

AKEBIA GLOBAL SPONSORSHIPS, EXHIBITS & CORPORATE MEMBERSHIP FORM

This form is **not** intended to be used for the following:

- Educational Grants and Donations
- Charitable Contributions
- Research Grants
- Direct funding of a HCP to attend a congress *[ex-US only]*

Required Documents

- Signed Sponsorship Form
- Official Brochure
Documentation from the Organization (e.g., brochure, formal letter/invitation, agenda, conference schedule) describing the activity
- Defined Benefits to Akebia
Documentation that lists the specific benefits to Akebia for the level of funding requested. **Note: If the proposed level of funding and benefits are different from what is described in the brochure, you must provide an explanation.** Please ensure that Proof of tax exempt/non-profit status is attached.
- Organization’s W9 (and/or international equivalent)
In the first instance that we provide funding to an organization, the W9 is required by finance
- Completed Sponsorship Agreement Template
Payments require agreements. Period. Filling in the Sponsorship Agreement template will help us process the request faster. This should not be signed (i.e. Akebia should be the *final* signatory to the agreement).

This completed form, and *all* required materials, must be submitted to
[**Sponsorships@Akebia.com**](mailto:Sponsorships@Akebia.com)
at least 30 DAYS in advance of the Exhibit or Sponsorship to ensure timely review.

Payee Organization Information
Legal Name of Organization
Mailing Address 01
Mailing Address 02
Mailing Address 03
Email
Website
Telephone
Is the Organization tax-exempt as defined by the tax authority, e.g., IRS?
Tax ID Number
Attach a copy of the IRS determination letter, Form 990, or other government issued tax documentation



Authorized Representative of Organization:

Full Name

Title

Signature *[if being completed by Organization]*

Date *[if being completed by Organization]*

Event Information

Event Name

Event Date(s)

Event Location

City

State

Country

Event Venue

Name

Address 01

Address 02

Amount Requested *[Currency]*

Number of other anticipated supporters

Is the same opportunity at the same funding levels being offered to other potential supporters?

Indicate Type of Request

Sponsorship

Corporate Membership

Exhibit or Display Fee

Other (describe)

Indicate the tangible commercial benefit(s) that Akebia will receive as a benefit of this funding.

Banner at a conference

Exhibit opportunity

Advertising space on a printed brochure or website

Tickets to an Event

Membership in an organization

Other (describe)

If the benefit includes an exhibit space/booth:

Booth Size

Number of Exhibit Days

If the benefit includes membership in an organization, list the specific benefits of membership.



Akebia Personnel

If this Sponsorship includes an **Exhibit or Display**, complete the following (or indicate N/A if not applicable)

Requirement	Attestation
The Exhibit opportunity is available to other companies – the request is a general solicitation (e.g., the same price is offered to other companies). <i>Akebia should not be the sole exhibitor, unless approved by Compliance in advance.</i>	
Audience includes appropriate Healthcare Professional specialties.	
The Exhibit opportunity is in exchange solely for exhibiting (and attendance at the event, if applicable), and not supporting any programs or meals provided by the Organization.	
If the event includes an educational program, the exhibit booth space is separate from the education space.	
All materials and signage to be used in the exhibit booth will be approved by the appropriate Akebia Review Committee.	
If product materials will be shown for products not currently approved in the host country, will signage be available at the booth to note this to attendees?	
The fees set forth in the request qualify as Fair Market Value for the Tangible Benefit received.	
<i>While Fair Market Value determinations will require final approval from Compliance, at a minimum, fees must: (1) be consistent with other display fees/sponsorships at similar events or membership for similar organizations; (2) reflect the standard fee to be paid by all entities for the same opportunity or membership; and (3) be reasonable based on market standards.</i>	

Difference in Defined Benefits &/or Other Required Explanation(s)

Approvals

Approval Requirements Generally

- Requests submitted by third parties *must* contain approvals from the sponsoring Akebia or Keryx employees; see the Akebia Sponsor section below. By signing, the Akebia Sponsor acknowledges that the request aligns with business strategy, Policy, and department budget(s).
- Requests that equal or exceed \$5000.00 USD, or equivalent, are subject to review by both Compliance and the Sponsorship Review Committee (SRC). Requests that fall below this threshold are generally subject to Compliance review only. Review by additional parties may be requested by Compliance and/or the SRC.

All Requestors

To the best of my knowledge, the information I have provided in this document is complete and accurate. I confirm that a legitimate business need for service exists. I confirm that this activity will be conducted as described above and in accordance with applicable local, regional laws and industry codes, including Akebia Compliance Policies. I understand that each country has its own contract requirements and country-specific guidelines that I am responsible for understanding and following.

SUBMITTER	
SIGNATURE	DATE
NAME	
TITLE	
AKEBIA EMPLOYEE?	
AKEBIA DEPARTMENT OR ORGANIZATION	

AKEBIA SPONSOR	
SIGNATURE	DATE
NAME	
TITLE	
AKEBIA DEPARTMENT	
<small>REQUIRED ONLY IF THE SUBMITTER IS NOT AN AKEBIA / KERYX EMPLOYEE</small>	

COMPLIANCE	
SIGNATURE	DATE
NAME	
TITLE	
DEPARTMENT	

SPONSORSHIP REVIEW COMMITTEE	
SIGNATURE	DATE
VERDICT	
<small>REQUIRED IF REQUEST EQUALS OR EXCEEDS \$5000.00 USD</small>	