATE AND EMAIL TO DS@CPCHEM.COM

NAME BILLING ADDRES			NDIVIDUA	AL	☐ LLC	STATE					YEAR	
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PURCHASE TAXABLE?	YES NO		DUN & B	RADST	REET							
If tax exempt - attach a co	py of certificate.)		NO.			_				0011		
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OFFICER OR PARTNER					TITLE	=				SSN		
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Please email this signed application to Chevron Phillips Chemical Company LP at DS@CPCHEM.COM



TERMS AND CONDITIONS OF SALE ("Contract") with Chevron Phillips Chemical Company LP, ("Seller")
Unless otherwise specified on the face hereof, all prices for goods covered hereunder (the "Goods") are on an F.O.B. shipping point basis. Delivery occurs, and title and risk of loss to the Goods passes, from Seller to Buyer at the shipping point. Prices are those contained in Sellers price list in effect at the Date of Sales Order Acceptance on the face hereof. Freight will be prepaid and allowed only upon express agreement of the parties. Where freight is not allowed, the amount will be added to the net amount of the invoice or will be charged separately. Buyer agrees to reimburse Seller for all taxes, excises or other charges that Seller may be required to pay to any government (federal, state, or local)upon the sale, production or delivery of the Goods. Buyer hereby (i)agrees to comply with U.S. export control and economic sanctions laws and will not export, re-export or otherwise transfer the Goods, or any technical information disclosed to Buyer concerning the Goods, in violation of these laws, and (ii)covenants that these Goods are not specifically intended for shipment to, transshipment through, or incorporation into products to be shipped to Iran, Sudan, or Cuba, the governments of those respective countries, or to entities established under the laws of those countries all Goods are payable in U.S. currency at the address designated in writing by Seller. Sellers credit terms require payment of each invoice be received by the applicable due date or a delinquency charge may be imposed on the unpaid amount.

or Cuba, the governments of those respective countries, or to entities established under the laws of those countries. All Goods are payable in U.S. currency at the address designated in writing belier. Seller scielt rema require payment of each invoice be received by the applicable due date or a delinquency charge may be imposed on the unpaid Seller will use commercially reasonable efforts to ship within time indicated, and Buyer agrees that no claim will be made for delays in shipment where Buyer, upon receipt of the Goods accepts them. In the event Buyer fails to unload and release to the carrier any railroad car furnished or arranged by Seller within seven (Jaye, Buyer agrees to any detention charges in accordance with Sellers policy in effect at the time. On any rejection of the Goods by reason of delay in shipment, Buyers exclusive remedy is limited to rejection and return of the Goods and refund of purchase price. The property of the shipment of the Goods and a refund of purchase price of the shipment, Buyers exclusive remedy is limited to rejection and return of the Goods by reason of delay in shipment, Buyers exclusive remedy is limited to rejection and return of the Goods by reason of delay in shipment and the supergrave of the shipment or, in the case of non-delivery, or non-receipt of goods. Seller will not be responsible for any variation in quality or quantity unless Buyer gives Seller written notice of a claim of such variation within 100 days after receipt of the shipment or, in the case of non-delivery, from the date fixed for delivery. Buyer's failure to give notice of any such claim will constitute an unqualified acceptance of the goods and awaiver by Buyer of all claims with respect thereto. All claims relating to transportation of the Goods manufactured prevention on the face here of). Seller has the right to require cash in advance before making shipment. If Buyer fails to fulfill any terms of any order, purchase or payment, or seller has reasonable doubt, in its sole discretion, of the abi

hen-contemplated source of supply. Performance will be excused as provided above even though the occurrence of the foreseen or foreseeable at the time of contracting or may subsequently become foreseeable. Notwithstanding anything contained in this Acknowledgment to the contrary, whenever(in the sole but reasonable judgment of Seller) (i) Sellers performance is made substantially more expensive by a contingency or(ii)Seller is unable to acquire from its then contemplated source of supply, on terms it deems reasonable, any material necessary for the manufacture of Goods, Seller may (aa) reduce or stop deliveries of the Goods and apportion as provided above and/or (bb) continue deliveries and immediately increase prices. If Seller increases the price of the Goods under this Section, Buyer need not be made up later. If any law, regulation, or other governmental action requires Seller to reduce any price in effect under this Contract or prevents Seller from increasing any price to the extent it wishes pursuant to its rights under this Contract, Seller may cancel the affected quantities of Goods from this Contract. Nothing in this Section will excuse Buyer from its obligations to make payments when due.

