



## Cerda Industries' Tab Data Policy

### Cerda's Policy

Tab Data is an asset document that is certified by a Registered Professional Engineer(PE). This document provides valuable information about an equipment's depth rates, capacity and spreader size. A unique serial number is assigned by Cerda Industries to correspond with a equipment-specific Tab Data document. Increased activity in shoring equipment auctions and high volumes of requesting Tab Data documents has prompted Cerda Industries to put forth a Tab Data Policy. Cerda Industries has created this policy so that we can protect you the customer and Cerda in dealing with this legal document

### Distributor's Responsibility

When a distributor's order has been shipped, Cerda will provide a copy of the Tab Data document along with all other applicable shipping documents with the shipment's driver. In addition Cerda will mail the original Tab Data that has been sealed and signed in blue ink by our PE to the originating branch office. It is the distributor's responsibility to notify Cerda if the document has not been received. If in 30 days a distributor has not communicated to Cerda that they have not received their Tab Data, it will be assumed the document has been received and will be marked as received in Cerda's system. **Distributors are solely responsible for retaining their original Tab Data document.** Copies of the original Tab Data can be made as needed so that they may be provided to the distributor's customers. The original should always remain in the distributor's master files.

### Transferring Ownership

It is the distributor's responsibility to provide a secondary purchaser with the original Tab Data document upon transfer of ownership. **Tab Data is a transferable document, only if written notice by the original purchaser has been provided and confirmed with Cerda Industries' records.** If the secondary purchaser does not retain the serial Tab Data documents they will be direct back to the original distributor. Secondary purchasers will be given a "Cerda Tab Data Release Form" to be completed by the original distributor to grant rights to request Tab Data from Cerda Industries.

## **Requesting Tab Data**

A distributor can request Tab Data documents by emailing the Cerda sales representative that fulfilled the distributor's order or by calling Cerda Industries directly.

Each serial number has its own specific Tab Data document. Requested serial numbers are individually logged in Cerda's system and are treated as separate requests.

### **Requesting Tab Data by Original Purchaser (Distributor)**

The first time an original purchaser (distributor) makes a request for a single serial number, the corresponding Tab Data document will be mailed or electronically sent at no additional charge. The serial number will be logged in the system as "first request" for further reference.

The second time the same unique serial number is requested, a fee of \$75 dollars will be invoiced to the Distributor's branch office. In addition the requested serial number will be logged in the system as "second request" for further reference.

Any additional requests, made by the Distributor, for the same unique serial number will incur a fee of \$125 for each individual request and thereafter. Requests will be invoiced to the Distributor's branch office and logged in Cerda's system with the number of times it has been requested.

### **Requesting Tab Data- Secondary Purchaser (Distributor's Customer)**

Secondary Purchaser's are only granted permission to Tab Data documents with written notice provided to Cerda.

If at the time of request, a secondary purchaser has not been granted rights to the serial number's Tab Data rights by written notice, a "Cerda Tab Data Release Form" will be provide to be completed by the original purchaser. After written notice by the original purchaser has been received, Tab Data document rights will then be transferred from the original purchaser to the secondary purchaser.

**Tab Data document requests will follow the same rules as the previous Original Purchaser rights once Tab Data rights have been transferred to the Secondary Purchaser.**