



# JTI's policy on idea submissions

*This policy aims at protecting both JTI as well as any person who submits an idea to us.*

Because of JTI's focus on new product development, it may occur that suggestions we receive from external sources duplicate or are similar to ideas which we have already considered or developed. So, for your protection, as well as for the protection of the Company, we have a strict policy on unsolicited outside ideas. This means that if a person who is not a JTI employee wishes to make a submission, it must be made on his/her own initiative.

## Outline of the policy

- Any submission sent to JTI must be in writing and should include any drawings and materials including full details of patents or design registrations which would assist us in our evaluation.
- No submission will be taken into consideration unless a Disclosure letter has been received by the Intellectual Property Team.
- No obligation will be created between the submitting party and JTI, except under a separate formal written agreement in the event that JTI resolves to enter into further discussions concerning any submission. In particular, submissions to the Company will not create an obligation of confidentiality, nor will they be received or held in trust. JTI will be free to use or disclose any material received.

## Procedure for submitting an idea

- 1) Fill in and sign the Disclosure letter (see below) in duplicate to indicate your agreement with and acceptance of our policy.
- 2) Send a scanned copy of the duly dated and signed Disclosure letter as well as any relevant drawings and/or material to [ideas@jti.com](mailto:ideas@jti.com).
- 3) Send an original copy of the Disclosure Letter to the address mentioned therein.  
We kindly ask you to retain the other original copy as well as a copy of all materials submitted.

Upon receipt, we will review the submission and revert back. If we are not interested in pursuing, we will notify you that we have considered your suggestion and do not desire to proceed further. We will also return the submission and all supporting materials received, and will not enter into the detailed reasons for our decision.

Thank you for your interest in JTI.

# Disclosure letter

JT International SA  
Attn: Patent Director  
1, rue de la Gabelle  
1211 Geneva 26  
Switzerland

Dear Sirs

It is my desire to submit to your company, including its subsidiaries and affiliates (referred to collectively as "the Company"), my invention or ideas concerning:

(Please use print letters)

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I acknowledge that this submission (the "Submission") is made without any solicitation by your Company.

I understand that each year, the Company receives many unsolicited idea submissions from third parties ("Submitters"). To guard against any misunderstandings, the Company has adopted a policy of not accepting any submissions for review and consideration unless the Submitter agrees to the following terms. I agree that the Company's review of my Submission is sufficiently valuable consideration for entering into this agreement, as set out below:

1. No obligation is assumed or may be implied against the Company as a result of the receipt or examination of my Submission unless and until a formal written agreement has been entered into. In particular, receipt of my Submission by the Company will not in any way establish a confidential relationship nor will it place the Company in the position of receiving information in trust. The Company will not be obligated and makes no commitment to treat or maintain suggestions which I submit as confidential.
2. The Company will have the right to review and examine my Submission without any obligation to adopt such Submission.
3. The Company will have the right (but not the obligation) to retain copies of any material submitted to it, and retain the same in its files.

4. Acceptance of my Submission for review and consideration will not constitute a waiver by the Company of any rights it may have to use or develop any information or concepts that may have been, are being, or will be developed independently by or for the Company, or submitted to it by other parties.
5. In the absence of a formal written agreement, all my rights and remedies arising out of disclosure of my Submission to, or use thereof by, the Company or any of its representatives will be limited to any rights and remedies accorded under patent, registered design and/or copyright laws. Except to this extent, any claim arising out of any disclosure by me to the Company is hereby waived.
6. Any improvement(s) made to the subject matter of my Submission by either party hereto will be owned by the party conceiving such improvement(s). Joint improvement(s) will be owned jointly.
7. I confirm that I have the right to make this Submission and sign this Disclosure Letter. I have, together with this Submission, submitted to the Company full details of any patents or patent applications (or other registered intellectual property rights) relevant to its subject matter.
8. I acknowledge that the conditions of submission as set forth in this Disclosure Letter apply to any additional disclosures that may be made incidental to any material originally submitted as part of this Submission.
9. The terms of this Disclosure Letter shall be governed by Swiss law without regard to conflicts of laws principles, and disputes arising from it shall be subject to the exclusive jurisdiction and venue of the courts of the Republic and Canton of Geneva, subject to possible appeals to the Swiss Federal Supreme Court in Lausanne.

Yours faithfully,

\_\_\_\_\_  
(Signature of Submitter)

\_\_\_\_\_  
(Date)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

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