



# **TRACE** | *certification* **Due Diligence Report**

## WHAT DOES IT MEAN TO BE TRACE CERTIFIED?

It means that you or your company have completed a comprehensive due diligence process administered by TRACE, the world's leading anti-bribery standard setting organization. Certification by TRACE signifies that you have completed internationally accepted due diligence procedures and have been forthcoming and cooperative during the review process. The successful completion of TRACEcertification demonstrates your commitment to commercial transparency, allowing you to serve as a valued business partner to multinational companies.

### What is included in a TRACEcertification report?

- › Detailed company information, including information on subsidiaries and affiliated entities
- › Business registrations, as applicable
- › Corporate literature or a company description
- › Beneficial ownership (except for shareholders owning less than 5% of publicly-traded companies)
- › Identification of directors and key employees
- › Curriculum vitae for owners, directors and key employees
- › Additional ownerships, directorships and employment of all owners, directors and key employees
- › Current government employment of owners, directors and key employees
- › Previous government employment of owners, directors and key employees
- › Three business references
- › One financial reference or audited financial statement

### What are the advantages/benefits of becoming TRACE Certified?

- › Gain a valuable business credential that is widely recognized in the compliance community
- › Receive a copy of your report to share with those you wish
- › Access TRACE's online anti-bribery compliance training as well as TRACE's "Avoiding Trafficked Labor" training module
- › Include your name, or company's name, on lists of TRACE Certified Agents provided to multinational TRACE Members seeking business partners in your region
- › Use the TRACE logo in your marketing materials and on your website to showcase your commitment to transparency and supply chain integrity
- › Attend TRACE Workshops, hosted regularly around the world for compliance professionals at no cost

*TRACEcertification is not a guarantee against past or potential wrongdoing by the certified entity or a guarantee against potential liability. A summary of any "red flags" identified during the TRACEcertification review will be included in the report, but not all red flags preclude TRACEcertification.*

## About TRACE

TRACE International is a non-profit business organization that pools resources to provide members with anti-bribery compliance support. TRACE members include hundreds of multinational corporations, as well as thousands of small and medium-sized enterprises throughout the world. TRACE International is the world's leading anti-bribery standard setting organization and works with TRACE Incorporated to offer both members and non-members customizable due diligence, training and advisory services. With a shared mission to advance commercial transparency, TRACE International and TRACE Incorporated provide companies with one complete anti-bribery and third party compliance solution.

For more information, visit [www.TRACEinternational.org](http://www.TRACEinternational.org).

Follow TRACE:    



*The internationally recognized organization working  
with companies to raise anti-bribery compliance  
standards worldwide.*

[www.TRACEinternational.org](http://www.TRACEinternational.org)

**This certifies that**

**has completed a comprehensive background review  
and is TRACE Certified**

**TRACEcertification ID:**

A handwritten signature in black ink, appearing to read "Alexandra Wrage", written over a thin blue horizontal line.

Alexandra Wrage, TRACE President



*TRACEcertification is not a guarantee against past or potential wrongdoing by the certified entity or a guarantee against potential liability.  
A summary of any "red flags" identified during the TRACEcertification review is included in the report, but not all red flags preclude TRACEcertification.  
Companies doing business with this TRACE Certified entity should always request a full copy of the underlying report.*

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## TRACE Due Diligence Summary

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

Certification Date: \_\_\_\_\_

Issues arising in the course of the due diligence review:

- None
- Previous bankruptcy, negative reference, or qualified auditor's statement  
\_\_\_\_\_
- Unusual corporate structure  
\_\_\_\_\_
- Apparent lack of qualifications for industry indicated  
\_\_\_\_\_
- Requests payment outside the territory  
\_\_\_\_\_
- Ownership by government official/entity  
\_\_\_\_\_
- Key person is a government official  
\_\_\_\_\_
- Family member of key personnel is a government official  
\_\_\_\_\_
- Answered "yes" to enforcement questions  
\_\_\_\_\_
- Disclosed intention to work with an unvetted third party intermediary  
\_\_\_\_\_
- Negative Reputational Screening coverage  
\_\_\_\_\_
- Other  
\_\_\_\_\_  
\_\_\_\_\_



# Questionnaire

The **TRACE** due diligence review of commercial agents is thorough. The review may nevertheless fail to uncover information which, if available, would have discouraged or prevented companies from entering into a business relationship with the agent. Companies requesting **TRACE** Reports agree that in no event shall **TRACE** be liable for any damages incurred as a result of relying on **TRACE** Reports or as a result of any omission or misrepresentation by an agent reviewed by **TRACE**.



## Questionnaire

### SECTION A: Business information:

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<b>Specify Intermediary Type:</b>	Limited Liability Company
<b>COMPANY'S FULL LEGAL NAME:</b>	BOURDIER & Cie
<b>Doing Business As Name or Trade/Marketing Name (if applicable):</b>	Bourdier & Co. / Bourdier et Cie
<b>STREET ADDRESS:</b>	38, rue de Berri
<b>CITY:</b>	Paris
<b>STATE/PROVINCE:</b>	Ile-de-France
<b>POSTAL CODE:</b>	75008
<b>Specify Country:</b>	France
<b>TELEPHONE:</b>	+33 1 45 62 78 78 OR +33 6 08 71 70 56
<b>FACSIMILE:</b>	+33 1 45 62 88 00
<b>WEBSITE ADDRESS (if you do not have a website, please indicate "none" in this field):</b>	www.bourdierparis.com
<b>FULL LEGAL NAME FOR CONTACT PERSON:</b>	Bernard Harry Bourdier
<b>E-MAIL ADDRESS OF CONTACT:</b>	bourdierparis@wanadoo.fr
<b>Specify Industry:</b>	Consulting
<b>Specify Type of Services:</b>	Consultant
<b>In which country/countries do you provide products/services?:</b>	Canada, Finland, France, Spain, Thailand, USA, Vietnam
<b>In what country/countries do you ask to be paid, and where do you make payments from (i.e. In which country/countries is the bank or financial institution that will host these financial transactions located)?:</b>	France
<b>Please indicate the method(s) by which you prefer to receive payments (check all that apply):</b> - Check - Wire Transfer - Other:	Check ; Wire Transfer
<b>Please provide a three (3) to five (5) sentence description of the types of products/services that you provide:</b>	Market Survey, Marketing, Legal and Commercial Assistance, Negotiation



## Questionnaire

If "Other" was provided as a response to any of the questions above, please clarify the meaning of "other" here:

### SECTION B: Business Registration Information:

---

- 1.) What is the date that your business was established?: 06/30/1992
- 2.) If the date that your company was established differs from the dates on any registration documents, please clarify here:
- 3.) Please provide a business tax identification number (for sole proprietors, please provide an individual tax identification number): FR 713 880 779 43 00016
- 4.) Do you have any mandatory business registrations, licenses and/or certifications? Yes
- If Yes, please list the name of the registration, the registration date, the expiration date, & the office, city and country where registered: Extrait Kbis  
Registration Number: 388 077 943 R.C.S. Paris  
Date of Registration: June 30, 1992  
Expiration Date: June 30, 2091  
Greffe du Tribunal de Commerce de Paris
- 5.) Are you required by law to be registered with any other Government Agencies based on the type of services that you provide, or the industry that you primarily work in (i.e. if you engage in the promotion or distribution of military equipment, are there special registration requirements in your home territory or the territory in which you conduct the activity)? No
- If Yes, please list the name of the registration, the registration date, the expiration date, & the office, city and country where registered:
- 6.) Are you registered with any other organizations or associations? No
- If Yes, please list the name of the registration, the registration date, the expiration date, & the office, city and country where registered:





## Questionnaire

7.) Please add any additional or clarifying information here regarding your Business Registrations:

### SECTION C: Associated Offices and Entities Information:

---

- 1.) Do you have any Subsidiary Organizations?: Yes
- If Yes, please provide the name and address of the Subsidiary/Subsidiaries, and the FULL LEGAL NAMES of all owners and percentages of all ownership interests.:
- Bourdier & Cie -- Vietnam Representative Office  
Address: Atlanta Residence Suite 1201, Hang Chuoi, Hanoi, Vietnam  
Ownership: Bourdier & Cie owns 100% of this office.
- Bourdier & Cie -- Beijing Representative Office  
Address: Room 2425E, 24th Floor, Building B, Vantone New World Plaza, Room 1622A, 16th Floor East Tower, Sichuan Plaza N° 1, Fuchengmen Wai Street, Xicheng District, Beijing, 100037 P.R. CHINA  
Ownership: Bourdier & Cie owns 100% of this office.
- 2.) Do you have any Joint Ventures?: No
- If Yes, please provide the name and address of the Joint Venture(s), and the FULL LEGAL NAMES of all owners and percentages of all ownership interests:
- 3.) Do you have any Branch Offices?: No
- If Yes, please provide the FULL LEGAL NAMES and address of the Branch Office(s):
- 4.) Are you part of a Group of companies or affiliated companies?: No
- If Yes, please provide the FULL LEGAL NAME and address of the Group, your relationship with the group, and whether the Group is a legal entity or marketing name:
- 5.) Will any of the individuals or entities listed above be involved in transactions for, or provide services to, your clients / vendors / suppliers?: No



## Questionnaire

**If Yes, please provide their FULL LEGAL NAMES and describe their involvement:**

**6.) EXTERNAL PERSONNEL: Will your company engage any third parties, intermediaries, or other persons or entities NOT previously mentioned to be involved in transactions for, or provide services to, your clients/vendors/suppliers?:** No

**If Yes, please provide their FULL LEGAL NAMES and describe their involvement:**

Mr. Bourdier confirmed that he himself provides services in the countries outside of France. He works out of the Representative Offices, and those offices do not have any other employees.

### SECTION D: Ownership Information:

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**1.) Is your company publicly traded?** No  
[If you answered "No", please provide ownership information in response to Question #2 below]:

**If Yes, on which stock exchange is your company traded?:**

**PUBLICLY TRADED Ownership information:**

**If your company is traded on a stock exchange as indicated above, please list the FULL LEGAL NAMES, job titles, citizenships and ownership interest of all shareholders who have more than a 5% ownership interest in your company.**

**If any of the owners are entities, please email the ownership structure of that entity to [info@TRACEselect.com](mailto:info@TRACEselect.com) or describe in full detail below. One hundred percent of ownership should be attributed to individuals. Please provide a clear picture of each tier of your company's full ownership structure:**



## Questionnaire

### 2.) PRIVATELY OWNED Ownership information:

If your company is privately owned please list the FULL LEGAL NAMES, job titles, citizenships and ownership percentage of all individuals who have an ownership interest in your company.

