

BUSINESS CARD AND E-MAIL SIGNATURE POLICY

For: All Goldman Sachs

Effective Date: September [20], 2017

Revision History, page 8

Business cards are an important representation of Goldman Sachs and are issued to employees once employment with the firm has commenced. As e-mail is our primary method of communication with external stakeholders, e-mail signatures serve as de facto electronic business cards. This business card and e-mail signature policy exists to ensure that a consistent brand is presented to the firm's clients, regulators, and other key stakeholders.

The business card and e-mail signature also is a sign of representation of a legal and/or regulated entity. This might trigger additional requirements based on regulations or commercial law. Please contact the Regional Compliance Officer ("RCO") for further information about requirements of other legal entities not mentioned in the policy.

The policy is designed to provide clear direction for physical business card layout and text, ensuring consistency across the firm, protecting the brand from inappropriate use, and streamlining the ordering process. This policy includes guidelines on:

- Card layout
- Specific text and text placement
- Cards for external partners, consultants, and advisors
- Ordering and approval processes

The policy also includes guidelines on personal e-mail signatures.

More detailed Appendices are included on:

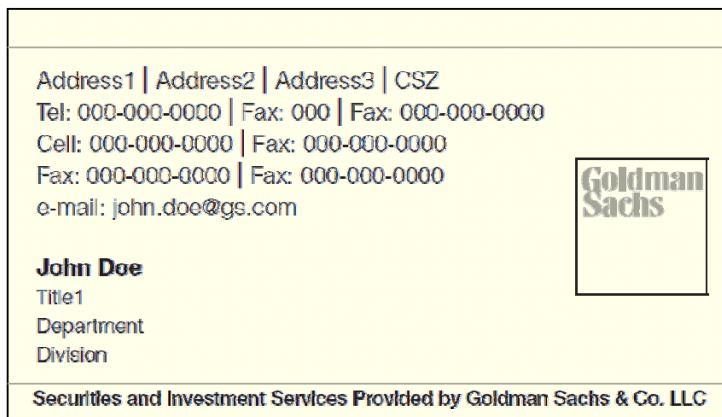
- Goldman Sachs Asset Management's business card layout
- Goldman Sachs entities
- Approved Division names and Sub-division/desk names
- Required regulatory banners
- Asia Pacific job titles
- Japan job titles
- Dual language and two-sided cards
- Regulatory requirements of Goldman Sachs Asia Bank Limited
- Executive Office contacts by region
- Marcus: by Goldman Sachs®

Layout and Text

A sample EMEA Goldman Sachs business card



A sample US Goldman Sachs business card



A sample APAC Goldman Sachs business card



Layout

The embossed Goldman Sachs logo is in a fixed position on the right-hand side of the card. Please see **Appendix 1** for the alternate card layout used for Goldman Sachs Asset Management (GSAM) cards and **Appendix 11** for the alternate card layout used for certain approved groups within the Consumer and Commercial Banking Division. In the case of Goldman Sachs Bank AG in Switzerland, the dedicated Goldman Sachs Bank logo is used in lieu of the Goldman Sachs logo. Goldman Sachs Bank USA employees may use the banner on the standard GS card.

Text

Text is aligned to the left-hand side of the card as follows:

Mandatory text

- Entity (Please see **Appendix 2** at for a list of primary Goldman Sachs entities worldwide. Note that specific entity guidelines apply to employees in the U.S. For employees in Russia, entities should **not** be listed on business cards. For employees of Goldman Sachs Asia Bank Limited (GSAB) or relevant individuals registered for GSAB, the entity name “Goldman Sachs Asia Bank Limited” must be used in immediate conjunction with the term “, a restricted licence bank” in at least the same font size on business cards.)
- Office address
- Name
- Division (e.g., Investment Banking Division). Please see **Appendix 3** for a list of Division names. Appendix 3 also includes offices in Asia Pacific permitted and not permitted to use front office Division names on their business cards.
- Regulatory copy wherever required. Please see **Appendix 4** for more detail.
- Direct telephone number (All numbers outside of the United States and Canada must include an IDD country code.)
- Goldman Sachs e-mail address
- Sub-division or business group

Variable text

Please note that a maximum of eight lines only of text can be printed on a business card in the US or EMEA. A maximum of nine lines may be printed on a business card in APAC. This is in addition to any regulatory copy appearing as a footnote.

