

Payables Supplier Kit - EU

Payment Status Tracking

You can check payment status or submit payment-related questions via the **GEP Payment Status Tool** at www.payment-advice.com.

How to Submit an Invoice:

Invoices must be sent to FAMEinvoice@exxonmobil.com. This e-mail is used only to receive invoices, other inquiries will **not** be monitored.

Important:

- Send only **one invoice** per e-mail. Any support documentation that you need to send with the invoice should be a separate file named **Attachment**.
- Invoice must not be encrypted or require a password to access. Special instructions submitted in the e-mail will not be monitored.
- Invoices must comply with the minimum invoice requirements described below. Invoices with missing or incorrect information **may be returned to the supplier**.
- When submitting invoices from purchase orders, it is recommended to submit a separate invoice for each purchase order to support fast and accurate payment processing.
- To submit invoices to ExxonMobil, you must have a vendor account. Please ask your ExxonMobil contact to ensure your account is created and up to date prior to submitting invoices.

Minimum Invoice Requirements:

- Invoice format:
 - Invoice must be in PDF machine readable document or TIFF file
 - Resolution 300 dpi
 - 1 invoice per PDF or TIFF file
 - 1 invoice per 1 e-mail
 - Invoice must not be encrypted or require password to access
 - Support documentation should be a separate file named Attachment.
 - E-mail cannot exceed 10MB
- Invoice Details:
 - Document type title* (e.g. Invoice, Credit Note, Pro Forma invoice)
 - Invoice number
 - Invoice date
 - Purchase reference (PO #, SES #, or FSL #). If there is no PO number, you must provide the email address of the ExxonMobil business representative/client
 - Delivery date
 - Ship to location (If different from Bill to, with specified VAT Information)

- Net amount (VAT excluded)
- Gross amount (VAT included)
- VAT rate(s) applied
- Tax break-down per VAT rate or exemption
- Total VAT amount
- Currency code
- Bill to must include:
 - ExxonMobil affiliate's name
 - ExxonMobil Company Code (Co Code)
 - ExxonMobil affiliate's invoicing address
 - ExxonMobil affiliate's VAT registration number
 - VAT registration number is required for all invoices (local and cross border).
 - Please choose the correct VAT number according to the Delivery location/country
- Supplier details:
 - Supplier's name (your company's name)
 - Supplier's address (your company's address)
 - Supplier's VAT registration number (your company's VAT registration number)

- **Company name**
(ExxonMobil affiliate you are doing business with)
- **Company code (co code)**
(Include label Co Code XXXX number, referencing the purchasing company)
- **Company address**
(Address from ExxonMobil affiliate you are doing business with)
- **Company Vat registration number**
(Vat registration number / Foreign Vat registration number)
- **Purchase reference (PO#, SES #, FSL #)**
EM business representative/client's e-mail address **(if no PO in place)**

Bill to example:

Esso Luxembourg Sarl

Co Code 0506

Rue de l'Industrie 20,

8069 Bertrange, Luxembourg

LU21855863

Purchase Reference **or** EM business representative/client's e-mail address.

Select the country below to see affiliates details:

[Belgium](#)

[Czech Republic](#)

[Denmark](#)

[Germany](#)

[Finland](#)

[France](#)

[Hungary](#)

[Italy](#)

[Luxemburg](#)

[Netherlands](#)

[Norway](#)

[Spain](#)

[Sweden](#)

[United Kingdom](#)

BELGIUM

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|----------------------------------|---|----------------|----------------|
| Affiliate Name: | ExxonMobil Petroleum & Chemical BV | | |
| Co Code | 0223 | | |
| Address: | Hermeslaan 2 | | |
| | 1831 Machelen | | |
| | Belgium | | |
| VAT Registration: | BE0416375270 | | |
| Foreign VAT registration: | ATU51646303 | FR77389498510 | NO984863837MVA |
| | DE118615715 | GB497616494 | PT980312663 |
| | DK20336730 | IT04945521005 | SE502039339201 |
| | ESN0021348H | LU18313360 | |
| | FI10896728 | NL801021698B01 | |