If any of the owners are entities, please email the ownership structure of that entity to [admin@TRACEselect.com](mailto:admin@TRACEselect.com) or describe it in full detail below. One hundred percent of ownership should be attributed to individuals. Please provide a clear picture of all of the tiers of your company's full ownership structure:

Bernard Harry Bourdier  
Managing Director  
French  
Ownership Percentage: 38%

Loic Alain Raymond Marie Dayot  
Data Processor  
French  
Ownership Percentage: 30%

Catherine Armande Dominique Lazardeux  
Shareholder  
Ownership Percentage: 32%

### SECTION E: Board of Directors Information:

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1.) Does your business have a Board of Directors?: No

If Yes, please provide the FULL LEGAL NAMES of the members of the board, their titles and citizenships:

### SECTION F: Personnel Information:

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1.) What is your total number of personnel (including owners, managers and directors)?: 4

2.) Does your company have personnel (including owners and members of the board listed above) who are authorized to make binding decisions for your company and/or enter into contracts with clients?: Yes

If Yes, please provide the FULL LEGAL NAMES of the employee(s), title and citizenship:

Bernard Harry Bourdier  
Managing Director  
French

Nathalie Léa Vautier  
Project Manager  
French

3.) Does your company have personnel (including owners and members of the board listed above) who market or sell any products/services to customers?: Yes



## Questionnaire

If Yes, please provide the **FULL LEGAL NAMES** of the employee(s), title, and citizenship:

Bernard Harry Bourdier  
Managing Director  
French

4.) Does your company have personnel (including owners and members of the board listed above) who may interact with a government official?

No

**GOVERNMENT DEFINITION:** Any government agency or office, political party organization, state-owned enterprise, public international organization, agency of a public international organization or schools, universities or hospitals that are state-owned or state subsidized:

If Yes, please provide:  
The **FULL LEGAL NAMES** of the employee(s), their title, and citizenship. :

5.) **EXTERNAL PERSONNEL:** Does any person, entity, government or government agency (not listed above) have any management right or financial interest in your business?

No

**GOVERNMENT DEFINITION:** Any government agency or office, political party organization, state-owned enterprise, public international organization, agency of a public international organization or schools, universities or hospitals that are state-owned or state-subsidized:

If Yes, please provide:  
The **FULL LEGAL NAMES** of the individuals or entities  
Citizenship or country of that individual or entity  
Describe the management right or financial interest:

**SECTION G: Conflicts Information:**

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## Questionnaire

1.) Will your company market to a government or government agency, including the military? No

**GOVERNMENT DEFINITION:** Any government agency or office, political party organization, state-owned enterprise, public international organization, agency of a public international organization or schools, universities or hospitals that are state-owned or state-subsidized:

If Yes, identify the government agency:

2A.) Does your company have any service or other contracts directly with a government or a government-controlled entity? No

**GOVERNMENT DEFINITION:** Any government agency or office, political party organization, state-owned enterprise, public international organization, agency of a public international organization or schools, universities or hospitals that are state-owned or state-subsidized:

If Yes, please provide

- the type of services/products to be performed,
- the government agency for whom you are providing the services/products and
- whether or not a conflict exists:

The intermediary confirmed that Bourdier & Cie never interacts with or represents any government entities or officials.

2B.) Does any individual listed in this questionnaire have any service or other contracts directly with a government or a government-controlled entity? No

**GOVERNMENT DEFINITION:** Any government agency or office, political party organization, state-owned enterprise, public international organization, agency of a public international organization or schools, universities or hospitals that are state-owned or state-subsidized:

If Yes, please provide

- the FULL LEGAL NAME of the individual who holds the contract,
- type of services/products to be performed,
- the government agency for whom the individual is providing the services/products and
- whether or not a conflict exists

:



## Questionnaire

3.) Does any person listed in this questionnaire maintain additional directorships, ownership interests or employment outside of your business? : No

If Yes, please provide

- the FULL LEGAL NAME of the individual,
  - the type of external interest/employment,
  - the name of the external entity, and
  - a description of the responsibilities/duties of that interest
- :

4.) Has any person listed in this questionnaire ever held or worked in a government position (non-military)? Yes

**GOVERNMENT DEFINITION:** Any government agency or office, political party organization, state-owned enterprise, public international organization, agency of a public international organization or schools, universities or hospitals that are state-owned or state-subsidized:



## Questionnaire

**If Yes, please provide**

- the **FULL LEGAL NAME** of the individual
- the **position**
- **start & end dates**
- **whether they had or have procurement authority**
- **name of the government office**
- the **country in which they served**
- **whether that country imposed any laws, rules, regulations or restrictions after government/military service:**

Bernard Harry Bourdier  
Office: Caisse des dépôts et Consignation  
France  
Position: Attaché d'administration  
June 1976 to October 1978  
No procurement authority.  
No laws, rules, regulations or restrictions were imposed.

Bernard Harry Bourdier  
Foreign Trade Counselor (appointed by the French Prime Minister)  
Comité National des Conseillers du Commerce Extérieur  
France  
2008 - 2011  
No procurement authority.  
No laws, rules, regulations or restrictions were imposed.  
The intermediary confirmed that he never used this position to influence the business of Bourdier & Cie.

Loic Alain Raymond Marie Dayot  
Chief Information Officer  
Villejuif City Council  
France  
24th February 2014 - Current  
No procurement authority.  
Mr. Dayot never uses this position to influence the business of Bourdier & Cie.  
The Villejuif City Council is not aware of Mr. Dayot's involvement with Bourdier & Cie.

**5.) Has any person listed in this questionnaire ever been in the military, including compulsory military service?:**

Yes



## Questionnaire

If Yes, please provide

- the FULL LEGAL NAME of the individual
- his/her rank
- start & end dates
- whether he/she had or has procurement authority
- name of the military branch
- the country of service
- whether that country imposed any laws, rules, regulations or restrictions after military service
- whether this military service compulsory

Bernard Harry Bourdier  
French Air Army  
Rank: 2nd Class  
Compulsory Military Service  
France  
1967 (1 year duration)  
No laws, rules, regulations or restrictions were imposed after the end of the 1 year period.

:

6.) Does any individual listed in this questionnaire currently hold any position with or have any duties for any political party or political campaign?:

No

If Yes, please provide

- the FULL LEGAL NAME of the individual(s),
- the position(s),
- the duty/duties of that position(s) and
- whether or not a conflict exists

:

7.) Is any individual listed in this questionnaire a candidate for any political office?:

No

If Yes, please provide

- the FULL LEGAL NAME of the individual(s),
- the name of the political office,
- the duties of that office, and
- whether or not a conflict exists

:





## Questionnaire

8.) Are any family members of any individual listed in this questionnaire (check all that apply): None of the Above

- Employed or otherwise engaged in any capacity by any government entity, including the military
- Employed by or have duties for any political party or political campaign
- Candidates for political office

**GOVERNMENT DEFINITION:** Any government agency or office, political party organization, state-owned enterprise, public international organization, agency of a public international organization or schools, universities or hospitals that are state-owned or state-subsidized.

:

If Yes, please provide the following information for ALL family members to which the question above applies:

- FULL LEGAL NAME of the individual listed in this questionnaire who has a relative associated with the government or a political party
- FULL LEGAL NAME of the relative
- Relationship
- Relative's Position
- Whether the Relative has Procurement Authority
- an explanation of what that Procurement Authority entails (if applicable)

:

### SECTION H: Compliance Information:

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1.) Does your company currently have a written policy addressing bribery?: Yes

2.) Does your company distribute its ethics and compliance (including anti-bribery) policies to its employees? : Yes

3.) Does your company have a system that allows its employees to ask questions or report concerns regarding ethical and compliance (including anti-bribery) matters? : Yes

If Yes, please provide details in the space provided below: Report to Managing Director



## Questionnaire

4.) Does your company require its subsidiaries, affiliates, subcontractors and other third parties to comply with your company's ethics and compliance (including anti-bribery) policies? : Yes

If No, please provide an explanation in the space provided below:

5.) Does the candidate conduct periodic assessments of ethical and compliance (including anti-bribery) risks? : Yes

If yes, please indicate in the space provided below when the last assessment was completed: December 2013 by ETHIC INTELLIGENCE (see on web site)

6.) Has the candidate been a party to any mergers or acquisitions over the past 5 years? : No

If yes, please provide details in the space provided below, including dates and the names of the entities involved:

7.) Does your company have a human rights policy or a formal commitment to respect human rights? (This can include policies against forced labor, child labor, bonded labor, debt bondage, forced prison labor, slavery, servitude, or human trafficking.): No

8.) If Yes to question H7, Does your company require its subsidiaries, affiliates, joint-venture partners, suppliers, subcontractors and third parties to comply with the company's human rights policy?: N/A

### SECTION I: Enforcement Information:

---

1.) Has your company (or any person or entity listed in this questionnaire) ever been convicted of violating any rules or regulations governing the purchase or sale of goods or services to or by any government?: No

If Yes, please provide details in the space provided below:



## Questionnaire

**2) Has your company (or any person or entity listed in this questionnaire) ever been interviewed, deposed or subpoenaed in connection with any litigation or investigation involving any government regulations?:** No

**If Yes, please provide details in the space provided below:**

**3.) Has your company (or any person or entity listed in this questionnaire) ever been found guilty of violating any law governing donations, contributions, honoraria or any other form of remuneration to any government official?:** No

**If Yes, please provide details in the space provided below:**

**4.) Has your company (or any person or entity listed in this questionnaire) ever been interviewed, deposed or subpoenaed in connection with any litigation or investigation involving any law governing donations, contributions, honoraria or any other form of remuneration to any government official?:** No

**If Yes, please provide details in the space provided below:**

**5.) Has your company (or any person or entity listed in this questionnaire) ever been interviewed, subpoenaed or asked to testify before any legislative body concerning fraud or abuse with regard to any governmental procurements?:** No

**If Yes, please provide details in the space provided below:**

**6.) Has your company (or any person or entity listed in this questionnaire) ever been found guilty of any violations of securities or commodities trading laws?:** No

**If Yes, please provide details in the space provided below.:**



## Questionnaire

7.) Has your company (or any person or entity listed in this questionnaire) ever been interviewed, deposed or subpoenaed in connection with any litigation or investigation involving any violations of securities or commodities trading laws? No

If Yes, please provide details in the space provided below:

8.) Has your company (or any person or entity listed in this questionnaire) ever been found guilty of any violation of any laws governing the regulation of antitrust practices? No

If Yes, please provide details in the space provided below:

9.) Has your company (or any person or entity listed in this questionnaire) ever been the subject of or mentioned by name in any newspaper or magazine article in an adverse manner? No

If Yes, please provide details in the space provided below:

10.) Has your company (or any person or entity listed in this questionnaire) ever been charged, interviewed or found guilty concerning income tax evasion? No

If Yes, please provide details in the space provided below:

11.) Has your company (or any person or entity listed in this questionnaire) ever been convicted of a felony or other criminal act for any matter not listed above? No

If Yes, please provide details in the space provided below:

12.) Excluding traffic charges, has any person listed in this questionnaire ever been arrested, charged, cited or held by law enforcement authorities regardless of whether the charge was dropped, dismissed or a verdict of not guilty was entered? No

If Yes, please provide details in the space provided below :