Optional

- Office mobile number (a mobile number used for business purposes whose monthly invoice or cost is expensed)
- Switchboard telephone or Divisional group telephone number
- Fax number*

It is **not** permitted to include:

- Employee home addresses
- Private email addresses
- Toll-free telephone numbers
- Personal phone numbers (home or mobile – only mobile numbers used for business purposes whose monthly invoice or cost is expensed can be listed on business cards). Exceptions to include a mobile number on a business card will be reviewed on a case-by-case basis and must be approved by business management and Divisional Compliance

- Academic qualifications or professional licenses (also see 'Industry Qualifications and Designations' on page 3 for exceptions to this guideline)

Dual Language Business Cards

- Except as noted below, dual language cards are **not** permitted. In the instance of an employee requiring cards in more than one language, separate cards are required for each language.
- Dual language card exceptions are allowed across much of APAC. For approved APAC standardised translations please reach out to Connie Ling and Vicki Kwong.
- Please see **Appendix 7** for country/region and entity exceptions for two-sided business cards and dual language cards including:
 - Greater China
 - Goldman Sachs (Asia) L.L.C.
 - Goldman Sachs Asset Management (Hong Kong) Ltd.
 - Goldman Sachs Asia Bank Limited
 - Goldman Sachs Gao Hua Securities Company Limited
 - Beijing Gao Hua Securities Company Limited
 - Japan
 - Middle East
 - Russia
 - Singapore
 - South Korea

Note that employees employed by two different legal entities require two distinct business cards.

Dual Sets of Business Cards

Only one legal entity, business address and phone number should appear on an employee's business card unless the employee is providing services for one entity in two locations which may permit the inclusion of two business addresses and phone numbers.

In certain cases:

- employees who are on a dual contract may require two separate sets of business cards – one for each legal entity by which they are employed.
- employees who are on a partial secondment arrangement may require two separate sets of business cards – one for the legal entity by which they are employed and one for the legal entity to which they are seconded. For specific guidelines applicable to employees of, or secondees to, GSAB, please see Appendix 9.

Please contact your division's Legal, Compliance and HCM teams to confirm whether two sets of cards are necessary.

Specific Text Guidelines

Names

- Business cards must include an employee's surname and given name consistent with the firm's records. Any name changes should be reported to HCM and amendments made in the firm system before business cards can be issued showing the new name.
- Middle names, if required, should be abbreviated to an initial followed by a full point (e.g., John K. I. Smith).
- Employees with non-English names may at their own discretion include an English translation of their name for use on business cards.

Industry Qualifications and Designations

- As a general rule, industry qualifications are **not** permitted on business cards.
- Academic degrees (e.g., BA, MBA, JD) are **not** permitted. See **Appendix 8** for exceptions.
- Exceptions will be considered should the qualification be deemed relevant to the role or if its inclusion is necessary to fulfill legal requirements.
 - Current exceptions include but are not limited to:

CFA	for employees within an external client facing role
LLM	for a legal qualification
PhD	for employees within an external client facing role
CPA, ACCA, ACMA	for employees within an external client facing role

Qualification acronyms should appear as above and be positioned next to the Name. A comma (,) should be placed after the Name and before the acronym (e.g., John Smith, CFA).

Grade and Job Titles

- The firm's grade title policy for business cards varies according to geographic region:
 - *Globally*: Goldman Sachs grade titles of Analyst and Associate are permitted unless your division has determined otherwise. Vice President, and Managing Director are permitted and should appear under the Name.
 - *In Asia Pacific (ex Japan)*: Please see **Appendix 5** for a complete listing of countries in which the Executive Director title and Vice President title should be used.
 - *In Japan*: For specific guidelines on job titles in Japan, please see **Appendix 6** at the end of this document.
- At Goldman Sachs Australia Pty Ltd and Goldman Sachs New Zealand Limited "Executive Director" and "Director" are permitted as grade titles immediately below "Managing Director".
- The titles "Counsel" or "General Counsel" are permitted for relevant people in the Legal Department. See **Appendix 8**.
- In all regions, specific job titles (beyond the Goldman Sachs grade titles of Analyst, Associate, Vice President, Executive Director, Managing Director, and Partner) within a Division or Sub-division are **not** permitted.
 - Exceptions include: If you are a Head or Co-head of an official business Division or Sub-division. In this case the Goldman Sachs grade title (e.g., Managing Director) should appear before the Head or Co-head title, separated by a line break. A comma (,) should be placed after the Head or Co-head title and before the applicable Division or Sub-division. If the title is Head or Co-head of a Sub-division, the Division should appear below, separated by a line break.