This Contract is governed as to all matters whatsoever, whether of validity, interpretation, obligation, or otherwise, exclusively by the laws of the State of Texas without regard to any principles regarding conflicts of law. Any action of the Contract of Section of Section 19 this Contract or the Goods must be brought in the state of federal courts of Montgomery or Harris County, Texas.

Seller's acceptance of Buyer's order is expressly made conditional on Buyer's assent to the terms and conditions extended in this Acknowledgment constitute the entire Contract of sell and purchase of the Goods and may not be amended or otherwise altered, except by written instrument signed by the parties. In the event the terms in this Contract of Sell and purchase or relations of this Contract of Sell and purchase or relations of



UNIFORM SALES & USE TAX CERTIFICATE MULTIJURISDICTION

The below-listed states have indicated that this form of certificate is acceptable, subject to the notes on pages 5 - 7. The issuer and the recipient have the responsibility of determining the proper use of this certificate under applicable laws in each state, as these may change from time to time.

Issued to Seller: Address: I certify that: Name of Firm (Buyer): Address		Chevron Phillips Chemical Company LP 10001 Six Pines Drive, The Woodlands Te		Please Email To: DS@CPCHEM.COM or send to your Drilling Specialties Sales Rep						
		r):	is engaged as a registered Wholesaler Retailer Manufacturer Seller (California) Lessor (see notes on pages 5-7) Other (Specify)							
ingredien retailing, i	ts or compo manufactur	onents of a new product or service to be resold, leas ing, leasing (renting) the following:	rm would de ed, or rente	eliver purchases to us and that any such purchases are for wholesale, resale, and in the normal course of business. We are in the business of wholesaling,						
	on of Busine description (ess: of tangible property or taxable services to be purchase	d from the	seller:						
	State	State Registration, Seller's Permit, or ID Number of Purchaser	State	State Registration, Seller's Permit, or ID Number of Purchaser						
	AL		MO							
	AR		NE							
	AZ		NV							
	CA		NJ							
	CO CT		NM NC							
	DC		ND							
	FL		OH							
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due direc we may h	tly to the pr ereafter giv	roper taxing authority when state law so provides or in ve to you, unless otherwise specified, and shall be vali- erjury, I swear or affirm that the information on this for	form the se d until cance m is true and							
		Date: _								

Chevron Phillips Chemical Company LP

DRILLING SPECIALTIES COMPANY



INSTRUCTIONS REGARDING UNIFORM SALES & USE TAX CERTIFICATE

To Seller's Customers:

In order to comply with the majority of state and local sales tax law requirements, the seller must have in its files a properly executed exemption certificate from all of its customers who claim a sales tax exemption. If the seller does not have this certificate, it is obliged to collect the tax for the state in which the property or service is delivered.

If the buyer is entitled to sales tax exemption, the buyer should complete the certificate and send it to the seller at its earliest convenience. If the buyer purchases tax free for a reason for which this form does not provide, the buyer should send the seller its special certificate or statement.

Caution to Seller:

In order for the certificate to be accepted in good faith by the seller, seller must exercise care that the property or service being sold is of a type normally sold wholesale, resold, leased, rented or incorporated as an ingredient or component part of a product manufactured by buyer and then resold in the usual course of its business. A seller failing to exercise due care could be held liable for the sales tax due in some states or cities. Misuse of this certificate by seller, lesser, buyer, lessee, or the representative thereof may be punishable by fine, imprisonment or loss of right to issue certificate in some states or cities.

