

Company change of address to 62 Buckingham Gate, London

Originator: Phil Lewin
Job Title: Supplier Quality Manager
Business Unit: Corporate HQ – Global Quality

NTS No: 364
Issue: 1
Date: 5th September 2014

For the attention of the Managing Director

Dear Sir or Madam,

Scope/Applicability:

All suppliers to Rolls-Royce plc, including any of our subsidiary companies.

Introduction:

Our company headquarters is relocating on or around 27th October 2014 from our current premises at No 65 Buckingham Gate to our new premises at No 62 Buckingham Gate, which means that the registered office address of Rolls-Royce plc will change accordingly.

Please note that our new address after the above date will be:

62 Buckingham Gate
London
SW1E 6AT
England

Any reference specifically made to 65 Buckingham Gate within the contracts between our companies, including any contractual documentation where Rolls-Royce plc has been declared as a parent company by one of our subsidiary companies, shall be deemed amended to read 62 Buckingham Gate with effect from the above date. For the purpose of this communication, reference to contracts will include any purchase orders that have been placed by Rolls-Royce plc, or any of our subsidiary companies, with your company.

Our postcode, telephone numbers, registered company and UK VAT numbers all remain unchanged.

Action Required:

Please direct all applicable future correspondence to the new registered office address from the above date. If you have any questions on the subject please do not hesitate to contact your supplier management team.

Additionally, please ensure that any export authorisations, customs declarations or related documents obtained or required by your company also reflect the new registered office address from the above date, and that any supporting documentation (e.g., End-User undertakings) are drafted and submitted to mirror the same address on any export licence application.

NTS Category:

General Information / Communication

Authorised by:

Peter Morgan

Director – Corporate Affairs