e.g., Managing Director
 Co-head, European Investment Banking
 Investment Banking Division
 - Any other job title exceptions may be considered only if deemed critical to the employee's role or if a specified job title is necessary to fulfil legal requirements. In such cases, Executive Office and Divisional Head approval will be required (see **Appendix 9** for a list of regional Executive Office contacts).

Divisions

- Division must appear under grade title and following the Sub-division/department or desk (if included).

- Division must be spelled in full (e.g., Securities Division).
- Please see **Appendix 3** for a list of Division names, as well as offices in Asia Pacific permitted and not permitted to use front office division names on their business cards.

Sub-divisions/Departments/Desks

- Where Sub-divisions, departments or desks are used (e.g., Financial Institutions Group), the Sub-division should appear before the Division and be separated by a line break.

e.g., Financial Institutions Group
Investment Banking Division

Additional Guidelines

Consultants/Contractors/Vendors

- Goldman Sachs business cards should only be produced for permanent employees of Goldman Sachs once employment with the firm has commenced.
- In keeping with the firm's no promotion policy, consultants/contractors/vendors may **not** make reference to Goldman Sachs on their own/vendors' business cards.

Advisors

- Business cards may be produced for International Advisors of Goldman Sachs. In this case:
 - The card design must conform to Goldman Sachs' business card branding policy.
 - Business Division or Sub-division should **not** be included.
 - The card may **not** include a corporate email address from any firm other than Goldman Sachs.

External Board Membership

- Referencing membership in another company's Board of Directors—or any similar position/title external to the firm—is **not** permitted on Goldman Sachs business cards.

Ordering/Approval Processes

This policy should be reviewed prior to placing a business card order or creating a personal e-mail signature.

Exceptions to the Global Business Card Policy require a strong business rationale and will require the approvals of:

- A person's supervisor
- A Managing Director within the Division or his/her designee
- A Legal and Compliance contact within the Division
- The Executive Office (please see **Appendix 9** for a list of regional Executive Office contacts)

In certain cases, regional or global Divisional Head approval and additional approvals may be required.

Personal E-mail Signatures

As e-mail is our primary method of communication with external stakeholders, e-mail signatures serve as de facto electronic business cards. Personal signatures used in conjunction with official Goldman Sachs e-mail addresses (e.g., firstname.surname@gs.com) must adhere to the following guidelines.

Note: Contingent employees, contractors, consultants, or vendors with Goldman Sachs e-mail addresses are **not** permitted to use the Goldman Sachs name in e-mail signatures. Unless specifically instructed otherwise.

- All information listed in an e-mail signature should mirror the text printed on a Goldman Sachs person's physical business cards—including contact information, job title, and Division/Sub-division/desk names.
- Only relevant business contact information should be included, as detailed in the firm's business card guidelines.
- Quotations, mottos, or taglines are **not** permitted in any circumstance.
- Icons, animations, clip art or any other imagery are **not** permitted in any circumstance.
- Links to personal social media profiles (e.g., LinkedIn) are not permitted in any circumstance.
- Electronic signatures should appear in:
 - Arial or Times New Roman font
 - 9 or 10 pt size
 - Black type (no other color is permitted)

Disclaimer information mandated by the Compliance Division is a permitted exception to the above e-mail signature guidelines.

Variable text

Additional Optional

- Hyperlinks to digital platforms to direct clients to find out more about Goldman Sachs:

Learn more about Goldman Sachs
[GS.com](#) | [Blog](#) | [LinkedIn](#) | [YouTube](#) | [Twitter](#)

- Hyperlinks are:
- GS.com: goldmansachs.com
- Blog: goldmansachs.com/careers/blog
- LinkedIn: linkedin.com/company/goldman-sachs/careers
- YouTube: youtube.com/user/GoldmanSachs
- Twitter: twitter.com/goldmansachs

For special requirements for e-mail and fax signatures in Germany, please see **Appendix 8**. Please see **Appendix 11** for the alternate e-mail signature for certain approved groups within the Consumer and Commercial Banking Division.

