



September 15th, 2026

To: Lear Corporation Suppliers Shipping Material Into, Within, and Out of the European Union

The purpose of this communication is to remind suppliers of the documentation requirements for shipments moving within the Lear Europe logistics network, including:

- Material exported from the European Union to a destination outside the EU.
- Material temporarily entering the EU under transit procedures (e.g., T1) with a final destination outside the EU.
- Any shipment requiring customs clearance, export, import, or transit documentation.

Lear Corporation continues to experience shipment delays, customs holds, additional administrative costs, and transportation disruptions resulting from incomplete, inaccurate, or missing shipping documentation. As outlined in the Lear Global Requirements Manual and Lear Code of Conduct for Suppliers, all suppliers are required to comply with Lear's logistics, customs, and documentation requirements when shipping to any Lear facility or designated third-party location.

Failure to comply with these requirements may negatively impact supplier delivery performance ratings. In addition, Lear reserves the right to issue a debit of USD \$175 / EUR €150 per non-compliant shipment and may issue a Quality Notification (QN) to correct the non-compliance, in accordance with Lear Global Requirements.

For all applicable shipments, suppliers must upload the following documents:

1. Commercial Invoice
2. Export or Transit Documentation (e.g. MRN, T1, or other applicable customs document)
3. Packing List and/or Delivery Note

Failure to provide these documents within 30 minutes of the shipment leaving the supplier's facility may result in customs delays, shipment holds, additional transportation costs, or rejection of the shipment.

If you have any questions regarding these requirements, please review on lear.com/suppliers or contact your respective Lear Logistics representative. Thank you for your cooperation and continued support in maintaining compliant and efficient supply chain operations.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dirk Erickson'.

Dirk Erickson

Vice President, Global Purchasing and Supply Chain
E-Systems

A handwritten signature in black ink, appearing to read 'Ajoy Unnikrishnan'.

Ajoy Unnikrishnan

Vice President, Global Purchasing and Supply Chain
Seating