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|----------------------------------|---|---------------|----------------|
| Affiliate Name: | ExxonMobil Petroleum & Chemical BV | | |
| Co Code: | 0572 | | |
| Address: | Polderdijkweg 3 | | |
| | 2030 Antwerp | | |
| | Belgium | | |
| VAT Registration: | BE0416375270 | | |
| Foreign VAT registration: | DE118615715 | GB497616494 | NL801021698B01 |
| | DK20336730 | IE9984029T | NO984863837MVA |
| | ESN0021348H | IT04945521005 | PL5262770598 |
| | FI10896728 | LU18313360 | PT980312663 |
| | FR77389498510 | MT17217315 | SE502039339201 |

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|----------------------------------|---|----------------|--------------------------|
| Affiliate Name: | ExxonMobil Petroleum & Chemical BV | | |
| Co Code | 0493 | | |
| Address: | Polderdijkweg 3 2030 Antwerp Belgium | | |
| VAT Registration: | BE0416375270 | | |
| Foreign VAT registration: | ATU51646303 | GB497616494 | NO984863837MVA |
| | DE118615715 | IE9984029T | PL5262770598 |
| | DK20336730 | IT04945521005 | PT980312663 |
| | ESN0021348H | LU18313360 | SE502039339201 |
| | FI10896728 | MT17217315 | South Africa: 4450194990 |
| | FR77389498510 | NL801021698B01 | |

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|--------------------------|--|--|--|
| Affiliate Name: | ExxonMobil Chemical Europe Inc | | |
| Co code: | 0885 | | |
| Address: | Hermeslaan 2 1831 Machelen Belgium | | |
| VAT Registration: | BE0407625474 | | |

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| Affiliate Name: | ExxonMobil Petroleum & Chemical BV | | |
| Co code: | 1802 | | |
| Address: | Polderdijkweg 3 2030 Antwerp Belgium | | |
| VAT Registration: | BE0416375270 | | |
| Foreign VAT registration: | ATU51646303 | FI10896728 | LU18313360 |
| | DE118615715 | FR77389498510 | NL801021698B01 |
| | DK20336730 | GB497616494 | NO984863837MVA |
| | ESN0021348H | IT04945521005 | PT980312663 |

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|--------------------------|--|--|--|
| Affiliate Name: | ExxonMobil Trading Services BV | | |
| Co code: | 2207 | | |
| Address: | Hermeslaan 2 1831 Machelen Belgium | | |
| VAT Registration: | BE0716842173 | | |

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|----------------------------------|---|---------------|----------------------------|
| Affiliate Name: | ExxonMobil Petroleum & Chemical BV | | |
| Co code: | 2235 | | |
| Address: | Polderdijkweg 3 2030 Antwerp Belgium | | |
| VAT Registration: | BE0416375270 | | |
| Foreign VAT registration: | ATU51646303 | FR77389498510 | MT17217315 |
| | CHE110595110MWST | GB497616494 | NL801021698B01 |
| | DE118615715 | IE9984029T | NO984863837MVA |
| | DK20336730 | IT04945521005 | PL5262770598 |
| | ESN0021348H | JE0002105 | PT980312663 |
| | FI10896728 | LU18313360 | SE502039339201 |
| | | | South Africa 4450194990 |

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|----------------------------------|--|----------------|----------------|
| Affiliate Name: | ExxonMobil Aviation BV | | |
| Co code: | 2505 | | |
| Address: | Polderdijkweg 3 2030 Antwerp Belgium | | |
| VAT Registration: | BE0416375270 | | |
| Foreign VAT registration: | ATU51646303 | GB497616494 | NO984863837MVA |
| | DE118615715 | IE9984029T | PL5262770598 |
| | DK20336730 | IT04945521005 | PT980312663 |
| | ESN0021348H | LU18313360 | SE502039339201 |
| | FI10896728 | MT17217315 | |
| | FR77389498510 | NL801021698B01 | |