For specific guidelines applicable to employees of, and secondees to, GSAB, please see Appendix 9.

Revision History

- September 20, 2017 (Updated US business card layout and personal e-mail signature sections to include reference to Appendix 11 for Marcus by Goldman Sachs, and added Appendix 11)
- May 9, 2017 (current; updated the legal name of Goldman Sachs Realty Management, L.P. to Goldman Sachs Realty Management, LLC)
- May 3, 2017 (changed US business card example to include updated US entity name, updated the legal names of Goldman, Sachs & Co. to Goldman Sachs & Co. LLC and J. Aron & Company to J. Aron & Company LLC and added new legal entity names 'Goldman Sachs Asset Management (Hong Kong) Ltd.' and Goldman Sachs Asia Bank Limited)
- October 20, 2015 (updated to add new legal entity name 'Goldman Sachs Asset Management (Singapore) Pte. Ltd.')
- September 24, 2014 (Page 10 Appendix 2, inclusion of entity 'Goldman Sachs Realty Management, L.P.' Page 12 Appendix 3, Removed reference to the 'Archon Advisory Division')
- August 20, 2014 (Updated regulatory language in US and EMEA, updated APAC guidelines referencing regional contact for specific county guidelines, updated guidance around global title guidelines and use of qualifications on cards for individuals in client facing roles)
- May 4, 2012

Appendix 1

Goldman Sachs Asset Management Business Card Layout

Goldman Sachs Asset Management (GSAM) business cards are similar to standard Goldman Sachs business cards but differ in layout. A sample card is below. Note that the GSAM logo appears on the left hand side of the card, with the card text left-justified on the right hand side of the logo.

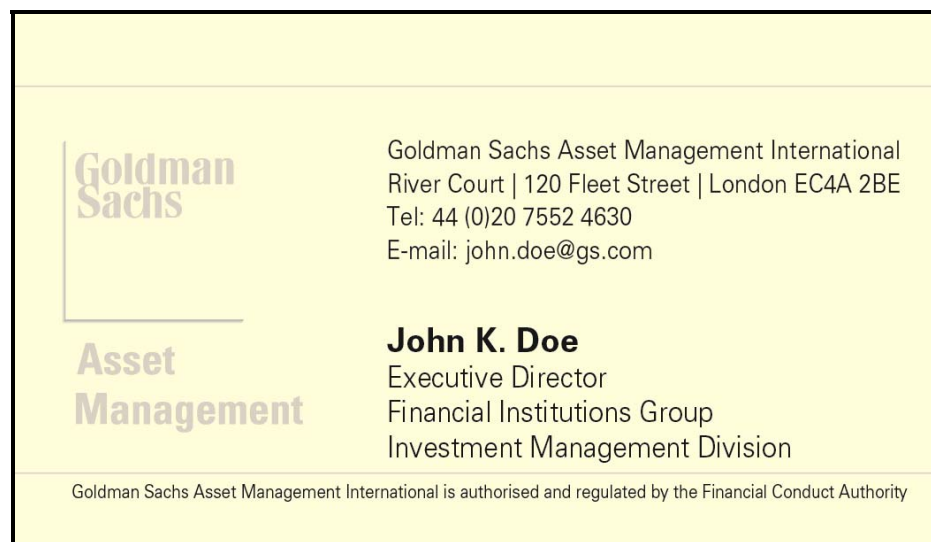
Exceptions to business card layout

In certain cases GSAM business cards may be printed on both sides to accommodate language requirements, for example Japanese on one side and English on the reverse. On occasion business cards may be printed vertically rather than horizontally to accommodate language requirements. For example, it may be desirable for Japanese text to flow vertically down the card rather than horizontally across the card.

Card text

The text requirements outlined in this Global Business Card Policy apply to GSAM business cards. Any exceptions to these guidelines require Executive Office approval and, in certain cases, regional or global Divisional Head approval.

A sample EMEA GSAM business card



Appendix 2

Goldman Sachs Entities

Following are the primary Goldman Sachs entities worldwide categorized by region, last updated on February 25, 2011.

