

Elstree, 08 March 2019

Karen Borrer
Head of Reputation
The Association of the British Pharmaceutical Industry
7th Floor
Southside
105 Victoria Street
London
SW1E 6QT

Dear Karen,

Bio Product Laboratory Limited (BPL) Disclosure Methodology Summary – 2018 Payments

Please find enclosed and brief of how we have compiled our submission to ABPI for payments to Healthcare Professionals (HCP) and Healthcare Organisations (HCO).

BPL use a structured CRM tool, called Actis, to record payments made by the company's sales representatives in any given period, additional central payments relating to other activities by the head office are recorded in a separate document for each submission period. These are done by name, organisation and by activity type. BPL has operated throughout the submission period and all payments exclude BPL's rest of the world activities from this submission.

Our submission considers the following:

Tax – All payments are made with the inclusion of the appropriate tax where applicable

VAT – All payments including VAT have been submitted in full where applicable

Currency – All payments are submitted in GBP regardless if the payments to the professional are in a local currency

Multi-year contracts – If any contracts extend beyond the submission period, only payments pertaining to the reporting period are included in the submission

Over the counter transfers of value – BPL does not operate an over the counter service so no related payments are reported

Medical device transfers of value – BPL does not market and medical devices so no related payments are reported

Consent – Consent has been obtained by the HCP, HCO on an activity by activity basis prior to submission. If we enter into a consulting agreement with any third party, clause 2.4 highlights we shall disclose any payments required by law, regulation or industry standard.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'J. Waller', written in a cursive style.

Jamie Waller
Commercial Analyst