## Questionnaire

13.) Has your company (or any corporation, partnership, or other entity in which your company owns more than a 5% interest) ever been debarred from competing for World Bank contracts?: No

If Yes, please provide details in the space provided below:

14.) Has your company (or any person or entity listed in this questionnaire) ever been debarred from competing for government contracts in any country?: No

If Yes, please provide details in the space provided below:

15.) Has your company (or any person or entity listed in this questionnaire) ever had a security clearance denied or revoked?: No

If Yes, please provide details in the space provided below:

16.) Has any person listed in this questionnaire ever been discharged from any Armed Forces with other than an honorable discharge?: No

If Yes, please provide details in the space provided below:

17.) Has your company (or any corporation, partnership or other entity in which the Candidate has more than a 5% interest) or has an owner, partner, officer, director or key employee been the subject of any voluntary or involuntary bankruptcy or other similar proceeding?: No

If Yes, please provide details in the space provided below:



## Questionnaire

18.) Is your company (or any person or entity listed in this questionnaire) named on any of the following lists (check all that apply):

None of the Above

- The Specially Designated Nationals List
- The Specially Designated Global Terrorists List
- The Specially Designated Narcotics Traffickers List
- The Specially Designated Narcotics Traffickers/Kingpins List
- The U.S. Department of Treasury Office of Foreign Assets Control List of Foreign Terrorist Organization
- The U.S. Department of Commerce Denied Parties List
- The U.S. Department of State ODTIC Debarred List:

If Yes, please provide the FULL LEGAL NAME of the individual(s) or entity(s) and the name of the list on which they named:

19.) Has your company (or any business concern controlled by your company or, to your knowledge, any of your owners, employees, officers or directors) ever admitted guilt for, been convicted of or currently under investigation for Trade Control violations (such as violations of export controls, sanctions, and anti-boycott laws or regulations)?:

No

If Yes, please provide details in the space provided below.:

20.) Has your company (or any business concern controlled by your company, or, to your knowledge, any of your owners, employees, officers or directors) ever been placed on any restricted parties' lists? (For example: United Nations Consolidated List, European Commission Terrorism List, U.S. Department of Commerce Denied Persons List, Unverified List or Entity List; U.S. Treasury Department's Specially Designated Nationals List, etc.) :

No

If Yes, please provide details in the space provided below.:



## Questionnaire

21.) Does your company (or any business concern controlled by your company or, to your knowledge, any of your owners, employees, officers or directors) have any offices or other operations in Myanmar, Cuba, Iran, North Korea, the Republic of Sudan or Syria? : No

If Yes, please provide details in the space provided below.:

22.) Has your company (including any business concern controlled by your company or, to your knowledge, any of your officers, directors, employees, or owners), ever donated, sold, exported, re-exported or otherwise transferred, purchased or imported, directly or indirectly through third countries or parties, equipment, products, funds or services to or from Myanmar, Cuba, Iran, North Korea, the Republic of Sudan or Syria or otherwise serviced (or requested services in relation to) products located in these countries without the requisite license in place? : No

If Yes, please provide details in the space provided below.:

**SECTION J: Additional Information:**

---



## Questionnaire

**Please provide any additional information that will be useful and relevant for your file. You may also use this section to clarify your responses to any of the questions in the preceding sections.:**

The website indicates that Bourdier & Cie provides services in countries not listed above. The intermediary confirmed they do not provide goods or services in China, Cambodia, Laos, or Myanmar.

### Invalid Registrations:

The website mentions that Bourdier et Cie is a member of the Organisation of International Trade Specialized Operators (OITSO). The intermediary confirmed that he resigned from this organization two years ago.

The website mentions that Bourdier et Cie is a member of CGI. The intermediary confirmed that Bourdier et Cie is not and has never been a member of CGI.

### Certification:

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**Electronic Certification:**

True

**I certify the following information:**

- The information provided is, to the best of my knowledge and belief, accurate, current and complete.

- I am authorized to certify that the foregoing is true and correct.

**(Click the box if you agree):**

**On the following date, I have certified all of the foregoing information::**

12/12/2014

**Name of the person who has completed and certified to the foregoing information contained in this questionnaire::**

Bernard Harry Bourdier



By signing below, I agree that I have reviewed the questionnaire provided to me by TRACE. Further, I declare that the information provided throughout the questionnaire is, to the best of my knowledge and belief, accurate, current and complete. I declare that I have the authority to certify to the contents of the questionnaire.

**Bernard BOURDIER**

Printed/Typed Name



Signature

**Managing Director**

Title

**12th December 2014**

Date

## Name confirmation document for Bourdier & Cie

Please provide all responses using the Roman or Latin alphabet.

<u>Name provided to TRACE on the application</u>	<u>Full Legal Name</u> (as it appears on passport or government identification)			<u>Commonly Used Name(s) in business</u>	<u>Variations/Spellings of the Legal Name</u> (if applies)
	Given/First Name	Middle Name(s)	Family/ Last Name(s)		
<i>Example: Andrew Sloan</i>	<i>Andrew</i>	<i>Joseph</i>	<i>Sloan</i>	<i>Andrew Sloan, Andrew J. Sloan</i>	NA
<i>Example: Maria Smith</i>	<i>Maria</i>	<i>Anna</i>	<i>Smith</i>	<i>Anna Smith</i>	NA
<i>Example: Jose Lopez Garcia</i>	<i>Jose</i>	<i>Ricardo</i>	<i>Lopez Garcia</i>	<i>Jose Lopez, Jose Lopez-Garcia</i>	NA
<i>Example: Mohammed Karim Hassani</i>	<i>Mohammed</i>	<i>Karim Mustafa</i>	<i>Al-Hassani</i>	<i>Karim Al-Hassani</i>	<i>Muhammed Karim Al-Hassani</i>
<i>Example: Michael Xiaoming Wang</i>	<i>Xiao Ming</i>		<i>Wang</i>	<i>Michael Wang</i>	<i>Wang Xiaoming</i>
Bernard Harry Bourdier	Bernard	Harry	BOURDIER	Bernard BOURDIER	NA
Loic Dayot	Loic	Alain Raymond Marie	DAYOT	Loic DAYOT	NA
Catherine Lazardeux	Catherine	Armande Dominique	LAZARDEUX	Catherine LAZARDEUX	NA
Nathalie Vautier	Nathalie	Léa	VAUTIER	Nathalie VAUTIER	NA



# Literature

# BOURDIER & CIE

CONSEIL ET ASSISTANCE A L'INTERNATIONAL

ACCUEIL

A PROPOS

NOTRE EQUIPE

NOS SERVICES

PRESSE

CONTACT

ETHIQUE

## QUI SOMMES NOUS

Bourdier & Cie est une société à responsabilité limitée créée en juin 1992. Bernard BOURDIER est son fondateur et son Directeur Général depuis cette date.

Bourdier & Cie est une société de conseil et d'accompagnement à l'international notamment en Asie du Sud-est (Chine du sud, Vietnam, Cambodge, Laos, Thaïlande, Myanmar).

Bourdier & Cie travaille principalement dans les domaines de l'aviation civile, de la sécurité, des transports, des communications et de l'énergie pour le compte de grandes entreprises appartenant aux plus grands groupes industriels mondiaux. Bourdier & Cie a son principal établissement à Paris et des bureaux de représentation à Beijing et à Hanoi.

En tant que société de services d'accompagnement à l'international (SAI) Bourdier & Cie est membre de L'Organisation des Opérateurs Spécialisés du Commerce International (OSCI) qui est la composante essentielle du Pôle Privé d'aide à l'export et qui est rattachée à la CGI.

De 2008 à 2011, Bernard BOURDIER a été nommé Conseiller du Commerce Extérieur de la France par décret du Premier Ministre.

### **Gamme de services :**

Prospection - Identification de marchés - Intelligence économique - Information sur la concurrence et prix du marché - Recherche de partenaires locaux - Etude de faisabilité - Définition de stratégie commerciale - Montage de projets - Ingénierie financière, recherche de financements

### **Assistance Commerciale :**

Préparation de mission, prise de rendez-vous - Suivi de projets - Préparation d'appels d'offres - Assistance à la négociation - Négociation de contrats - Suivi d'exécution de contrats, suivi des paiements

### **Moyens :**

Expertise juridique, économique et commerciale - Expérience du commerce international - Capacité à formaliser des offres, rédiger et négocier des contrats - Expérience du terrain depuis plus de 25 ans - Connaissance de la culture des pays concernés et de leur histoire - Connaissance des mentalités - Connaissance des procédures et réglementations - Maintien des réseaux de relations

Copyright Bourdier & Cie 2013



[MAIN](#)[ABOUT US](#)[TEAM](#)[SERVICES](#)[PRESS](#)[CONTACTS](#)[ETHICS](#)

## ABOUT BOURDIER AND CO.

Bourdier & Co. is a limited company established in June 1992. Bernard BOURDIER is its founder and its General Director since that date.

Bourdier & Co. is a consulting company at international scale, especially in South-East Asia (South China, Vietnam, Cambodia, Laos, Thailand, Myanmar), which gives support to the project during the whole process of project implementation.

Bourdier & Co. operates chiefly in such fields as civil aviation, security, transport, communications and energy, to the benefit of big enterprises belonging to the world most important industrial groups.

With headquarters based in Paris, Bourdier & Co. has its representative offices at Beijing and Hanoi.

As a support service company at international scale, Bourdier & Co. is member of Organisation of International Trade Specialized Operators (OITSO), an essential component of Private Sector for help to export and a member of CGI.

From 2008 to 2011, Bernard BOURDIER has been appointed by French Government Prime Minister as Foreign Trade Counselor of France.