Americas

Goldman Sachs & Co. LLC
Goldman Sachs Administration Services
Goldman Sachs Argentina L.L.C.
Goldman Sachs do Brasil Banco Múltiplo S.A.
Goldman Sachs do Brasil Corretora de Títulos e Valores Mobiliários S.A.
Goldman Sachs Canada Inc.
Goldman Sachs Asset Management Brasil Ltda.
Goldman Sachs Global Commodities (Canada) Corporation
Goldman Sachs Execution & Clearing, L.P.
Goldman Sachs Financial Markets, L.P.
The Goldman Sachs Foundation
The Goldman Sachs Group, Inc.
Goldman Sachs Mexico Casa de Bolsa, S.A. de C.V.
GS Bank USA or Goldman Sachs Bank USA
Goldman Sachs Realty Management, LLC
J. Aron & Company LLC

Note: In general, United States business cards do not contain a line for entity name; the entity name instead appears, where necessary, as part of a regulatory banner at the bottom of each card. The card ordering system explains the options available.

Asia Pacific

China, Hong Kong, India, Japan, South Korea, Southeast Asia Pacific (Singapore, Indonesia, Malaysia, Thailand), Taiwan

Goldman Sachs Services Private Limited
Goldman Sachs (Asia) L.L.C.
Goldman Sachs (Asia) L.L.C. – Taipei Branch
Goldman Sachs (Asia) L.L.C. – Seoul Branch
Goldman Sachs Asia Bank Limited
Goldman Sachs (China) L.L.C.
Goldman Sachs (India) Securities Private Limited
Goldman Sachs (Malaysia) Sdn Bhd
Goldman Sachs Asset Management (India) Private Limited
Goldman Sachs (Singapore) Pte.
Goldman Sachs Asset Management (Singapore) Pte. Ltd.
Goldman Sachs Asset Management (Hong Kong) Ltd.
Goldman Sachs Gao Hua Securities Company Limited
Qian Kun Futures Co., Ltd.
Beijing Gao Hua Securities Company Limited
Goldman Sachs (China) L.L.C. Beijing Representative Office
Goldman Sachs (China) L.L.C. Shanghai Representative Office
Goldman Sachs International Bank
Goldman Sachs International Bank Beijing Representative Office
Goldman Sachs Broad Street (Beijing) Equity Investment Management Co., Ltd
Qingsheng Small Loan Company Limited

Goldman Sachs Asset Management & Partners Australia Pty Ltd
J. Aron & Company (Singapore) Pte.
J. Aron (China) Commodities Trading Company Limited
Goldman Sachs Japan Co., Ltd.
Goldman Sachs Asset Management Co., Ltd.
Goldman Sachs Japan Holdings, Ltd.
Goldman Sachs Realty Japan Ltd.

Australia/New Zealand

Goldman Sachs Australia Pty Ltd
Goldman Sachs New Zealand Limited

Europe, Middle East, and Africa

Goldman Sachs International
Goldman Sachs Europe
Goldman Sachs International Bank
Goldman Sachs Bank (Europe) plc
Goldman Sachs Asset Management International
Goldman Sachs Administration Services Ltd
Goldman Sachs AG
Goldman Sachs Bank AG
Goldman Sachs Bank OOO
Goldman Sachs Gestión SGIIC, S.A.
Goldman Sachs Israel LLC
Goldman Sachs International Sucursal en España
Goldman Sachs International – Filiale Italiana
Goldman Sachs International Zweigniederlassung Frankfurt
Goldman Sachs Gestión SGIIC
Goldman Sachs (Monaco) SAM
Goldman Sachs OOO
Goldman Sachs Paris Inc.
Goldman Sachs Saudi Arabia
Money Partners Limited
Rothesay Life

Appendix 3

Approved Division Names

Goldman Sachs Divisions include:

- Finance Division
- Global Compliance Division
- Global Investment Research
- Human Capital Management
- Internal Audit Department
- Investment Banking Division
- Investment Management Division
- Legal Department
- Merchant Banking Division
- Operations
- Realty Management Division
- Securities Division
- Services Division
- Technology Division
- Consumer and Commercial Banking Division

Asia Pacific: Divisional Listings

Due to legal reasons, offices in the following countries **can** use the descriptions: “Investment Banking Division” and “Merchant Banking Division” on business cards:

- Taiwan
- Korea
- Singapore
- India
- New Zealand

Offices that **cannot** use these descriptions on business cards are:

- Australia
- Hong Kong

In Hong Kong only, the divisional description of “IBD” (in lieu of “Investment Banking Division”) **is** permitted.