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|----------------------------------|---|--|--|
| Affiliate Name: | Mobil Chemical Products Int Inc | | |
| Co code: | 4053 | | |
| Address: | P.O. BOX 4053 2450 Meerhout Belgium | | |
| VAT Registration: | NL803820707B01 | | |
| Foreign VAT registration: | BE0450790375 | | |
| | FR52393775846 | | |

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| Affiliate Name: | ExxonMobil Sales & Supply LLC | | |
| Co code: | 4583 | | |
| Address: | Springwoods Village Parkway 22777 | | |
| | Spring TX77389 | | |
| | US | | |
| VAT Registration: | NL825737059B01 | | |

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|----------------------------------|--|---------------|----------------|
| Affiliate Name: | ExxonMobil Asia Pacific Pte Ltd | | |
| Co code: | 4733 | | |
| Address: | 1 HarbourFront Place | | |
| | 98633 | | |
| | Singapore | | |
| VAT Registration: | M200091868 | | |
| Foreign VAT registration: | BE0474118380 | DK37010561 | NL809385429B01 |
| | CY90007759Q | FR71433380532 | NO922422850MVA |
| | DE322718083 | IT15235161005 | |

CZECH REPUBLIC

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|--------------------------|---|--|--|
| Affiliate Name: | ExxonMobil Czech Republic s.r.o. | | |
| Co code: | 2288 | | |
| Address: | Luxembourg Plaza | | |
| | Premyslovska 2845/43 | | |
| | 13000 Prague 3 | | |
| | Czech Republic | | |
| VAT Registration: | CZ27069231 | | |

DENMARK

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|----------------------------------|-----------------------------|--|--|
| Affiliate Name: | ExxonMobil Nordic AS | | |
| Co code: | 3379 | | |
| Address: | Gydevang 39 | | |
| | 3450 Allerod | | |
| | Denmark | | |
| VAT Registration: | DK35142215 | | |
| Foreign VAT registration: | NO997660668MVA | | |

GERMANY

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|----------------------------------|---|--|--|
| Affiliate Name: | ExxonMobil Chemical Central Europe | | |
| Co code: | 0229 | | |
| Address: | Neusser Landstrasse 16 50735 Koln Germany | | |
| VAT Registration: | DE118617001 | | |
| Foreign VAT registration: | GB503511888 NL800952534B01 | | |

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|----------------------------------|--|-------------|----------------|
| Affiliate Name: | Esso Deutschland GmbH | | |
| Co code: | 1742 | | |
| Address: | Caffamacherreihe 5 20355 Hamburg Germany | | |
| VAT Registration: | DE118617001 | | |
| Foreign VAT registration: | BE0413507040 | CZ681827785 | HU30050819 |
| | CHE190570335MWST | ESN0041760J | NL800952534B01 |
| | | | PL5262945253 |

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|--------------------------|--|--|--|
| Affiliate Name: | ExxonMobil Central Europe Holding GmbH | | |
| Co Code: | 1884 | | |
| Address: | Caffamacherreihe 5 20355 Hamburg Germany | | |
| VAT Registration: | DE204823786 | | |

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|--------------------------|---|--|--|
| Affiliate Name: | ExxonMobil Production Deutschland GmbH | | |
| Co Code | 2099 | | |
| Address: | Vahrenwalder Strasse 238 30179 Hannover Germany | | |
| VAT Registration: | DE813507377 | | |

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|--------------------------|--|--|--|
| Affiliate Name: | ExxonMobil Gas Marketing Deutschland GmbH | | |
| Co code: | 2318 | | |
| Address: | Caffamacherreihe 5 20355 Hamburg Germany | | |
| VAT Registration: | DE813912379 | | |

