

8/4/08

Re: Change in Contractor and Supplier Compliance Management

Dear: 'Insert Contractors/Suppliers Name"

At Australian Kitchen Industries Pty Ltd we are continually revising our business practices in order to meet our statutory compliance obligations by way of adopting Risk Management principles.

As part of this review we are changing the way we monitor and track our compliance requirements expected of our suppliers and contractors.

We have entered into an agreement with Ipro Solutions Pty Ltd who will now provide use of their service called Ipro LiVe to enable all contractors and suppliers of **Australian Kitchen Industries** Pty Ltd to enter your compliance requirements with their web portal service called Ipro LiVe.

Ipro LiVe is accessible 24 hours a day enabling you to enter information at a time convenient to you.

Effective 1st May 2008 you will be required to register on-line by going to www.iprolive.com.au and clicking on New User in the Contractor/Supplier Login web page.

By entering the required details, a User name and password will be automatically forwarded to your email address and you will need to make the required payment in order to commence use of the system.

Payment is made by using PayPal the world's leading internet payment system.

Cost to join Ipro LiVe is either \$550.00 per annum including GST or \$275.00 per annum including GST depending on your organisational size and structure.

Once you have completed the registration and made payment you will be able to access and view the help on the use of the system.

This new process will assist both you and us in reducing and managing risk. You will receive automatic reminders and assistance in meeting our compliance requirements. You may also,

use your compliance data with 9 other customers free of charge to which you provide services. This is included in the annual subscriptions amount payable.

Enclosed is an outline of the benefits of using the Ipro LiVe system and we are sure that you will agree that the benefits for you are many.

Please note you will have 30 days to register with Ipro LiVe and obtain certification as our new policy is that we will only use those contractors and suppliers who meet our compliance and risk management principles.

If you have any questions please call Ipro LiVe Customer Services on 1300 IPRO LIVE or myself.

Kind Regards

Sam Russo
**West - Installation &
Customer Service Manager**