Notes:

- 1 The states of Colorado, Hawaii, Illinois, and New Mexico do not permit the use of this certificate to claim a resale exemption for the purchase of a taxable service for resale.
- 2 Alabama: Each retailer shall be responsible for determining the validity of a purchaser's claim for exemption.
- 3 California: A. This certificate is not valid as an exemption certificate. Its use is limited to use as a resale certificate subject to the provisions of Title 18, California Code of Regulations, Section 1668 (Sales and Use Tax Regulation 1668,
 - B. By use of this certificate, the purchaser certifies that the property is purchased for resale in the regular course of business in the form of tangible personal property, which includes property incorporated as an ingredient or component part of an item manufactured for resale in the regular course of business.
 - C. When the applicable tax would be sales tax, it is the seller who owes that tax unless the seller takes a timely and valid resale certificate in good faith.
 - D. A valid resale certificate is effective until the issuer revokes the certificate.
- 4 Connecticut: This certificate is not valid as an exemption certificate. Its use is limited to use as a resale certificate subject to Conn. Gen. Stat. §§12-410(5) and 12-411(14) and any regulations and administrative pronouncements pertaining to resale certificates.
- 5 District of Columbia: This certificate is not valid as an exemption certificate. It is not valid as a resale certificate unless it contains the purchaser's D.C. sales and use tax registration number.
- Georgia: The purchaser's state of registration number will be accepted in lieu of Georgia's registration number when the purchaser is located outside Georgia, does not have nexus with Georgia, and the tangible personal property is delivered by drop shipment to the purchaser's customer located in Georgia.
- Hawaii allows this certificate to be used to claim a lower general excise tax rate rather than an exemption. If the lower rate does not in fact apply to the sale, the purchaser is liable to pay the seller the additional tax imposed. See Hawaii Dept. of Taxation Tax Information Release No. 93-5, November 10, 1993.
- 8 Use of this certificate in Illinois is subject to the provisions of 86 Ill. Adm. Code Ch. I, Sec. 130.1405. Illinois does not have an exemption on sales of property for subsequent lease or rental, nor does the use of this certificate for claiming resale purchases of services have any application in Illinois.

The registration number to be supplied next to Illinois on page 1 of this certificate must be the Illinois registration or resale number; no other state's registration number is acceptable.

"Good faith" is not the standard of care to be exercised by a retailer in Illinois. A retailer in Illinois is not required to determine if the purchaser actually intends to resell the item. Instead, a retailer must confirm that the purchaser has a valid registration or resale number at the time of purchase. If a purchaser fails to provide a certificate of resale at the time of sale in Illinois, the seller must charge the purchaser tax.

While there is no statutory requirement that blanket certificates of resale be renewed at certain intervals, blanket certificates should be updated periodically, and no less frequently than every three years.



- 9 Maine does not have an exemption on sales of property for subsequent lease or rental.
- Maryland: This certificate is not valid as an exemption certificate. However, vendors may accept resale certificates that bear the exemption number issued to a religious organization. Exemption certifications issued to religious organizations consist of 8 digits, the first two of which are always "29".
- Michigan: Effective for a period of three years unless a lesser period is mutually agreed to and stated on this certificate. Covers all exempt transfers when accepted by the seller in "good faith" as defined by Michigan statute.
- Minnesota: A. Does not allow a resale exemption for purchases of taxable services for resale in most situations.
 - B. Allows an exemption for items used only once during production and not used again.
- Missouri: A. Purchasers who improperly purchase property or services sales tax free using this certificate may be required
 - to pay he tax, interest, additions to tax or penalty.

 B. Even if property is delivered outside Missouri, facts and circumstances may subject it to Missouri tax
 - contrary to the second sentence of the first paragraph of the above instructions.
- 14 Nebraska: A blanket certificate is valid 3 years from the date of issuance.
- New Mexico: For transactions occurring on or after July 1, 1998, New Mexico will accept this certificate in lieu of a New Mexico nontaxable transaction certificate and as evidence of the deductibility of a sale of tangible personal property provided:
 - a) this certificate was not issued by the State of New Mexico:
 - b) the buyer is not required to be registered in New Mexico; and
 - the buyer is purchasing tangible personal property for resale or incorporation as an ingredient or component part into a manufactured product.
- Oklahoma would allow this certificate in lieu of a copy of the purchaser's sales tax permit as one of the elements of "properly completed documentation" which is one of the three requirements, which must be met prior to the vendor being relieved of liability. The other two requirements are that the vendor must have the certificate in his possession at the time the sale is made and must accept the documentation in good faith. The specific documentation required under OAC 710:65-7-6 is:
 - A) Sales tax permit information may consist of:
 - (i) A copy of the purchaser's sales tax permit; or
 - (ii) In lieu of a copy of the permit, obtain the following:
 - (I) Sales tax permit number; and
 - (II) The name and address of the purchaser;
 - B) A statement that the purchaser is engaged in the business of reselling the articles purchased;
 - C) A statement that the articles purchased are purchased for resale;
 - D) The signature of the purchaser or a person authorized to legally bind the purchaser; and
 - E) Certification on the face of the invoice, bill or sales slip or on separate letter that said purchaser is engaged in reselling the articles purchased.