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|--------------------------|---|
| Affiliate Name: | ExxonMobil Pensions Verwaltungsgesellschaft mbH |
| Co code: | 2717 |
| Address: | Caffamacherreihe 5 20355 Hamburg Germany |
| VAT Registration: | DE257136439 |

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|--------------------------|--|
| Affiliate Name: | Mobil Erdgas Erdoel GmbH |
| Co code: | 4280 |
| Address: | Caffamacherreihe 5 20355 Hamburg Germany |
| VAT Registration: | DE811140133 |

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|--------------------------|---|
| Affiliate Name: | Norddeutsche Erdgas Aufbereitungs GmbH |
| Co code: | 6024 |
| Address: | Voigtei 69 31595 Steyerberg Germany |
| VAT Registration: | DE811157987 |

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| Affiliate Name: | ExxonMobil Gas Marketing Deutschland GmbH & Co. KG |
| Co code: | 7820 |
| Address: | Riethorst 12 30659 Hannover Germany |
| VAT Registration: | DE232838695 |

FINLAND

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|--------------------------|---|
| Affiliate Name: | ExxonMobil Finland Oy |
| Co code: | 2279 |
| Address: | Satamatie 10 21100 Naantali Finland |
| VAT Registration: | FI01962113 |

FRANCE

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|--------------------------|---|--|--|
| Affiliate Name: | Esso Energie G.I.E. | | |
| Co code: | 0450 | | |
| Address: | Raffinerie de Port Jerome 76330 Notre Dame de Gravenchon France | | |
| VAT Registration: | FR14307207472 | | |

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|----------------------------------|---|----------------|----------------|
| Affiliate Name: | Esso S.A.F. | | |
| Co code: | 0513 | | |
| Address: | Rue Paul Heroult 20 92000 Nanterre France | | |
| VAT Registration: | FR62542010053 | | |
| Foreign VAT registration: | AT9829281 | ESN0011552G | IT04952491001 |
| | BE0417341510 | GB503511594000 | NL801025941B01 |
| | CHE113861236MWST | HU30051975241 | PT980109388 |
| | DE118615452 | IE6601526R | |

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|----------------------------------|---|-------------|----------------|
| Affiliate Name: | ExxonMobil Chemical France SARL | | |
| Co code: | 0904 | | |
| Address: | Rue Paul Heroult 20 92000 Nanterre France | | |
| VAT Registration: | FR19352170013 | | |
| Foreign VAT registration: | ATU54150706 | ESN0012168A | IT11310370157 |
| | BE0445394504 | FI21602318 | NL801029454B01 |
| | DE118615516 | GB564235247 | |

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|--------------------------|---|--|--|
| Affiliate Name: | Noroxo S.A.S | | |
| Co code: | 0906 | | |
| Address: | Rue Paul Heroult 20 92000 Nanterre France | | |
| VAT Registration: | FR62333257905 | | |

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| Affiliate Name: | Esso Raffinage S.A.S. |
| Co code: | 1510 |
| Address: | Rue Paul Heroult 20 92000 Nanterre France |
| VAT Registration: | FR95379914237 |

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|----------------------------------|---|
| Affiliate Name: | WOREX SNC |
| Co code: | 5349 |
| Address: | Route de Sartrouville 66 78230 Le Pecq France |
| VAT Registration: | FR08780094983 |
| Foreign VAT registration: | BE0459011522 |

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|--------------------------|---|
| Affiliate Name: | Societe Petroliere du Val de Marne S.A.S |
| Co code: | 6758 |
| Address: | Rue Paul Heroult 20 92000 Nanterre France |
| VAT Registration: | FR19353027105 |

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|--------------------------|--|
| Affiliate Name: | Societe des Stockages Petroliers du Rhone |
| Co code: | 6981 |
| Address: | Rue Paul Heroult 20 92000 Nanterre France |
| VAT Registration: | FR68419383625 |