Copyright Bourdier & Cie 2013





# Registrations

*Extrait Kbis*

**EXTRAIT D'IMMATRICULATION AU REGISTRE DU COMMERCE ET DES SOCIETES**  
au 20 Février 2014

**IDENTIFICATION**

---

*Dénomination sociale* BOURDIER ET CIE  
*Numéro d'immatriculation* 388 077 943 R.C.S. Paris  
*Date d'immatriculation* 30/06/1992

**RENSEIGNEMENTS RELATIFS A LA PERSONNE MORALE**

---

*Adresse du siège* 38 rue de Berri 75008 Paris  
*Forme juridique* Société à responsabilité limitée  
*Capital* 7 622,45 EUROS  
*Date de clôture de l'exercice social* 31 décembre  
*Durée de la personne morale* Jusqu'au 30/06/2091  
*Constitution* Au greffé du Tribunal de Commerce de Paris  
*Dépôt d'actes constitutifs* N° 009263 du 23/06/1992  
*Journal d'annonces légales* Les Annonces de la Seine du 22/06/1992

**GESTION, DIRECTION, ADMINISTRATION, CONTRÔLE**

---

**Gérant**

*Nom / Prénoms* BOURDIER Bernard  
*Date et lieu de naissance* Le 30/01/1948 à Villeneuve-Saint-Georges 94190  
*Nationalité* Française  
*Demeurant* 29 Quartier Chey Chumneas Daunpenh Phnom Penh (CAMBODGE)

**RENSEIGNEMENTS RELATIFS A L'ETABLISSEMENT PRINCIPAL ET A L'ACTIVITE**

---

*Adresse de l'établissement principal* 38 rue de Berri 75008 Paris  
*Activités exercées dans l'établissement* LE CONSEIL ET LES ETUDES EN DEVELOPPEMENT INTERNATIONAL, LA REPRESENTATION DE SOCIETES ETRANGERES, L'INVESTISSEMENT DANS DES SOCIETES INDUSTRIELLES NOTAMMENT EN ASIE  
*Date de début d'activité* 19/06/1992  
*Origine du fonds ou de l'activité* Création  
*Mode d'exploitation* Exploitation directe

**AUTRE MENTION OU OBSERVATION**

---

- Mention n° 52576 du 01/01/2002  
CONVERSION DU CAPITAL SOCIAL EN EUROS EFFECTUEE D'OFFICE PAR LE GREFFIER DU TRIBUNAL DE COMMERCE EN APPLICATION DU DECRET N°2001-474 DU 30 MAI 2001

Le Greffier



FIN DE L'EXTRAIT

**Paris Business Court Clerk Office**

1, Quai de la Corse  
75181 PARIS CEDEX 04

Management N° 1992B08099

***KBIS Extract***

Extract of main registration from Business and Companies Register  
Updated on October 21, 2014

**ORGANIZATION IDENTIFICATION**

---

*BCR registration number:* 388 077 943 R.C.S. PARIS  
*Registration date:* June 30, 1992  
*Company name:* **BOURDIER AND COMPANY**  
*Legal form:* Limited company  
*Registered capital:* € 7, 622.45  
*Note N° 52576 on January 01, 2002:* CONVERSION OF REGISTERED CAPITAL INTO EUROS OFFICIALLY IMPLEMENTED BY BUSINESS COURT CLERK, IN APPLICATION OF DECREE N° 2001-474 DATED MAY 30, 2001  
*Head office:* 38 Berri Street, 75008 Paris  
*Operation term:* Up to June 30, 2091  
*Company financial year closing date:* 31<sup>st</sup> of December

**MANAGEMENT, ADMINISTRATION, CONTROL, ASSOCIATES OR MEMBERS**

---

*Director:*  
*Full name:* BOURDIER Bernard  
*Date and place of birth:* January 30, 1948 at Villeneuve-Saint-Georges (94)  
*Nationality:* French  
*Registered permanent residence:* 29 Chey Chumneas Daunpenh Quarter, Phnompenh (CAMBODIA)

**INFORMATION ON COMPANY OPERATION AND MAIN INSTITUTION**

---

*Main institution address:* 38 Berri Street, 75008 Paris  
*Operation:* CONSULTANCY AND STUDIES IN INTERNATIONAL DEVELOPMENT, REPRESENTATION OF FOREIGN COMPANIES, INVESTMENT IN INDUSTRIAL COMPANIES, ESPECIALLY IN ASIA  
*Operation start:* June 19, 1992  
*Origin of business or operation:* Creation  
*Operation mode:* Direct operation

*Court Clerk*  
*(sealed)*  
END OF EXTRACT





# Resumes/CVs

# Employment History and Affiliations

**Name:** Bernard Bourdier

**Title:** Managing Director

**Email:** bourdierparis@wanadoo.fr

## 2. Basic Information:

---

1.) **What is your full legal name?:** Bernard Harry Bourdier

2.) **What is your citizenship(s)::** French

## 3. Current Employment Information:

---

1.) **What is the name of the company that has asked you to complete this form?:** Bourdier & Cie

2.) **Please select the type of position(s) you hold at this company::** Owner

3.) **What is your title?:** Managing Director

4.) **What was your start date?:** 06/30/1992

5.) **What was your end date? (Indicate "none" if you are still employed with the company) :** None

6.) **Are you involved in the day-to-day operations of this company? [If NO, you do not need to provide your 10 year work history; and you may proceed to External Affiliations and Government & Military Service Sections.]:** Yes

## 4. Work History:

---

**Please explain any gaps (3 months or more) in employment or any overlapping employment::** N/A

**If you are involved in the day to day operation of the company that has asked you to complete this form, please provide your work history for the past 10 years, including**

1.) **Name of Company**

2.) **Title**

3.) **Start Date**

4.) **End Date**

:

Bourdier & Cie  
Managing Director  
30th June 1992 - Current

## 5. External Affiliations :

---

# Employment History and Affiliations

1.) Do you have any current external ownership interests?: No

If Yes, please provide the name of the entity owned::

2.) Do you sit on the Board of Directors for any entity?: No

If Yes, please provide the name of the entity/entities for which you are a member of the Board of Directors::

3.) Outside of your current employment, listed above, are you currently employed with any other entity?: No

If Yes, please provide name of company/companies of additional employment and your position::

## 6. Government & Military Service:

---

1.) Do you have any current or past government service? Yes

**GOVERNMENT:** any government agency or office, political party organization, state-owned enterprise, public international organization, agency of a public international organization or schools, universities or hospitals that are state-owned or state subsidized?:

If Yes, please provide: 1.) Name of Government Office 2.) Country 3.) Position/Title 4.) Start Date 5.) End Date :

Office: Caisse des dépôts et Consignation  
France  
Position: Attaché d'administration  
June 1976 to October 1978

Foreign Trade Counselor  
France  
2008 - 2011

2.) Do you have any current or past military service (including compulsory military service)? Yes

If Yes, please provide: 1.) Name of Military Branch 2.) Country 3.) Position/Rank 4.) Start Date 5.) End Date :

Air Force  
France  
Compulsory Military Service  
June 1976 - May 1977

3.) Was your military service compulsory?: Yes

4.) Do you or did you have procurement authority?: No

# Employment History and Affiliations

**Name:** Loic Dayot

**Title:** Shareholder

**Email:** ldayot@ouvaton.org

## 2. Basic Information:

---

1.) **What is your full legal name?:** Loic Alain Raymond Marie Dayot

2.) **What is your citizenship(s)::** French

## 3. Current Employment Information:

---

1.) **What is the name of the company that has asked you to complete this form?:** Bourdier & Cie

2.) **Please select the type of position(s) you hold at this company::** Owner

3.) **What is your title?:** Shareholder

4.) **What was your start date?:** 06/30/1992

5.) **What was your end date? (Indicate "none" if you are still employed with the company) :** None

6.) **Are you involved in the day-to-day operations of this company? [If NO, you do not need to provide your 10 year work history; and you may proceed to External Affiliations and Government & Military Service Sections.]:** No

## 4. Work History:

---

**Please explain any gaps (3 months or more) in employment or any overlapping employment::** -

**If you are involved in the day to day operation of the company that has asked you to complete this form, please provide your work history for the past 10 years, including** -

1.) **Name of Company**

2.) **Title**

3.) **Start Date**

4.) **End Date**

:

## 5. External Affiliations :

---

# Employment History and Affiliations

1.) Do you have any current external ownership interests? No

If Yes, please provide the name of the entity owned::

2.) Do you sit on the Board of Directors for any entity? No

If Yes, please provide the name of the entity/entities for which you are a member of the Board of Directors::

3.) Outside of your current employment, listed above, are you currently employed with any other entity? Yes

If Yes, please provide name of company/companies of additional employment and your position:: Villejuif City Council -- Chief Information Officer

## 6. Government & Military Service:

---

1.) Do you have any current or past government service? Yes

**GOVERNMENT:** any government agency or office, political party organization, state-owned enterprise, public international organization, agency of a public international organization or schools, universities or hospitals that are state-owned or state subsidized?:

If Yes, please provide: 1.) Name of Government Office 2.) Country 3.) Position/Title 4.) Start Date 5.) End Date : Villejuif City Council  
France  
Chief Information Officer  
24th February 2014 - Current

2.) Do you have any current or past military service (including compulsory military service)? No

If Yes, please provide: 1.) Name of Military Branch 2.) Country 3.) Position/Rank 4.) Start Date 5.) End Date :

3.) Was your military service compulsory?: Not applicable, I never served in the military

4.) Do you or did you have procurement authority? No

If you answered yes to any of the above government or military questions, please enter any additional clarifying information below::

# Employment History and Affiliations

**Name:** Catherine Lazardeux-Bernabeu

**Title:** Shareholder

**Email:** bourdierparis@wanadoo.fr

## 2. Basic Information:

---

1.) **What is your full legal name?:** Catherine Armande Dominique Lazardeux

2.) **What is your citizenship(s)::** French

## 3. Current Employment Information:

---

1.) **What is the name of the company that has asked you to complete this form?:** Bourdier & Cie

2.) **Please select the type of position(s) you hold at this company::** Owner

3.) **What is your title?:** Shareholder

4.) **What was your start date?:** 06/30/1992

5.) **What was your end date? (Indicate "none" if you are still employed with the company) :** None

6.) **Are you involved in the day-to-day operations of this company? [If NO, you do not need to provide your 10 year work history; and you may proceed to External Affiliations and Government & Military Service Sections.]:** No

## 4. Work History:

---

**Please explain any gaps (3 months or more) in employment or any overlapping employment::** Not applicable.

**If you are involved in the day to day operation of the company that has asked you to complete this form, please provide your work history for the past 10 years, including**

1.) **Name of Company**

2.) **Title**

3.) **Start Date**

4.) **End Date**

:

## 5. External Affiliations :

---

# Employment History and Affiliations

1.) Do you have any current external ownership interests? No

If Yes, please provide the name of the entity owned::

2.) Do you sit on the Board of Directors for any entity? No

If Yes, please provide the name of the entity/entities for which you are a member of the Board of Directors::

3.) Outside of your current employment, listed above, are you currently employed with any other entity? No

If Yes, please provide name of company/companies of additional employment and your position::

## 6. Government & Military Service:

---

1.) Do you have any current or past government service? No

**GOVERNMENT:** any government agency or office, political party organization, state-owned enterprise, public international organization, agency of a public international organization or schools, universities or hospitals that are state-owned or state subsidized?:

If Yes, please provide: 1.) Name of Government Office 2.) Country 3.) Position/Title 4.) Start Date 5.) End Date :

2.) Do you have any current or past military service (including compulsory military service)? No

If Yes, please provide: 1.) Name of Military Branch 2.) Country 3.) Position/Rank 4.) Start Date 5.) End Date :

3.) Was your military service compulsory?: Not applicable, I never served in the military

4.) Do you or did you have procurement authority?: Not Applicable, I never served the government/military

If you answered yes to any of the above government or military questions, please enter any additional clarifying information below::

# Employment History and Affiliations

**Name:** Nathalie Vautier

**Title:** Project Manager

**Email:** bourdierparis@wanadoo.fr

## 2. Basic Information:

---

1.) **What is your full legal name?:** Nathalie Léa Vautier

2.) **What is your citizenship(s)::** French

## 3. Current Employment Information:

---

1.) **What is the name of the company that has asked you to complete this form?:** Bourdier & Cie