In Hong Kong only, “Principal Investment Area” should be used in lieu of “Merchant Banking Division”.

The following offices **cannot** use any of the front office division names on their business cards (i.e., Investment Banking Division, Investment Management Division, Equities, Investment Research, etc.):

- Beijing
- Shanghai
- Bangkok

Appendix 4

Required Regulatory Banners for Business Cards

Americas

You will be directed within the card ordering system to any required regulatory banner for your location.

Business cards will automatically include any required regulatory banners, depending on your hiring entity/registration status.

Note: In general, United States business cards do not contain a line for entity name; the entity name instead appears, where necessary, as part of a regulatory banner at the bottom of each card. The card ordering system explains the options available.

Asia Pacific

Regulatory copy is neither required nor permitted.

EMEA

Business cards will automatically include any required regulatory banners, depending on your location.

Appendix 5

Asia Pacific: Job Titles

The "Executive Director" title should be used in the following locations in Asia Pacific:

- People's Republic of China (Beijing and Shanghai)
- Hong Kong
- Korea
- Singapore
- Taiwan
- Thailand
- Australia (provided that the department/division is also listed on the card)
- New Zealand
- India (Mumbai)

The "Vice President" title should be used in:

- India (Bangalore)
- Japan (Tokyo)

Appendix 6

Japan: Job Titles

The Japanese translations of Goldman Sachs grade titles are listed below. Please note that Japanese titles such as “Bumon Tokatsu,” “Hon-Bu-cho,” and “Bu-cho” can be used together with the Katakana translations of titles such as “Managing Director” and “Vice President” listed below.

Managing Director:	マネージング・ディレクター 部門統括, 本部長, or 部長
Vice President:	ヴァイス・プレジデント 部長, 部付部長 (XX 部 部長), or 室長
Associate:	アソシエイト

Other guidelines:

- The title of “部門統括 (Head of XX Division)” should only be used by an individual who runs the division, with a name listed in SK#3 with a “D” in front of the name.
- The title of “本部長 (Head of XX Group)” should only be used by an individual who runs the group, with a name listed in SK#3 with a “#” in front of the name.
- The title of “部長 (Head of XX Department)” should only be used by an individual who runs the department, with a name listed in SK#3 with a “■” in front of the name.
- The title of “室長 (Head of XX Office)” should only be used by an individual who manages the administrative functions within a particular division, generally listed as “X management office” in the SK#3.
- The titles of “部付部長 (XX 部 部長)” should only be used by head of sections below a department (“部”) under a division (“部門”) when the title is required for marketing, recruiting, or regulatory purposes. These cases require specific approval from Division heads.
- The title of “Director” can only be used if you are Members of the Board of Directors.

Use of any other titles such as “Treasurer” and “Chief XXX Officer” should be approved by the Asia Pacific Executive Office (see **Appendix 9**).

Appendix 7

Dual Language and Two-Sided Business Cards

The following exceptions are permitted:

- *Germany*: Board Members of the Goldman Sachs AG are permitted to have dual business cards.
- *Greater China*: Business cards in Greater China (China, Hong Kong, and Taiwan), where two-sided dual language cards are permitted in either simplified Chinese (in China) or traditional Chinese (in Hong Kong and Taiwan). In the case of all two-sided Chinese-English business cards:
 - On the Chinese side the GS bilingual logo should appear on the bottom left-hand corner, while the logo should appear on the bottom right-hand corner on the English side.
 - Note that Compliance and Corporate Communications must approve all Chinese translations of job titles and division names if they are not standard Goldman Sachs grade titles or official Division names.
- *Goldman Sachs Gao Hua Securities Company Limited*: Dual language cards are mandatory for Goldman Sachs Gao Hua Securities Company Limited (GSGH). In this case:
 - The GSGH logo should not be embossed on both the English/Chinese sides.
 - Text should be embossed on the Chinese side but **not** on the English side.
 - Only employees with the grade title of Vice President or higher may include titles below their names.
- *Beijing Gao Hua Securities Company Limited*: Goldman Sachs' strategic partner Beijing Gao Hua Securities Company Limited allows two-sided, dual language cards, in which case:
 - The GS logo should appear on the bottom right-hand corner on the English side, and the GS bilingual logo on the bottom right-hand corner on the Chinese side.
 - The logo must be locked up with the tagline "In alliance with", with the Chinese equivalent appearing on the Chinese side of the card. The tagline should be positioned to the left of the GS logo on both sides.
 - The GH logo should be placed on the top right-hand corner
 - Text should be embossed on the Chinese side but **not** the English side.
 - The Gao Hua logo must be more dominant. The height of the Goldman Sachs logo should always be half of the size of the Gao Hua logo
- *Japan*: Japanese business cards where Japanese text is permitted on the reverse side in line with the Japanese business card design. On the Japanese side, the layout should be vertical with the Goldman Sachs logo appearing on the top left-hand corner, while on the English side the Goldman Sachs logo should appear on the bottom right-hand corner.
- *Middle East*: English-Arabic two-sided dual language cards are permitted.
- *Russia*: English-Russian two-sided dual language cards are permitted.
- *Singapore*: English-Chinese two-sided dual language cards are permitted. In addition, printing the Japanese and Korean translations of an employee's name only

