

Appendix A. Instructions for Completing the Supplier Letter of Attestation

The Supplier Letter of Attestation may be completed and returned in one of the following ways:

1. Complete, sign, and return the letter
 - a. Via fax to 908-253-3518 or
 - b. Via email to cia@its.jnj.com or
 - c. Via postal mail to

Chris Matteson
Senior Director, CIA Operations
1125 Trenton-Harbourton Rd.
Titusville, NJ 08560

Completing the Supplier Letter of Attestation: These instructions will assist you in determining the appropriate box to select in the 1st section of the Supplier Letter of Attestation.

1. If one or more employees of your company engages in ***Covered Functions*** for a J&J Pharmaceutical Affiliate (JJPA) government reimbursed product (Appendix B) **for more than 160 hours** select the option below.

The activity that my company engages in on behalf of a J&J Pharmaceutical Affiliate is considered a Covered Function and as a result certain employees are considered covered persons under the terms of the Johnson & Johnson CIA.

- a. Complete each of the remaining sections of the letter regarding Ineligibility (Appendix C), Training (Appendix D), and Code of Conduct (Appendix E).
 - b. Sign and complete the required signatory information (name, title, email, etc.)
2. If employees of your company only engage in ***Covered Functions*** for a JJPA government reimbursed product for **less than 160 hours** select the option below.

My company will not engage in a Covered Function on behalf of a J&J Pharmaceutical Affiliate for more than 160 hours.

- a. Sign and complete the required signatory information (name, title, email, etc.). The remaining sections of the attestation are not required.
3. If there are no employees of your company who engage in ***Covered Functions*** for a JJPA government reimbursed product select the option below.

The activity that my company engages in on behalf of a J&J Pharmaceutical Affiliate is not considered a Covered Function.

- a. Sign and complete the required signatory information (name, title, email, etc.). The remaining sections of the attestation are not required.