HUNGARY

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|--------------------------|---|
| Affiliate Name: | ExxonMobil BSC Hungary |
| Co code: | 2294 |
| Address: | Vaci Ut 81-85 1139 Budapest Hungary |
| VAT Registration: | HU13148001 |

ITALY

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|----------------------------------|--|--|
| Affiliate Name: | Sarpom Srl | |
| Co code: | 0260 | |
| Address: | Casella Postale 24 28069 Trecate Italy | |
| VAT Registration: | IT00890371008 | |
| Foreign VAT registration: | FR92414677872 | |

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|----------------------------------|---|--|
| Affiliate Name: | Esso Italiana Srl | |
| Co code: | 0524 | |
| Address: | Viale Castello della Magliana 25 148 Roma Italy | |
| VAT Registration: | IT00902231000 | |
| Foreign VAT registration: | FR96389498387 | |

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|----------------------------------|---|--|
| Affiliate Name: | Esso Italiana Srl | |
| Co code: | 3245 | |
| Address: | Viale Castello della Magliana 25 148 Roma Italy | |
| VAT Registration: | IT00902231000 | |
| Foreign VAT registration: | FR96389498387 | |

LUXEMBURG

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|----------------------------------|---|----------------|
| Affiliate Name: | Esso Luxembourg Sarl | |
| Co code: | 0506 | |
| Address: | Rue de l'Industrie 20 8069 Bertrange Luxembourg | |
| VAT Registration: | LU21855863 | |
| Foreign VAT registration: | BE0445940375 | GB497607202 |
| | ESA0901044H | NL818604116B01 |

NETHERLANDS

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|----------------------------------|--|--|--|
| Affiliate Name: | Esso Nederland BV | | |
| Co code: | 0530 | | |
| Address: | Botlekweg 121 3197KA Rotterdam Netherlands | | |
| VAT Registration: | NL001027311B01 | | |
| Foreign VAT registration: | BE0413507139 GB503511790 | | |

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|--------------------------|--|--|--|
| Affiliate Name: | ExxonMobil Financial Services BV | | |
| Co code: | 1252 | | |
| Address: | Botlekweg 121 3197KA Rotterdam Netherlands | | |
| VAT Registration: | NL001758822B01 | | |

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|--------------------------|--|--|--|
| Affiliate Name: | ExxonMobil Producing Netherlands BV | | |
| Co code: | 4073 | | |
| Address: | Botlekweg 121 3197KA Rotterdam Netherlands | | |
| VAT Registration: | NL814970175B01 | | |

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|----------------------------------|--|-------------|---------------|
| Affiliate Name: | ExxonMobil Chemical Holland BV | | |
| Co code: | 6378 | | |
| Address: | Botlekweg 121 3197KA Rotterdam Netherlands | | |
| VAT Registration: | NL004823187B01 | | |
| Foreign VAT registration: | BE0413500211 | FI22174394 | IT07759131001 |
| | ESN0032539I | GB615245068 | LU19864283 |

NORWAY

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|----------------------------------|---|
| Affiliate Name: | Esso Norge AS |
| Co code: | 0202 |
| Address: | P.O. Box 2001 Postterminalen 3103 Tonsberg Norway |
| VAT Registration: | NO914803802MVA |
| Foreign VAT registration: | DK20336900 SE502045284201 |

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| Affiliate Name: | ExxonMobil Exploration & Production Norway AS |
| Co code: | 0883 |
| Address: | Vestre Svanholmen 24 4068 Stavanger Norway |
| VAT Registration: | NO914048990MVA |
| Foreign VAT registration: | GB497603410 |

SPAIN

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|--------------------------|---|
| Affiliate Name: | ExxonMobil Petroleum & Chemical BV |
| Co code: | 4128 |
| Address: | Paseo Doce Estrellas 2 28042 Madrid Spain |
| VAT Registration: | ESW0024228I |