2.) **Please select the type of position(s) you hold at this company::** Employee - Leadership

3.) **What is your title?:** Project Manager

4.) **What was your start date?:** 06/20/1997

5.) **What was your end date? (Indicate "none" if you are still employed with the company) :** None

6.) **Are you involved in the day-to-day operations of this company? [If NO, you do not need to provide your 10 year work history; and you may proceed to External Affiliations and Government & Military Service Sections.]:** Yes

## 4. Work History:

---

**Please explain any gaps (3 months or more) in employment or any overlapping employment::** Not applicable.

**If you are involved in the day to day operation of the company that has asked you to complete this form, please provide your work history for the past 10 years, including**

1.) **Name of Company**

2.) **Title**

3.) **Start Date**

4.) **End Date**

:

Bourdier & Cie

Project Manager

June 1997 - Current

## 5. External Affiliations :

---



# Employment History and Affiliations

1.) Do you have any current external ownership interests? No

If Yes, please provide the name of the entity owned::

2.) Do you sit on the Board of Directors for any entity? No

If Yes, please provide the name of the entity/entities for which you are a member of the Board of Directors::

3.) Outside of your current employment, listed above, are you currently employed with any other entity? No

If Yes, please provide name of company/companies of additional employment and your position::

## 6. Government & Military Service:

---

1.) Do you have any current or past government service? No

**GOVERNMENT:** any government agency or office, political party organization, state-owned enterprise, public international organization, agency of a public international organization or schools, universities or hospitals that are state-owned or state subsidized?:

If Yes, please provide: 1.) Name of Government Office 2.) Country 3.) Position/Title 4.) Start Date 5.) End Date :

2.) Do you have any current or past military service (including compulsory military service)? No

If Yes, please provide: 1.) Name of Military Branch 2.) Country 3.) Position/Rank 4.) Start Date 5.) End Date :

3.) Was your military service compulsory?: Not applicable, I never served in the military

4.) Do you or did you have procurement authority?: Not Applicable, I never served the government/military

If you answered yes to any of the above government or military questions, please enter any additional clarifying information below::



# Financials

## Memo

**Date:** December 12, 2014

**Re:** Bourdier & Cie – Financial Reference Clarification

---

To Whom It May Concern:

The financial audit for Bourdier & Cie uses the name “Bourdier Bernard & Company.” The intermediary confirmed that these audited financials are for Bourdier & Cie and that the difference in names was merely human error. The intermediary also confirmed that their financial accounts only use the names Bourdier et Cie, Bourdier & Cie or Bourdier & Co.

Relevant Excerpt Only

**Melanie Dickson**

---

**From:** Bernard BOURDIER <bourdier@bourdierparis.com>  
**Sent:** Thursday, December 11, 2014 11:28 PM  
**To:** Melanie Dickson  
**Subject:** RE: TRACE - Final Questionnaire & Signature  
**Attachments:** RIB €. B Cie.docx; RIB HSBC 001.pdf; Final\_Signature\_Page\_Certification V1-signed.pdf

Dear Ms Dickson,

Regarding financial accounts, it may be my mistake because the Company bank accounts are only under Bourdier et Cie, Bourdier & Cie or Bourdier & Co. For clarification, please, find herewith the RIB of the Company accounts.

I have checked the questionnaire and it is okay. Please, find herewith final signature.

I remain,

Sincerely yours,

Bernard BOURDIER

---

**De :** Melanie Dickson [mailto:MDickson@TRACEinternational.org]

**Envoyé :** jeudi 11 décembre 2014 20:48

**À :** Bernard BOURDIER

**Objet :** TRACE - Final Questionnaire & Signature

Dear Mr. Bourdier,

I hope this finds you well. This email contains one clarification question about your financial reference, followed by instructions for completing the certification process.

**Clarification Question:**

The financial accounts that you provided are for an entity called "Bourdier Bernard & Company." However, in all the other registration and literature documents you have provided, the entity's name is "Bourdier & Cie" or "Bourdier & Co." Please explain this difference and confirm whether the financial accounts are for the same entity as your company.

**Completing the Certification Process:**

Please find two documents attached to this email. The first attachment is the final version of your questionnaire. Please review this document carefully, as several changes have been made since your original submission. If you require changes to be made to the document, please notify me and I will edit the questionnaire and re-send the updated version.

If no changes are necessary, please sign the second document, the Final Signature Page. Please return the Final Signature Page to me by Monday 15<sup>th</sup> December.

Your certification will be finalized once we receive the final signature page. Let me know if you have any questions.

Kind regards,

**COMPTES ANNUELS au 31/12/2013**

	Pages
- <i>Attestation des comptes</i>	<i>1</i>
 <b><u>COMPTES ANNUELS</u></b>	
- <i>Bilan actif-passif</i>	<i>2 et 3</i>
- <i>Compte de résultat</i>	<i>4 et 5</i>
- <i>Annexe</i>	<i>6 à 8</i>
 <b><u>DOSSIER FISCAL</u></b>	
- <i>Liasse 2065</i>	<i>9 et 10</i>
- <i>Liasses 2050 à 2059-E</i>	<i>11 à 27</i>

**ARICE**

*64 Rue du rocher*

75008 PARIS

01 42 60 27 27

## **ATTESTATION DE PRESENTATION DES COMPTES ANNUELS**

Dans le cadre de la mission de présentation des comptes annuels de l'entreprise

**BOURDIER BERNARD & CIE  
38 RUE DE BERRI  
75008 PARIS**

pour l'exercice du 01/01/2013 au 31/12/2013,

et conformément à nos accords, j'ai effectué les diligences prévues par la norme professionnelle du Conseil Supérieur de l'Ordre des Experts-comptables applicable à la mission de présentation des comptes qui ne constitue ni un audit ni un examen limité.

Sur la base de mes travaux, je n'ai pas relevé d'éléments remettant en cause la cohérence et la vraisemblance des comptes annuels pris dans leur ensemble tels qu'ils sont joints à la présente attestation.

Les comptes annuels ci-joints se caractérisent par les données suivantes :

- Total du bilan,	2 376 277 Euros
- Chiffre d'affaires HT,	597 139 Euros
- Résultat net comptable,	24 683 Euros

Fait à PARIS  
Le 18/07/2014

**BENFREDJ David**  
Expert-comptable

**BOURDIER BERNARD & CIE**

**38 RUE DE BERRI**

**75008 PARIS**

## **COMPTES ANNUELS**

***ARICE***

***64 Rue du rocher***

***75008 PARIS***

***01 42 60 27 27***

**BILAN ACTIF**

ACTIF		Exercice N 31/12/2013 12			Exercice N-1 31/12/2012 12	Ecart N / N-1	
		Brut	Amortissements et dépréciations (à déduire)	Net	Net	Euros	%
	Capital souscrit non appelé (I)						
ACTIF IMMOBILISÉ	<b>IMMOBILISATIONS INCORPORELLES</b>						
	Frais d'établissement						
	Frais de développement						
	Concessions, Brevets et droits similaires						
	Fonds commercial (1)						
	Autres immobilisations incorporelles						
	Avances et acomptes						
	<b>IMMOBILISATIONS CORPORELLES</b>						
	Terrains						
	Constructions						
	Installations techniques Matériel et outillage						
	Autres immobilisations corporelles	76 569	45 739	30 830	41 706	10 876	26.08
	Immobilisations en cours						
Avances et acomptes							
<b>IMMOBILISATIONS FINANCIERES (2)</b>							
Participations mises en équivalence							
Autres participations							
Créances rattachées à des participations							
Autres titres immobilisés							
Prêts							
Autres immobilisations financières	12 762		12 762	12 762			
<b>TOTAL II</b>	<b>89 330</b>	<b>45 739</b>	<b>43 592</b>	<b>54 468</b>	<b>10 876</b>	<b>19.97</b>	
ACTIF CIRCULANT	<b>STOCKS ET EN COURS</b>						
	Matières premières, approvisionnements						
	En-cours de production de biens						
	En-cours de production de services						
	Produits intermédiaires et finis						
	Marchandises						
	Avances et acomptes versés sur commandes						
	<b>CRÉANCES (3)</b>						
	Clients et Comptes rattachés						
	Autres créances	2 182 617		2 182 617	2 176 448	6 169	0.28
Capital souscrit - appelé, non versé							
Valeurs mobilières de placement							
Disponibilités	150 068		150 068	314 486	164 418	52.28	
Charges constatées d'avance (3)							
<b>TOTAL III</b>	<b>2 332 685</b>		<b>2 332 685</b>	<b>2 490 934</b>	<b>158 249</b>	<b>6.35</b>	
Comptes de Régularisation	Frais d'émission d'emprunt à étaler (IV)						
	Primes de remboursement des obligations (V) Ecarts de conversion actif (VI)						
<b>TOTAL GÉNÉRAL (I+II+III+IV+V+VI)</b>	<b>2 422 015</b>	<b>45 739</b>	<b>2 376 277</b>	<b>2 545 402</b>	<b>169 125</b>	<b>6.64</b>	

(1) Dont droit au bail  
(2) Dont à moins d'un an  
(3) Dont à plus d'un an

12 762



## BILAN PASSIF

PASSIF		Exercice N		Exercice N-1		Ecart N / N-1	
		31/12/2013	12	31/12/2012	12	Euros	%
CAPITAUX PROPRES	Capital (Dont versé : 7 622) Primes d'émission, de fusion, d'apport Ecart de réévaluation	7 622		7 622			
	RESERVES Réserve légale Réserves statutaires ou contractuelles Réserves réglementées Autres réserves						
	Report à nouveau	999 501		972 351		27 149	2.79
	RESULTAT DE L'EXERCICE (Bénéfice ou perte)	24 683		27 149		51 832	190.91
	Subventions d'investissement Provisions réglementées						
	<b>TOTAL I</b>	967 195		991 878		24 683	2.49
	AUTRES FONDS PROPRES						
	Produit des émissions de titres participatifs Avances conditionnées						
	<b>TOTAL II</b>						
	PROVISIONS						
Provisions pour risques Provisions pour charges							
<b>TOTAL III</b>							
DETTES (1)	DETTES FINANCIERES Emprunts obligataires convertibles Autres emprunts obligataires Emprunts auprès d'établissements de crédit Concours bancaires courants Emprunts et dettes financières diverses						
	Avances et acomptes reçus sur commandes en cours						
	DETTES D'EXPLOITATION Dettes fournisseurs et comptes rattachés Dettes fiscales et sociales	1 160 261 2 182 617		1 494 044 2 042 642		333 783 139 975	22.34 6.85
	Dettes sur immobilisations et comptes rattachés Autres dettes	595		595			
	<b>TOTAL IV</b>	3 343 472		3 537 280		193 808	5.48
	Comptes de Régularisation						
	Produits constatés d'avance (1) <b>TOTAL IV</b>	3 343 472		3 537 280		193 808	5.48
Ecart de conversion passif (V)							
<b>TOTAL GENERAL (I+II+III+IV+V)</b>	2 376 277		2 545 402		169 125	6.64	

