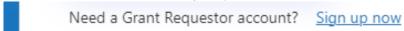
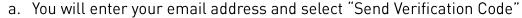


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Step 1: Registration / Log In

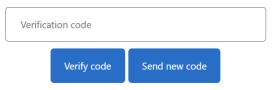
- 1. Access BIOTRONIK's request portal at <u>BIOTRONIK's corporate website</u> or via biotronik.medcompli.com
- 2. For first time users, select "Sign Up Now" to create an account



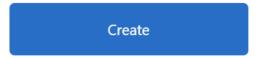




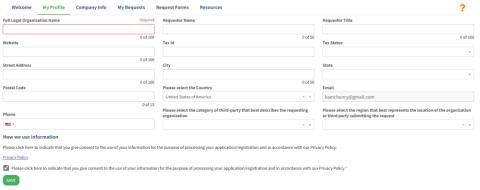
b. Enter the verification code that was sent to the email address and select "Verify Code"



c. Input a password, display name, and select "Create"



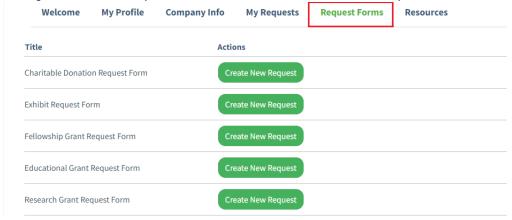
d. Upon login, enter in your profile details including your Organization Name, Organization's Street Address, Contact Email, Contact Phone Number, Category of Third-Party Organization, and Region. The profile information will be linked to each request.



3. For returning users, enter your email address and password then select "Login" to create a new request or view draft or submitted requests.

Step 2: Submitting a Request

1. Navigate to the "Request Forms" tab to create a new request.

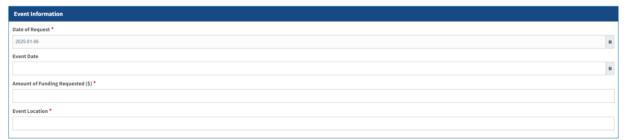


<u>Reminder</u>: BIOTRONIK employees may only submit Exhibit Request Forms. All other requests must come directly from a representative of the relevant third-party organization.

- 2. Enter the name of your Institution / Organization.
- 3. Select whether you are a BIOTRONIK employee or not. BIOTRONIK employees may only submit Exhibit Request Forms.



4. Enter details about the event/program for which you are requesting funding. This will include the date of the event/program, the amount of funding being requested and the event location.



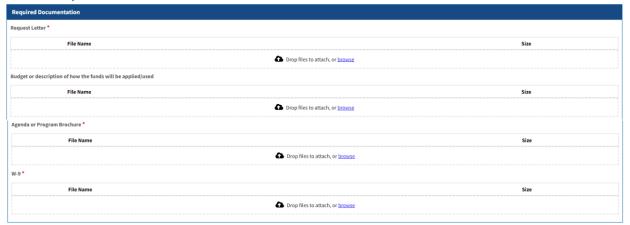
5. BIOTRONIK will need to know whether the request is being made by or on behalf of a physician for grants and donations. If so, any payments related to the donation may be reportable under Open Payments Program.



6. To expedite payment if approved, enter Payment Details including either electronic payment information or check payment information.



7. Upload required documentation including a Request Letter, Agenda/Program Brochure, and W-9.



8. To complete later, you may save your request form as a draft. If you are ready to submit your request form, select Submit Request.



Specific Requirements

Charitable Donation Request

- 1. To be eligible for a charitable donation, the requesting organization must be a registered tax-exempt 501c3 organization. Charitable donation requests from forprofit organizations will not be reviewed.
- 9. Requests from organizations related to CRM or VI disease states, conditions, and/or treatments will be given priority. Requests for charitable donations to organizations outside the health care industry (e.g., youth programs, schools, fine arts programs, etc.) are typically outside of scope but may be eligible for consideration.
- 10. Charitable donations may not be used to support political organizations, lobbying groups, recreation organizations, religious organizations, or capital projects (e.g., building a hospital wing).
- 11. Approved charitable donations will be provided pursuant to, and payments consistent with, a fully executed written Letter of Agreement (LOA) with the funding recipient.

