



STANDARD MOTOR PRODUCTS, INC.

1300 West Oak Street, P.O. Box 788, Independence, Kansas 67301 (620) 331-1000

Dear Valued Supplier

We are in the process of updating our records of our tooling at suppliers per SOX requirements. Please provide the following information within **two weeks** for each item of tooling you currently hold that is owned by Standard Motor Products, formerly known as Dana Engine Management, Automotive Controls Corporation and Echlin, Inc.

1. Life expectancy remaining on tool
2. Current condition of the tool (i.e. in a ready state to product material, etc)
3. If a molded part, number of cavities (digital picture or other descriptions would be helpful).
4. Verification the tooling is utilized only for the purpose of producing material for Standard Motor Products. If you believe this not to be the case, additional proof of authorization to the contrary is required.
5. Address and contact name where tooling is located.
6. List of items capable of running on the tooling.

Please forward your response to:

Buyer/Planner
1300 W Oak
PO Box 788
Independence, KS 67301
620-331-2351

Fax:

Commodities:

Thank you in advance for your prompt response to this request. Upon receipt of this information, we will compare it to our current records and contact you only if discrepancies arise. If you have any questions regarding this request, please contact Buyer/Planner 620-331-1000.

Sincerely,

Material Manager