are permitted on a single side of a business card for employees in Singapore, right below the English name.

- *South Korea*: English-Korean two-sided dual language cards are permitted.

Appendix 8

Germany: Regulatory Requirements

Due to regulatory requirements, the following business card and e-mail signature exceptions are permitted for Goldman Sachs people in Germany:

- The use of the title “Dr.” on business cards and e-mail signatures as well as other forms of firm stationery.
- Use of the title “Counsel” or “General Counsel” for relevant people in the Legal Department

e.g., Dr. Marcus Mustermann
Executive Director and Counsel
Legal Department

E-mail and Fax Signatures

Due to the German stock corporation act and the statute on the electronic commercial register and the enterprise register, employees of Goldman Sachs AG and Goldman Sachs International Zweigniederlassung Frankfurt must ensure to add a signature when **sending/forwarding** or **replying** to e-mails or faxes, including those e-mails which are sent from a mobile device.

Failure to comply with this requirement could subject the firm to financial claims.

Additional information is required for e-mail and fax signatures which is not required for physical business cards.

If you are an employee of Goldman Sachs AG you must add either layout Option 1 or 2 and employees of Goldman Sachs International Zweigniederlassung Frankfurt must add either Option 3 or 4: (Please see Options below.)

Option 1

Name, Title, Division
Goldman Sachs AG | MesseTurm| Friedrich-Ebert-Anlage 49 | D-60308 Frankfurt am Main
Email: xxx@gs.com | Tel: +49 (0)69 7532 xxxx | Fax: +49 (0)69 7532 xxxx
Vorstand: Dr. Alexander Dibelius (Vorsitzender) | Dr. Joerg Kukies| Dr. Matthias Bock
Vorsitzender des Aufsichtsrats: Richard J. Gnodde
Sitz: Frankfurt am Main | Amtsgericht Frankfurt am Main HRB 91313

Option 2

Goldman Sachs AG
MesseTurm | Friedrich-Ebert-Anlage 49 | D-60308 Frankfurt am Main
Tel: +49 (0)69 7532 xxxx | Fax: +49 (0)69 7532 xxxx
E-mail: xxxx@gs.com

Name	Goldman
Title	Sachs
Division	

Vorstand: Dr. Alexander Dibelius (Vorsitzender) | Dr. Joerg Kukies | Dr. Matthias Bock
Vorsitzender des Aufsichtsrats: Richard J. Gnodde
Sitz: Frankfurt am Main | Amtsgericht Frankfurt am Main HRB 91313

Option 3

Name, Title, Division

Goldman Sachs International Zweigniederlassung Frankfurt | MesseTurm| Friedrich-Ebert-Anlage 49 | D-60308 Frankfurt am Main

Email: xxx@gs.com | Tel: +49 (0)69 7532 xxxx | Fax: +49 (0)69 7532 xxxx

Sitz: Frankfurt am Main | Amtsgericht Frankfurt am Main HRB 73884

Option 4

Goldman Sachs International Zweigniederlassung Frankfurt

MesseTurm I Friedrich-Ebert-Anlage 49 | D-60308 Frankfurt am Main

Tel: +49 (0)69 7532 xxxx | Fax: +49 (0)69 7532 xxxx

E-mail: xxxx@gs.com

Name	Goldman
Title	Sachs
Division	

Sitz: Frankfurt am Main | Amtsgericht Frankfurt am Main HRB 73884

- Contingent workers who have been granted a Goldman Sachs email address must use a standard email signature including the legal entity as outlined above.