(1) Dettes et produits constatés d'avance à moins d'un an

3 343 472 3 537 280

**COMPTE DE RESULTAT**

	Exercice N 31/12/2013 12			Exercice N-1 31/12/2012 12		Ecart N / N-1	
	France	Exportation	Total			Euros	%
<b>PRODUITS D'EXPLOITATION (1)</b>							
Ventes de marchandises							
Production vendue de Biens							
Production vendue de Services	597 139		597 139	974 516		377 377	38.72
<b>CHIFFRE D'AFFAIRES NET</b>	597 139		597 139	974 516		377 377	38.72
Production stockée							
Production immobilisée							
Subventions d'exploitation							
Reprises sur dépréciations, provisions (et amortissements), transferts de charges				2 197		2 197	100.00
Autres produits			0			0	
<b>TOTAL DES PRODUITS D'EXPLOITATION (I)</b>			597 139	976 712		379 573	38.86
<b>CHARGES D'EXPLOITATION (2)</b>							
Achats de marchandises							
Variation de stock (marchandises)							
Achats de matières premières et autres approvisionnements							
Variation de stock (matières premières et autres approvisionnements)							
Autres achats et charges externes *			392 254	740 299		348 045	47.01
Impôts, taxes et versements assimilés			2 847	2 944		97	3.30
Salaires et traitements			166 506	240 109		73 603	30.65
Charges sociales							
Dotations aux amortissements et dépréciations							
Sur immobilisations : dotations aux amortissements			10 876	17 027		6 151	36.12
Sur immobilisations : dotations aux dépréciations							
Sur actif circulant : dotations aux dépréciations							
Dotations aux provisions							
Autres charges							
<b>TOTAL DES CHARGES D'EXPLOITATION (II)</b>			572 484	1 000 379		427 895	42.77
<b>I - RESULTAT D'EXPLOITATION (I-II)</b>			24 656	23 667		48 322	204.18
<b>QUOTES-PARTS DE RESULTAT SUR OPERATIONS FAITES EN COMMUN</b>							
Bénéfice attribué ou perte transférée (III)							
Perte supportée ou bénéfice transféré (IV)							

(1) Dont produits afférents à des exercices antérieurs  
(2) Dont charges afférentes à des exercices antérieurs

**COMPTE DE RESULTAT**

	Exercice N		Exercice N-1		Ecart N / N-1	
	31/12/2013	12	31/12/2012	12	Euros	%
<b>PRODUITS FINANCIERS</b>						
Produits financiers de participations (3)						
Produits des autres valeurs mobilières et créances de l'actif immobilisé (3)						
Autres intérêts et produits assimilés (3)		24		41	16	39.82
Reprises sur dépréciations et provisions, transferts de charges						
Différences positives de change		687		1 506	819	54.41
Produits nets sur cessions de valeurs mobilières de placement						
<b>TOTAL V</b>		711		1 547	835	54.02
<b>CHARGES FINANCIERES</b>						
Dotations aux amortissements, dépréciations et provisions						
Intérêts et charges assimilées (4)						
Différences négatives de change		684		5 029	4 345	86.40
Charges nettes sur cessions de valeurs mobilières de placement						
<b>TOTAL VI</b>		684		5 029	4 345	86.40
<b>2. RESULTAT FINANCIER (V-VI)</b>		27		3 483	3 510	100.78
<b>3. RESULTAT COURANT AVANT IMPOTS (I-II+III-IV+V-VI)</b>		24 683		27 149	51 832	190.91
<b>PRODUITS EXCEPTIONNELS</b>						
Produits exceptionnels sur opérations de gestion						
Produits exceptionnels sur opérations en capital						
Reprises sur dépréciations et provisions, transferts de charges						
<b>TOTAL VII</b>						
<b>CHARGES EXCEPTIONNELLES</b>						
Charges exceptionnelles sur opérations de gestion						
Charges exceptionnelles sur opérations en capital						
Dotations aux amortissements, dépréciations et provisions						
<b>TOTAL VIII</b>						
<b>4. RESULTAT EXCEPTIONNEL (VII-VIII)</b>						
Participation des salariés aux résultats de l'entreprise (IX)						
Impôts sur les bénéfices (X)						
<b>TOTAL PRODUITS (I+III+V+VII)</b>		597 850		978 259	380 409	38.89
<b>TOTAL DES CHARGES (II+IV+VI+VIII+IX+X)</b>		573 168		1 005 408	432 241	42.99
<b>5. BENEFICE OU PERTE (total des produits - total des charges)</b>		24 683		27 149	51 832	190.91

\* Y compris : Redevance de crédit bail mobilier  
: Redevance de crédit bail immobilier

(3) Dont produits concernant les entreprises liées

(4) Dont intérêts concernant les entreprises liées

Mission de présentation - Voir l'attestation d'Expert Comptable

## ANNEXE

Exercice du 01/01/2013 au 31/12/2013

**- REGLES ET METHODES COMPTABLES -**

(Code du Commerce - Art. R 123-196 1° et 2°; PCG Art. 531-1/1)

**Principes et conventions générales**

Les comptes de l'exercice clos ont été élaborés et présentés conformément aux règles comptables dans le respect des principes prévus par les articles 120-1 et suivants du Plan Comptable Général 2005.

La méthode de base retenue pour l'évaluation des éléments inscrits en comptabilité est la méthode des coûts historiques.

Les conventions comptables ont été appliquées en conformité avec les dispositions du code de commerce, du décret comptable du 29/11/83 ainsi que des règlements CRC relatifs à la réécriture du plan comptable général 2005 applicables à la clôture de l'exercice.

**Permanence des méthodes**

Les méthodes d'évaluation retenues pour cet exercice n'ont pas été modifiées par rapport à l'exercice précédent.

**- COMPLEMENT D'INFORMATIONS RELATIF AU BILAN -****Etat des immobilisations**

	Valeur brute début d'exercice	Augmentations	
		Réévaluations	Acquisitions
Installations générales agencements aménagements divers	10 000		
Matériel de bureau et informatique, Mobilier	66 569		
TOTAL	76 569		
Prêts, autres immobilisations financières	12 762		
TOTAL	12 762		
TOTAL GENERAL	89 330		

**ANNEXE**

Exercice du 01/01/2013 au 31/12/2013

	Diminutions		Valeur brute en fin d'exercice	Réévaluation Valeur d'origine fin exercice
	Poste à Poste	Cessions		
Installations générales agencements aménagements divers			10 000	10 000
Matériel de bureau et informatique, Mobilier			66 569	66 569
<b>TOTAL</b>			76 569	76 569
Prêts, autres immobilisations financières			12 762	12 762
<b>TOTAL</b>			12 762	12 762
<b>TOTAL GENERAL</b>			89 330	89 330

**Etat des amortissements**

Situations et mouvements de l'exercice	Montant début d'exercice	Dotations de l'exercice	Diminutions Reprises	Montant fin d'exercice
Installations générales agencements aménagements divers	1 516	1 000		2 516
Matériel de bureau et informatique, Mobilier	33 347	9 876		43 223
<b>TOTAL</b>	34 863	10 876		45 739
<b>TOTAL GENERAL</b>	34 863	10 876		45 739

Ventilation des dotations de l'exercice	Amortissements linéaires	Amortissements dégressifs	Amortissements exceptionnels	Amortissements dérogatoires	
				Dotations	Reprises
Instal.générales agenc.aménag.divers	1 000				
Matériel de bureau informatique mobilier	9 876				
<b>TOTAL</b>	10 876				
<b>TOTAL GENERAL</b>	10 876				

**Etat des échéances des créances et des dettes**

<b>Etat des créances</b>	Montant brut	A 1 an au plus	A plus d'1 an
Autres immobilisations financières	12 762	0	12 762
Groupe et associés	2 182 617	2 182 617	
<b>TOTAL</b>	2 195 378	2 182 616	12 762

<b>Etat des dettes</b>	Montant brut	A 1 an au plus	De 1 à 5 ans	A plus de 5 ans
Fournisseurs et comptes rattachés	1 160 261	1 160 261		
Personnel et comptes rattachés	2 182 617	2 182 617		
Autres dettes	595	595		
<b>TOTAL</b>	3 343 472	3 343 472		

**Evaluation des immobilisations corporelles**

(Code du Commerce Art. R 123-196 1°)

La valeur brute des éléments corporels de l'actif immobilisé correspond à la valeur d'entrée des biens dans le patrimoine compte tenu des frais nécessaires à la mise en état d'utilisation de ces biens, mais à l'exclusion des frais engagés pour leur acquisition.

**ANNEXE**

Exercice du 01/01/2013 au 31/12/2013

**Evaluation des amortissements**

(Code du Commerce Art. R 123-196 2°)

Les méthodes et les durées d'amortissement retenues ont été les suivantes :

Catégorie	Mode	Durée
Agencement travaux	Linéaire	10 ans
Mobilier	Linéaire	5 ans
Matériel de bureau et informat	Dégressif	3 ans

**Evaluation des créances et des dettes**

(Code du Commerce Art. R 123-196)

Les créances et dettes ont été évaluées pour leur valeur nominale.

**Disponibilités en Euros**

(Code du Commerce Art. R 123-196 1° et 2°)

Les liquidités disponibles en caisse ou en banque ont été évaluées pour leur valeur nominale.

**Disponibilités en devises**

(PCG Art. 342-7)

Les liquidités immédiates en devises ont été converties en Euros sur la base du dernier cours de change précédant la clôture de l'exercice. Les écarts de conversion ont été directement comptabilisés dans le résultat de l'exercice en perte ou en gain de change.

**Charges à payer**

(Code du Commerce Art. R 123-196)

Montant des charges à payer incluses dans les postes suivants du bilan	Montant
Dettes fournisseurs et comptes rattachés	3 600
Total	3 600

BOURDIER BERNARD & COMPANY

38 BERRI STREET

75008 PARIS

ANNUAL ACCOUNTS AS AT DECEMBER 31, 2013

	Page		
<i>Attestation of accounts</i>	<i>1</i>		
<b><u>ANNUAL ACCOUNTS</u></b>			
<i>Balance sheet</i>	<i>2</i>	<i>and</i>	<i>3</i>
<i>Profit and loss account</i>	<i>4</i>	<i>and</i>	<i>5</i>
<i>Annex</i>	<i>6</i>	<i>to</i>	<i>8</i>
<b><u>TAX RECORD</u></b>			
<i>Balance sheet</i>	<i>9</i>	<i>and</i>	<i>10</i>
<i>Profit and loss account</i>	<i>11</i>	<i>to</i>	<i>27</i>

*ARICE*  
*64 Rocher Street*

*75008 Paris*  
*01 42 60 27 27*

## ATTESTATION OF ANNUAL ACCOUNTS PRESENTATION

In the framework of assignment of presenting annual accounts of

BOURDIER BERNARD & COMPANY  
38 BERRI STREET  
75008 PARIS

for financial year from January 01, 2013 to December 31, 2013,

and according to our agreements, I have carried out operations provided by professional standard of the High Council of Certified Public Accountants Order, applicable to assignment of presenting accounts, which is neither an audit nor a limited examination.