SWEDEN

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|--------------------------|--------------------------------------|
| Affiliate Name: | ExxonMobil Sverige AB |
| Co code: | 3676 |
| Address: | Box 785 45126 Uddevalla Sweden |
| VAT Registration: | SE556249403801 |

UNITED KINGDOM

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|--------------------------|--|--|--|
| Affiliate Name: | ExxonMobil Engineering Europe Ltd | | |
| Co code: | 0538 | | |
| Address: | Ermyrn Way | | |
| | KT228UX Leatherhead | | |
| | United Kingdom | | |
| VAT Registration: | GB239088635 | | |

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|----------------------------------|-------------------------------|--|--|
| Affiliate Name: | Esso Petroleum Company | | |
| Co code: | 0801 | | |
| Address: | Ermyrn Way | | |
| | KT228UX Leatherhead | | |
| | United Kingdom | | |
| VAT Registration: | GB239088635 | | |
| Foreign VAT registration: | JE0002099 | | |
| | NL801594157B01 | | |

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|--------------------------|---|--|--|
| Affiliate Name: | Esso Exploration & Production UK Ltd | | |
| Co code: | 0879 | | |
| Address: | Ermyrn Way | | |
| | KT228UX Leatherhead | | |
| | United Kingdom | | |
| VAT Registration: | GB239088635 | | |

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|--------------------------|-------------------------------------|--|--|
| Affiliate Name: | ExxonMobil International Ltd | | |
| Co code: | 1912 | | |
| Address: | Ermyrn Way | | |
| | KT228UX Leatherhead | | |
| | United Kingdom | | |
| VAT Registration: | GB239088635 | | |

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|----------------------------------|--|-------------|---------------|
| Affiliate Name: | Advanced Elastomer Systems Ltd RU | | |
| Co code: | 2149 | | |
| Address: | Traston road | | |
| | NP194XF Newport | | |
| | United Kingdom | | |
| VAT Registration: | GB569758664 | | |
| Foreign VAT registration: | ATU51010409 | DE118615389 | FR49401501895 |
| | BE0450470374 | ESA0064542D | GB239088635 |

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| Affiliate Name: | ExxonMobil Chemical Ltd | | |
| Co code: | 2187 | | |
| Address: | Ermyn Way | | |
| | KT228UX Leatherhead | | |
| | United Kingdom | | |
| VAT Registration: | GB239088635 | | |
| Foreign VAT registration: | BE0449388924 | | |
| | NL801594157B01 | | |

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|----------------------------------|--------------------------------|----------------|--|
| Affiliate Name: | ExxonMobil Chemical Ltd | | |
| Co code: | 2188 | | |
| Address: | Ermyn Way | | |
| | KT228UX Leatherhead | | |
| | United Kingdom | | |
| VAT Registration: | GB239088635 | | |
| Foreign VAT registration: | BE0449388924 | NO919500743MVA | |
| | NL801594157B01 | | |

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|----------------------------------|--|--|--|
| Affiliate Name: | ExxonMobil Gas Marketing Europe Ltd | | |
| Co code: | 3219 | | |
| Address: | Ermyn Way | | |
| | KT228UX Leatherhead | | |
| | United Kingdom | | |
| VAT Registration: | GB239088635 | | |
| Foreign VAT registration: | BE477575441 | | |
| | DE813089801 | | |

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|----------------------------------|------------------------------|---------------|----------------|
| Affiliate Name: | ExxonMobil Marine Ltd | | |
| Co code: | 4528 | | |
| Address: | Ermyn Way | | |
| | KT228UX Leatherhead | | |
| | United Kingdom | | |
| VAT Registration: | GB239088635 | | |
| Foreign VAT registration: | DE211457221 | FR47433380136 | NO982930138MVA |
| | DK26638178 | IT13860981003 | 30979289474 |
| | ESN0067018B | MT17128926 | 105189389 |