LOAs must be signed prior to the event for which funding is requested. No payment will be issued until an LOA is signed by both parties.

Exhibit Request

- 1. Requests for exhibit fees or promotional sponsorships may be submitted by BIOTRONIK employees or third-party requestors.
- 2. The cost of the exhibit or promotional sponsorship should be in line with fair market value based on the benefits offered to BIOTRONIK and the scale of the event.
- 3. Exhibit booth opportunities must be open to multiple companies.
- 4. Exhibits requests will only be considered if there is at least one BIOTRONIK representative available to attend the event.

Fellowship Grant Request

- 1. Fellowship grant requests will be reviewed once per year. To be considered, fellowship grant requests must be submitted by April 15. Requests submitted after the deadline will not be considered.
- 2. Requests for fellowship support must be submitted by an institution's Fellowship Program Director or their representative. BIOTRONIK employees may not complete the application on behalf of a Fellowship Program Director or institution.
- 3. BIOTRONIK may not provide funding to an individual fellow or select the fellows that will receive support. These decisions will be made by the institution that provides the education and training.
- 4. Funds are intended to be used for salary and educational support of fellows and are not intended for overhead or indirect expenses.
- 5. Approved fellowship grants will be provided pursuant to, and payments consistent with, a fully executed written Letter of Agreement (LOA) with the funding recipient. No payment will be issued until an LOA is signed by both parties.

Educational Grant Request

- 1. BIOTRONIK may not provide funding to an individual HCP or pay directly for an individual HCP's registration, fees, travel, or lodging expenses to attend a third-party conference. Approved funding is provided directly to the third-party organizer to offset general expenses, such as audio/visual, management expenses, marketing, and room rental.
- 2. BIOTRONIK may not control or direct the content, faculty selection, educational methods, selection of attendees or materials for the third-party educational conference. The third-party organization maintains full responsibility for all aspects of the program.
- 3. Approved educational grants will be provided pursuant to, and payments consistent with, a fully executed written Letter of Agreement (LOA) with the funding recipient.

LOAs must be signed prior to the event for which funding is requested. No payment will be issued until an LOA is signed by both parties.

Research Grant Request

- 1. Research grants will be provided pursuant to, and payments consistent with, a fully executed Research Agreement with the funding recipient.
- 2. The recipient of the research grant should retain independent control of the research.
- 3. It is recommended that research grant applications meet the following criteria, however, applications outside these parameters may receive consideration:
 - a. Coordinating center is a well-known research institution
 - b. Principal Investigator has at least 5+ years research experience
 - c. Study relates to BIOTRONIK product portfolio and strives to further the field of Cardiac Rhythm Management or Vascular Intervention and improve patient care
 - d. Complete, clear, and well-constructed study protocol that adheres to Good Clinical Practices and is based on established ethical guidelines

Step 3: Review and Notification of Approval or Denial

- 1. All requests must be reviewed by BIOTRONIK's Financial Grant Committee. The Committee reviews requests monthly. Please allow for a minimum of 6 weeks to receive a decision notification.
- 2. Requestors will receive an email notification of approval or denial once a decision has been made by the Financial Grant Committee. This email notification will include next steps and confirm any additional details needed to process payment.
- 3. To ensure timely payment, respond promptly to requests for information and/or signature.

Step 4: Payment

- 1. Educational grants, fellowship grants, research grants, and charitable donations must have a fully executed agreement prior to processing payment.
- 2. For organizations that are already set up as a vendor with BIOTRONIK (i.e., an organization that has received a payment from BIOTRONIK for a grant or exhibit in the past), BIOTRONIK will confirm the address on file for vendors set up to receive checks or confirm the last four digits of the account number for vendors set up to receive direct deposit.
- 3. Requestors may be asked to complete a New Vendor Account Setup Form and provide a bank verification letter or voided check for the account.

4. For organizations that have not yet been set up as a vendor with BIOTRONIK or need to update payment information, BIOTRONIK will request a completed New Vendor Account Setup Form and bank verification letter or voided check for the account. A member of BIOTRONIK's Finance team may contact you by phone to confirm details.

For additional information, please contact grants.donations@biotronik.com.