On the basis of my work, I have not collected elements for questioning coherence and likelihood of these annual accounts taken on the whole as they are herewith enclosed.

Attached annual accounts have following main characteristic data:

Total assets	2,376,277 Euros
Turnover (exclusive of VAT)	597,139 Euros
Accounting net profit	24,683 Euros

Paris, July 18, 2014

BENFREDJ David  
Certified Public Accountant



BOURDIER BERNARD & COMPANY

38 BERRI STREET

75008 PARIS

**ANNUAL ACCOUNTS**

*ARICE*

*64 Rocher Street*

*75008 Paris*

*01 42 60 27 27*

## ASSETS BALANCE SHEET

	ASSETS	Year N December 31, 2013 12			Year N-1 Dec.31, 2012 12	Difference N/N-1	
		Gross	Amortization and Depreciation (to be deducted)	Net	Net	Euro	%
	Subscribed (not called) capital (1)						
FIXED ASSETS	INTANGIBLE FIXED ASSETS						
	Establishment cost						
	Development cost						
	Concession, patent and similar rights						
	Goodwill (1)						
	Other intangible fixed assets						
	Advances and down payments						
	TANGIBLE FIXED ASSETS						
	Land						
	Building works						
	Technical installation, equipment and tools						
	Other tangible fixed assets	76,569	45,739	30,830	41,706	10,876-	26.08-
	Work in progress						
	Advances and down payments						
	FINANCIAL FIXED ASSETS (2)						
	Contributions equivalent value						
	Other contributions						
	Contributions related active debts						
	Fixed assets other title deeds						
Loans							
Other financial fixed assets	12,762		12,762	12,762			
<b>TOTAL II</b>	<b>89,333</b>	<b>45,739</b>	<b>43,592</b>	<b>54,468</b>	<b>10,876-</b>	<b>19.97-</b>	
CURRENT ASSETS	INVENTORY AND WORKS IN PROGRESS						
	Raw materials and supplies						
	Product in progress						
	Service in progress						
	Semi-finished and finished product						
	Goods						
	Advances and down payments for orders						
	ACTIVE DEBTS (3)						
	Account receivables						
	Other active debts	2,182,617		2,182,617	2,176,448	6,169	0.28
	Unpaid subscribed and called capital						
	Investment transferable values						26.08-
	Liquid assets	150,068		150,068	314,486	164,418-	52.28-
Expenses considered as advances (3)							
<b>TOTAL III</b>	<b>2,332,685</b>		<b>2,332,685</b>	<b>2,490,934</b>	<b>158,249</b>	<b>6.35-</b>	
Regularization accounts	Fees for public offer of loan (IV)						
	Debt reimbursement premium (V)						
	Difference from assets conversion rate (VI)						
	<b>GENERAL TOTAL (I+II+III+IV+V+VI)</b>	<b>2,422,015</b>	<b>45,739</b>	<b>2,376,277</b>	<b>2,545,402</b>	<b>169,125-</b>	<b>6.64-</b>

(1) of which lease rent

(2) of which for less than one year 12,762

(3) of which for less than one year

## LIABILITIES AND EQUITY BALANCE SHEET

	LIABILITIES	Year N	Year N-1	Difference N/N-1	
		Dec. 31, 2013 12	Dec.31, 2012 12	Euro	%
OWNED CAPITAL S	Capital (of which paid up capital: 7,622)	7,622	7,622		
	Issue, merger, contribution premium				
	Re-evaluation difference				
	RESERVES				
	Legal reserve				
	Articles-provided or contractual reserves				
	Regulation-provided reserves				
	Other reserves				
	Carrying forward	999,501-	972,351-	27,149-	2.79-
	FINANCIAL YEAR BUSINESS RESULT (Profit or loss)	24,683	27,149-	51,382	190.91
Investment subventions					
Regulation-provided provisions					
	<b>TOTAL I</b>	961,195-	991,878-	24,683	2.49
Other owned funds	Issued capital				
	Conditional advances				
	<b>TOTAL II</b>				
Provisions	Provisions for risks				
	Provisions for contingencies				
	<b>TOTAL III</b>				
DEBTS	FINANCIAL DEBTS				
	Convertible bonds				
	Other bonds				
	Loans obtained from credit institutions				
	Current bank aids				
	Various financial loans and debts				
	Advances and down-payments received for orders				
	OPERATION DEBTS				
	Debts to suppliers and account payables	1,160,261	1,494,044	333,783-	22.34-
	Fiscal and social debts	2,182,617	2,042,642	139,975	6.85
Fixed assets related debts					
Other debts	595	595			
Regularization accounts	Proceeds considered as advances (1)				
	<b>TOTAL IV</b>	3,343,472	3,537,280	193,808-	5.48-
	Difference from liabilities conversion rate (V)				
	<b>GENERAL TOTAL (I+II+III+IV+V)</b>	2,376,277	2,545,402	169,125-	6.64-

(1) Debts and proceeds considered as advances for less than one year      3,343,472      3,537,280

## PROFIT AND LOSS ACCOUNT

	Year N December 31, 2013		12 Total	Year N-1 Dec.31, 2012 12	Difference N/N-1	
	France	Exportation			Euro	%
<b>OPERATING PROCEEDS (1)</b>						
Sales of goods						
Production and sale of goods						
Production and sale of services	597,139		597,139	974,516	377,377-	38.72-
<b>NET TURNOVER</b>	597,139		597,139	974,516	377,377-	38.72-
Stocked products						
Products converted in fixed assets						
Operation subventions						
Trade-in from depreciations, provisions and amortizations, transfer of expenses				2,197	2,197-	100.00-
Other proceeds			0		0	
<b>TOTAL OPERATING PROCEEDS (I)</b>			597,139	976,712	379,573-	38.86-
<b>OPERATING EXPENSES (2)</b>						
Purchase of goods						
Stock impairment loss (goods)						
Other purchases						
Stock impairment loss (materials and other supplies)						
Other purchases and outside expenses*			392,254	740,299	348,045-	47.01-
Taxes and similar payments			2,847	2,944	97-	3.30-
Salary and wages			166,506	240,109	73,603-	30.65-
Social expenses						
Allowances for amortizations and depreciations						
For fixed assets amortizations			10,876	17,027	6,151-	36.12-
For fixed assets depreciations						
For current assets depreciations						
Allowances for provisions						
Other expenses						
<b>TOTAL OPERATING EXPENSES (II)</b>			572,484	1,000,379	427,895-	42.77-
<b>1. OPERATING RESULT (I – II)</b>			24,656	23,667-	48,322	204.18
<b>SHARES FROM JOINT OPERATIONS RESULT</b>						
Shared profit or transferred loss (III)						
Borne loss or transferred profit (IV)						

(1) including previous financial years related proceeds  
(2) including previous financial years related expenses

## PROFIT AND LOSS ACCOUNT

	Year N December 31, 2013 12	Year N-1 Dec.31, 2012 12	Difference N/N-1	
			Euro	%
<b>FINANCIAL PROCEEDS</b>				
Financial proceeds from profit sharing (3)				
Proceeds from other transferable values and fixed assets active debts (3)				
Other interest and similar proceeds (3)	24	41	16-	39.82-
Trade-in from depreciations & provisions, transfer of expenses				
Exchange positive difference	687	1,506	819-	54.41-
Net proceeds from transfer of investment transferable values				
<b>TOTAL V</b>	<b>711</b>	<b>1547</b>	<b>835-</b>	<b>54.02-</b>
<b>FINANCIAL EXPENSES</b>				
Allowances for amortizations, depreciations and provisions				
Interests and similar expenses (4)				
Exchange negative difference	684	5,029	4,345-	86.40-
Net expenses for transfer of investment transferable values				
<b>TOTAL VI</b>	<b>684</b>	<b>5,029</b>	<b>4,345-</b>	<b>86.40-</b>
<b>2. FINANCIAL OPERATING RESULT (V - VI)</b>	<b>27</b>	<b>3,483-</b>	<b>3510</b>	<b>100.78</b>
<b>3. CURRENT OPÉRATION RESULT BEFORE TAX (I-II+III-IV+V-VI)</b>	<b>24,683</b>	<b>27,149-</b>	<b>51,832</b>	<b>190.91</b>
<b>EXCEPTIONAL PROCEEDS</b>				
Exceptional proceeds from management operations				
Exceptional proceeds from capital operations				
Trade-in from depreciations & provisions, transfer of expenses				
<b>TOTAL VII</b>				
<b>EXCEPTIONAL EXPENSES</b>				
Exceptional expenses for management operations				
Exceptional expenses for capital operations				
Allowances for amortizations, depreciations and provisions				
<b>TOTAL VIII</b>				
<b>4.EXCEPTIONAL OPERATING RESULTS</b>				
Employees' share of enterprise operating results (IX)				
Profit tax (X)				
<b>TOTAL PROCEEDS (I+III+V+VII)</b>	<b>597,850</b>	<b>978,259</b>	<b>380,409-</b>	<b>38.89-</b>
<b>TOTAL EXPENSES (II+IV+VI+VIII+IX+X)</b>	<b>573,168</b>	<b>1,005,408</b>	<b>432,241-</b>	<b>42.99-</b>
<b>5. PROFIT OR LOSS (total proceeds – total expenses)</b>	<b>24,683</b>	<b>27,149-</b>	<b>51,832</b>	<b>190.91</b>

\* Including: tax on credit for movables lease  
tax on credit for property lease

(1) of which proceeds related to associated enterprises

(2) of which interests related to associated enterprises

## ANNEX

Financial year From January 01, 2013 to December 31, 2013

### - ACCOUNTING RULES AND METHODS

(Business Code – Art. R 123-196 1<sup>o</sup> and 2<sup>o</sup>; PCG Art. 531-1/1)

#### General Principles and conventions

Accounts of ended financial year have been elaborated and presented in compliance with accounting rules, with observance of article 120-1 and next ones of 2005 General Accounting Plan.

Basic method used for evaluation of accounting recorded elements is historical costs method.

Accounting conventions have been applied in compliance with business code provisions, with accounting decree dated November 29, 1983 and with CRC regulations on re-writing of 2005 General Accounting Plan, to be applied to financial year closing.