Absent strict compliance with these requirements, Oklahoma holds a seller liable for sales tax due on sales where the claimed exemption is found to be invalid, for whatever reason, unless the Tax Commission determines that purchaser should be pursued for collection of the tax resulting from improper presentation of a certificate.

- 17 Rhode Island allows this certificate to be used to claim a resale exemption only when the item will be resold in the same form. They do not permit this certificate to be used to claim any other type of exemption.
- South Dakota: Services that are purchased by a service provider and delivered to a current customer in conjunction with the services contracted to be provided to the customer are considered to be for resale. Receipts from the sale of a service for resale by the purchaser are not subject to sales tax if the purchaser furnishes a resale certificate, which the seller accepts in good faith. In order for the transaction to be a sale for resale, the following conditions must be present:
 - (1) The service is purchased for or on behalf of a current customer;
 - (2) The purchaser of the service does not use the service in any manner; and
 - (3) The service is delivered or resold to the customer without any alteration or change.
- 19 Texas: Items purchased for resale must be for resale within the geographical limits of the United States, its territories and possessions.
- 20 Washington: A. Blanket resale certificates must be renewed at intervals not to exceed four years;
 - B. This certificate may be used to document exempt sales of "chemicals to be used in processing an article to be produced for sale."
 - C. Buyer acknowledges that the misuse of the resale privilege claimed on the certificate is subject to the legally prescribed penalty of fifty percent of the tax due, in addition to the tax, interest, and any other penalties imposed by law.



- Wisconsin allows this certificate to be used to claim a resale exemption only. It does not permit this certificate to be used to claim any other type of exemption.
- 22. Arizona: This certificate is not valid as an exemption certificate. This certificate is for use when making sales of tangible personal property for resale in the ordinary course of business, pursuant to A.R.S. §42-1328, Burden of proving sale not at retail.
- 23. Florida: This certificate is not valid as an exemption certificate. It is valid as a resale certificate only if it contains the purchaser's Florida sales and use tax registration number. A purchaser cannot extend this certificate to sellers for transactions occurring prior to the date of the purchaser's registration in Florida. The effective date of the purchaser's registration in Florida must be noted on the face of the certificate.
- 24. Kentucky: 1. Kentucky does not permit the use of this certificate to claim a resale exclusion for the purchase of a taxable service.
 - 2. This certificate is not valid as an exemption certificate. Its use is limited to use as a resale certificate subject to the provisions of Kentucky Revised Statute 139.270 (Good Faith).
 - The use of this certificate by the purchaser constitutes the issuance of a blanket certificate in accordance with Kentucky Administrative Regulation 103 KAR 31:111.
- North Carolina: This Certificate is not valid as an exemption certificate or if signed by a person such as a contractor who intends to use the property. Its use is subject to G.S. 105-164.28 and any administrative rules or directives pertaining to resale certificates.
- 26. Ohio:

 A. The buyer must specify which one of the reasons for exemption on the certificate applies. This may be done by circling or underlining the appropriate reason or writing it on the form above the state registration section. Failure to specify the exemption reason will, on audit, result in disallowance of the certificate.
 - B. In order to be valid, the buyer must sign and deliver the certificate to the seller before or during the period for filing the return
- 27. Pennsylvania: This certificate is not valid an exemption certificate. It is valid as a resale certificate only if it contains the purchaser's Pennsylvania Sales and Use Tax eight-digit license number, subject to the provisions of 61 PA Code §32.3.

Federal Tax I.D. # 73-1587712 ISO Certified 9001-2008