

Ingevity Corporation  
5255 Virginia Avenue  
N. Charleston, SC 29406  
Ingevity.com

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Dear Valued Customer,

Several weeks ago, we announced our new name -- Ingevity. Ingevity is a unique expression of why we exist -- to turn your complex challenges into powerful possibilities. The name speaks to our longstanding commitment to serving you, our customers, through innovative products, processes and services.

September 1, 2015 will mark an important date toward our goal of becoming an independent, publicly-traded company. This will be the date we start transacting business as Ingevity Corporation.

**How does this change affect you?** Please begin to transition from MeadWestvaco Corporation (MWV) to Ingevity Corporation in your systems and in your communications with us, effective September 1, 2015. All other legal entities, including MeadWestvaco Europe s.p.r.l., MWV Trading (Shanghai) Co., etc., will remain the same for now. We expect these legal entities to change at a later date.

Our corporate office address is:

Ingevity Corporation  
5255 Virginia Avenue  
N. Charleston, SC 29406

There is no change to the remittance accounts or address at this time.

Included is a copy of frequently asked questions. If you have additional questions, please don't hesitate to contact your representative, or send us an e-mail at [chemicals@mwv.com](mailto:chemicals@mwv.com).

We look forward to our continued partnership.

Regards,



Ed Rose  
President  
Ingevity Corporation  
Formerly MWV Specialty Chemicals

## Frequently Asked Questions

### **Q. Will my contacts change?**

A. No all sales, purchasing and customer service contacts will remain the same.

### **Q. Is the name change/doing business as, only out of North America, or will we expect all of our affiliates to be ready, such as China and Japan to be billing as Ingevity**

A. The name change is for the MeadWestvaco Corporation – for domestic U.S. sales and export sales from the U.S. Customers purchasing from China, Japan entities and MWV Europe s.p.r.l. are not changing at this time. Further communications on transitions for those entities will be delivered as the timing is known. MWV Industria Quimica, Ltda will be changing to Ingevity Quimica, Ltda on September 1 with no other changes to address. A separate letter is being prepared for these customers.

### **Q. Will my paperwork change on September 1?**

A. Effective 9/1/15, the new company name and logo will change on transactional documentation. Also on 9/1/15, the product labels and safety data sheets (SDS) will begin to transition from MeadWestvaco to Ingevity Corporation. The transition will take approximately 120 days. Please note that during this time, labels and SDS for the same product may not carry the same company identification; however, product information will not be different.

### **Q. Will the exporter, shipper, seller and mailing address change on commercial invoices?**

A. Yes. It will be changed to:

Ingevity Corporation  
5255 Virginia Avenue  
N. Charleston, SC 29406

### **Q. Do we have to re-label our existing inventory?**

A. No. Once we have new labels we will use them. We will make every effort to have a complete shipment without mixing labels (MWV and Ingevity). The product name and information will be the same.

### **Q. Does the label have to match the Safety Data Sheet?**

A. Ideally, yes; however, as we transition, there will be instances when they don't match. In cases like these, we will have a letter included with the shipment explaining the transition period to Ingevity.

### **Q. Will VAT numbers change?**

A. New VAT numbers (for EMEA) are being established for Ingevity Corporation and will be communicated to the appropriate customers in August for use beginning September 1. Your Customer Service Team will be prepared to help this transition occur as smoothly as possible.

**Q. Are there changes to banking information?**

A. Remittance and bill to accounts numbers will not change immediately. Please continue to send payments and invoices to the current locations. New remittance and bill to information will be provided in a separate communication, along with the transition timing once developed.

**Q. What about payments/bills/letters of credit in process? Are we using the same bank accounts that will accept payment under either name?**

A. Remit to and bill to will remain unchanged at this time and will accept payment under either name. We are working with credit and the banks on a procedure for Letters of Credit in process and how to handle these without interruption. Training will be provided to the customer service teams for this process.

**Q. Will new sales tax exemption forms be needed?**

A. Yes, if you qualify for sales tax exemption, you will need to issue a new certificate. There will be further communications around this collection and timing.

**Q. How do we obtain a W9 for a legal entity?**

A. The new W9 for Ingevity Corporation is now available; you can request a copy from your customer service representative.

**Q. When do we distribute the W9 form?**

A. We have the Ingevity W9 now. However, we will use the MWV W9 until Sept 1, after which time you can use the Ingevity W9. We will let you know how you can access the document closer to Sept 1.