#### Permanency of applied methods

Evaluation methods used for this financial year have not been modified as compared to preceding financial year

### - BALANCE SHEET RELATED COMPLEMENTARY INFORMATION

#### Actual status of fixed assets

	Gross value at financial year beginning	Increase	
		Re-evaluation	Acquisition
General installation, various equipment and facilities	10,000		
Office equipment, informatic equipment, furniture	66,569		
<b>TOTAL</b>	76,569		
Loans, other financial fixed assets	12,762		
<b>TOTAL</b>	12,762		
<b>GENERAL TOTAL</b>	89,330		

## ANNEX

Financial year From January 01, 2013 to December 31, 2013

	Decrease		Gross value at financial year end	Re-evaluation Original value at financial year end
	Item to item	Transfer		
General installation, various equipment and facilities			10,000	10,000
Office equipment, informatic equipment, furniture			66,569	66,569
<b>TOTAL</b>			76,569	76,569
Loans, other financial fixed assets			12,762	12,762
<b>TOTAL</b>			12,762	12,762
<b>GENERAL TOTAL</b>			89,330	89,330

### Actual status of amortizations

Situation and movements in financial year	Value at financial year beginning	Equipment in financial year	Decrease Trade-in	Value at financial year end
General installation, various equipment and facilities	1,516	1,000		2,516
Office equipment, informatic equipment, furniture	33,347	9,876		43,223
<b>TOTAL</b>	34,863	10,876		45,739
<b>GENERAL TOTAL</b>	34,863	10,876		45,739

Breakdown of equipment provision in financial year	Linear amortizations	Degressive amortizations	Exceptional amortizations	Irregular amortizations	
				Equipment	Trade-in
Gen. installation, various equipment and facilities	1,000				
Office equipment, informatic equipment, furniture	9,876				
<b>TOTAL</b>	10,876				
<b>GENERAL TOTAL</b>	10,876				

### Actual status of active and passive debts due dates

Actual status of active debts	Gross amount	Term of payment not more than 1 year	Term of payment more than 1 year
Other financial fixed assets	12,762	0-	12,762
Group and partners	2,182,617	2,182,617	
<b>TOTAL</b>	2,195,378	2,182,617	12,762

Actual status of passive debts	Gross amount	Term of payment not more than 1 year	Term of payment from 1 to 5 years	Term of payment more than 5 years
Suppliers and account payables	1,160,261	1,160,261		
Staff and account payables	2,182,617	2,182,617		
Other debts	595	595		
<b>TOTAL</b>	3,343,472	3,343,472		

### Evaluation of tangible fixed assets

(Business Code Art. R 123-196 1°)

Gross value of fixed assets tangible elements corresponds to the property value when it is integrated into such assets, including any cost necessary for repairing and maintaining such property at its functioning status, but excluding any buying expense.

## ANNEX

Financial year From January 01, 2013 to December 31, 2013

### Evaluation of amortizations

(Business Code Art. R 123-196 2°)

Applied amortization methods and duration are as follows:

Category	Amortization mode	Amortization duration
Building work fitting out	Linear	10 years
Movable properties	Linear	5 years
Office and informatic equipment	Degressive	3 years

### Evaluation of active and passive debts

(Business Code Art. R 123-196)

Active and passive debts have been evaluated according to nominal value

### Liquid assets in Euro

(Business Code Art. R 123-196 1° and 2°)

Cash available in hand or at bank has been evaluated according to nominal value

### Liquid assets in foreign currency

(PCG Art. 342-7)

Immediate liquidities in foreign currency have been converted into Euro on the basis of last exchange rate just before financial year closing date. Conversion differences have been directly recorded in operating result as exchange loss or profit.

### Expenses to be paid

(Business Code Art. R 123-196)

Balance sheet items in which expenses to be paid are included	Amount
Debts to suppliers and account payables	3,600
TOTAL	3,600





# Business References

## Business Reference Contact Record for Bourdier et Cie

Contact Name	Company	Phone Number	Email Address	Date Received
Lay Chan Wee	CAE Inc.	+1 (514) 885-0308	<a href="mailto:laychan.wee@cae.com">laychan.wee@cae.com</a>	October 29, 2014
Patrick Hertzog	AXIMUM	+33 1 30 15 42 18	<a href="mailto:hertzog@aximum.fr">hertzog@aximum.fr</a>	October 29, 2014
Philippe Wallet	Air France	+33 6 85 31 53 80	<a href="mailto:phwallet@airfrance.com">phwallet@airfrance.com</a>	October 29, 2014



# Reputational Screening

## Reputational Screening for

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- > Reputational Screening Search Parameters
- > Reputational Screening Results Summaries
- > Copies of Articles/Documents Pertaining to Results Summaries (if applicable)

## Reputational Screening Search Parameters

### **Internet Based Search (Google)**

Entity name and name(s) of significant owners (single largest shareholder and others who hold 33% or greater ownership interest) are searched. Streamlined renewal searches will only include the Internet Based Search when changes to the entity name or significant owners are submitted.

Entity names are searched as provided omitting any preface or ending (i.e. M/S, JSC, Inc). Individual names are searched as confirmed in the Name Confirmation Document. Names are searched relative to the words: bribery, corruption, criminal, allegation, unethical.

TRACE reviews the first 20 results. Negative media is summarized and included in this report.

### **Denied Party/PEP Screening**

All entities and individuals that are found to be associated with the intermediary are searched.

Entity and individuals' names are searched through a database of PEP (Politically Exposed Persons) lists and international sanctions and enforcement (Denied Parties) lists. The search includes Sanctions, Law Enforcement, Regulatory Enforcement and Other Bodies lists.

TRACE reviews all results. Direct hits are summarized and included in this report.

### **Media Search (Westlaw)**

All entities and individuals that are found to be associated with the intermediary are searched.

Entity names are searched as provided omitting any preface or ending (i.e. M/S, JSC, Inc). Individual names are searched as confirmed in the Name Confirmation Document including variations noted in the file excluding confirmed misspellings.

Names are searched within 70 words of bribery, corruption, criminal, allegation, unethical and variations of those words to allow the broadest search possible. The initial search period covers 10 years. The renewal searches cover either a period from the last search to date or 10 years if the subject of the search is new. Streamlined renewal searches include only names that have been added or removed from the report.

TRACE reviews all results. However, if we receive excessive results we will set limiting parameters on the search. Only negative media is summarized and included in this report.

## Reputational Screening Results Summary for **Bourdier & Cie**

December 8, 2014

**No adverse results were found.**



Anti-Bribery  
Compliance  
Solutions

# Training





Anti-Bribery  
Compliance  
Solutions

*TRACE Anti-Bribery Course*

This is to certify that

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has successfully completed the coursework  
and the examination for the TRACE Anti-Bribery Course  
and has thereby earned this certificate.

[www.TRACEinternational.org](http://www.TRACEinternational.org)





# Code of Conduct



## TRACE Code of Conduct

The Principals of Bourdier & Cie have adopted the following Code of Conduct with respect to all of their commercial transactions, whether local or international:

**LOCAL AND FOREIGN LAWS:** No officer, employee or representative of Bourdier & Cie may, directly or indirectly, break or seek to evade the laws or regulations of any country in, through or with which it seeks to do business. That an illegal act is a "customary business practice" in any country is not sufficient justification for violation of this provision.

**BRIBERY and FACILITATING PAYMENTS:** No officer, employee or representative of Bourdier & Cie may, directly or indirectly, offer or provide a bribe and all demands for bribes must be expressly rejected.

Bribery includes any offer, promise, or gift of any pecuniary or other advantage, whether directly or through intermediaries, to a public official, political party, political candidate or party official or any private sector employee, in order that the official or employee act or refrain from acting in relation to the performance of their duties, in order to obtain or retain business or other business advantage.

Bourdier & Cie and its officers, employees and representatives shall not offer or make facilitating payments to government officials in order to encourage them to expedite a routine governmental task that they are otherwise required to undertake. Bourdier & Cie shall have discretion to deviate from this prohibition if the government action sought is an urgent matter concerning health or safety. Bourdier & Cie recognizes that extortion is widespread and that participation by the business community increases demand for facilitating payments.

**KICK-BACKS:** No officer, employee or representative of Bourdier & Cie may "kick-back" any portion of a contract payment to employees of other parties to a contract or use other vehicles such as subcontracts, purchase orders or consulting agreements to channel payments to government officials, political candidates, employees of other parties to a contract, their relatives or business associates.

A "kickback" is a particular form of bribe which takes place when a person entrusted by an employer or public function has some responsibility for the granting of a benefit and does so in a way that secures a return (kickback) of some of the value of that transaction or benefit for that person without the knowledge or authorization of the employer or public body to which the person is accountable.

**CONFLICTS OF INTEREST:** Officers, employees and representatives of Bourdier & Cie shall avoid any relationship or activity that might impair, or appear to impair, his or her ability to render objective and appropriate business decisions in the performance of his or her job.

**POLITICAL CONTRIBUTIONS:** Neither Bourdier & Cie nor any of its officers, employees or representatives may make a political contribution in order to obtain an unlawful business advantage. Bourdier & Cie shall comply with all public disclosure requirements.

**PHILANTHROPIC CONTRIBUTIONS:** Bourdier & Cie and its officers, employees and representatives may make contributions only for bona fide charitable purposes and only where permitted by the laws of the

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A handwritten signature in blue ink, appearing to be "R" or "E", located at the bottom right of the page.



country in which the contribution is made. Contributions made in order to obtain an unlawful business advantage are prohibited.

**EXTORTION:** Bourdier & Cie and its officers, employees and representatives shall reject any direct or indirect request by a public official, political party, party official, or private sector employee for undue pecuniary or other advantage, to act or refrain from acting in relation to his or her duties.

**GIFTS, HOSPITALITY AND ENTERTAINMENT:** Bourdier & Cie and its officers, employees and representatives shall avoid the offer or receipt of gifts, meals, entertainment, hospitality or payment of expenses whenever these could materially affect the outcome of business transactions, are not reasonable and bona fide expenditures, or are in violation of the laws of the country of the recipient.

**REPORTING REQUIREMENT:** Officers, employees and representatives of Bourdier & Cie who find themselves subjected to any form of extortion or who are asked to participate in any way in a bribery scheme shall promptly report these occurrences to senior corporate management, without fear that their employment will be adversely affected.

**COMPANY RESPONSE:** No employee will suffer demotion, penalty, or other adverse consequences for not paying bribes even when Bourdier & Cie may lose business as a result of the employee's refusal to do so. Employees are encouraged to report alleged violations of this Code of Conduct to senior management and no employee will suffer demotion, penalty or adverse consequences for reporting.

Bourdier & Cie will, where appropriate, sanction employees, suppliers or business partners for violations of this Code of Conduct.

**COMPANY ACCOUNTS:** Bourdier & Cie shall maintain complete and accurate financial records, ensuring that all transactions are properly, accurately and fairly recorded in a single set of books.

**COMMUNICATIONS AND TRAINING:** Bourdier & Cie will make annual training available for all principals, key employees involved in sales, marketing and procurement.

**The person whose signature appears below is duly authorized to adopt this Code of Conduct on behalf of Bourdier & Cie.**

I hereby agree to comply with the TRACE Code of Conduct as outlined above. I understand that a violation of the Code of Conduct will be grounds for immediate expulsion from TRACE.

Bernard BOURDIER

Printed/Typed Name

Signature

Managing Director

Title

20<sup>th</sup> October 2014

Date

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