Appendix 9

Goldman Sachs Asia Bank Limited: Regulatory Requirements

Business Cards

- All GSAB employees will have GSAB business cards.
- Certain GSAB employees, including Sales and those who may have a genuine need (for regulatory reasons or meeting with regulators), may also have the business cards of the legal entity to which they are partially seconded (i.e. Goldman Sachs (Asia) L.L.C. (GSALLC)) subject to approval from Legal.
- Persons engaging in deposit taking activities must use GSAB business cards.
- GSAB employees should use the business cards of the legal entity on whose behalf they act.
- Seconded to GSAB (unless registered for GSAB for Type 1 regulated activity) will not have GSAB business cards.

Email Signature

- All GSAB employees should use the email signature identifying “Goldman Sachs Asia Bank Limited, a restricted licence bank” except Sales (Business) should use the email signature identifying GSALLC.
- Persons engaging in deposit taking activities must use GSAB email signature when sending emails relating to deposit-taking activities of GSAB.

A sample email signature identifying GSAB is set out below:

Goldman Sachs Asia Bank Limited, a restricted licence bank
[68/F Cheung Kong Center | 2 Queen's Road Central | Hong Kong]
Tel: 852-2978 [XXXX] | Fax: 852-2978 1966
email: [to include email address]
[Name]
[Title]
[Division]

Appendix 10

Executive Office Contacts by Region

Following are regional Executive Office email distribution lists for business card queries:

- Americas and EMEA: [gs-eo-bizcard-americas](#)
- Asia Pacific (including Japan): [gs-eo-bizcard-apac](#)

Appendix 11

Marcus by Goldman Sachs business card Layout for certain approved groups within the Consumer and Commercial Banking Division

Marcus by Goldman Sachs (“Marcus”) business cards are similar to standard Goldman Sachs business cards but differ in layout and certain requirements. A sample card is below. On the front of the card, the flat Goldman Sachs logo is in Blue text and is in a fixed position on the right-hand side of the card. On the back of the card, the flat “Marcus: By Goldman Sachs” logo is in white text and is in a fixed position in the middle of the card. The remainder of the back of the card which is shaded in dark blue.

A sample “Marcus by Goldman Sachs” business card:



Exceptions to business card layout

Marcus business cards are printed on both sides to accommodate the flat “Marcus: By Goldman Sachs” logo in white text, which is in a fixed position in the middle of the back of the card, which is shaded in dark blue.

Card text

The text requirements outlined in this Global Business Card Policy apply to Marcus business cards except as set forth below:

- Division is not required.

Any exceptions to these guidelines require Executive Office approval and, in certain cases, regional or global Divisional Head approval.

Marcus by Goldman Sachs email signature for certain approved groups within the Consumer and Commercial Banking Division

The text requirements outlined in this Global Business Card Policy apply to certain approved groups within the Consumer and Commercial Banking Division and their email signatures except for the following variations:

- Electronic signatures should appear in:
 - Arial font
 - 11 pt size
 - Name in bold black type and Title, Goldman Sachs Bank USA, address, office telephone number and e-mail address shall appear in black type
 - Division is not required
 - The “Marcus: By Goldman Sachs” logo will appear in its standard blue type.
 - The following hyperlinks to digital platforms will appear in the signature to direct clients to find out more about Marcus:

[Marcus.com](http://www.marcus.com) | [Facebook](https://www.facebook.com/marcus) | [YouTube](https://www.youtube.com/marcus) | [Twitter](https://www.twitter.com/marcus)

▪ Hyperlinks are:

- Marcus.com: <http://www.marcus.com/>
- Facebook: <http://www.facebook.com/marcus>
- YouTube: <http://www.youtube.com/marcus>
- Twitter: <http://www.twitter.com/marcus>

Sample email signature identifying Marcus is set out below:

Jordan Doe

Title

Goldman Sachs Bank USA

200 West Street | New York, NY 10282-2198

Tel: (212) 902-1000

E-mail: jordan.doe@gs.com

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