

**Subject:** Pre-Notification of Legal Entity Changes

Dear Valued Vendor,

As announced on January 30, 2023, Albemarle Corporation (“Albemarle”) will be transforming its Catalysts business, recently rebranded as “Ketjen”, to a wholly owned subsidiary named Ketjen Corporation effective January 1, 2024. For reference, you can review the [company press release](#).

To allow us to continue our partnership, we’re notifying you about upcoming changes that will require you to update your commercial and billing systems.

**Some current Legal Entities will be renamed**

Albemarle is going to dedicate a few of its current operating legal entities to Ketjen Corporation. Those selected legal entities will **change names between December 2023 and January 2024**. You can find a list of impacted legal entities on our website (<https://ketjen.com/Vendor-Resources>). Associated legal entity details such as entity address, tax identification number, bank account number and contact information **are not changing**. We will provide further communication about the new names upon name reservation (where possible) or when the name change is complete. If your existing purchase order issued by Albemarle has a validity / requested delivery date beyond December 31, 2023, you may be receiving a new Ketjen purchase order to replace it beginning on January 1, 2024. Please review our [Frequently Asked Questions document](#) for more information.

**New Ketjen Legal Entities**

Ketjen Corporation is going to have new legal entities across the globe effective **January 1, 2024**. These legal entity changes will require you to onboard the new entities in your commercial and billing systems to enable us to do business with you under the new legal entity effective January 1, 2024. All necessary information has been consolidated by legal entity on our [website](#), along with a [Frequently Asked Questions](#) document for your reference.

**Invoicing**

If you are going to transact with both an Albemarle and Ketjen legal entity, please ensure that you invoice the legal entity that issued the Purchase Order.

You will be required to submit your invoices to a different e-mail address with the correct entity information effective January 1, 2024. You can find the updated email address in the Legal Entity table on our website referenced above. You will notice changes in legal entity names and banking information in payments you receive post January 1, 2024. There will be no impact or change to the agreed upon payment terms as a result of this restructuring.

If you have any questions or need additional information related to the changes outlined above, please e-mail [ketjen.vendors@ketjen.com](mailto:ketjen.vendors@ketjen.com) or contact your Albemarle / Ketjen Representative.

Thank you for your support throughout this process. We appreciate your continued confidence and trust in Ketjen and look forward to continuing our strong business relationship.