

LYONDELLBASELL MATCHING GIFTS PROGRAM

LyondellBasell will contribute U.S. \$1 for every \$1 contributed by employees of a LyondellBasell company to a qualified not-for-profit institution.

- The minimum gift that LyondellBasell will match is \$100.
- The maximum from one individual to all organizations in any one calendar year is \$5,000.

ELIGIBLE CONTRIBUTIONS

Qualifying contributions include personal gifts from active full-time employees of LyondellBasell or an affiliate. Personal gifts must not include resources from other people or institutions.

- Contributions must be paid by cash, check, money order, credit card or in securities having a quoted market value.
- For stock and marketable securities, the recipient organization must provide a photocopy of the donor's stock certificate, stock power, and a copy of an official receipt indicating the valuation of the donor gift.

INELIGIBLE CONTRIBUTIONS

- Memberships.
- Fee for any service.
- Ticket purchases, raffle purchases or auctions.
- Bequests of life income trust arrangements.
- Subscription fees for publications.
- Gifts of real or personal property.
- Payments eligible for reimbursement.

ELIGIBLE ORGANIZATIONS

Organizations in the United States must be designated by the Internal Revenue Service as a nonprofit, tax-exempt public charity under Section 501(c)(3) of the IRS code or as a publicly supported charity under Section 509 (a) of the Internal Revenue Code. Institutions affiliated with religious, political or fraternal organizations are not eligible for matching gifts. Other eligibility restrictions may apply.

Organizations located outside the United States must first transmit to LyondellBasell certification of its charitable intent, a copy of its bylaws, and audited financial statements indicating the amount and percentage of private contributions, governmental support, and any other sources of monetary support.

INELIGIBLE ORGANIZATIONS

- Private operating foundations.
- Alumni Associations or Athletic Funds.
- Sports Programs.
- Religious, political or fraternal organizations.
- Organizations that discriminate on the basis of race, sex, color or creed.
- Because we contribute directly to United Way, we do not match contributions to United Way.

INSTRUCTIONS

To apply for a matching gift, employees must fill in Part A of the application and forward this form and their contribution to the nonprofit organization. **Part B** of the application is to be completed by the recipient organization and returned to LyondellBasell along with other required documents listed below. LyondellBasell must receive the completed matching gift form from the institution or organization **no later than 90 days** after the donor's date of gift.

- A separate form must be completed for each matching gift contribution.

ADMINISTRATIVE CONDITIONS

For gifts of \$250 or more, an officer of the recipient organization with fiduciary responsibility must provide a brief description of the charitable purpose of the programs of the organization. Payment from LyondellBasell will include the form "Acknowledgement of Charitable Contribution" which must be returned by the organization, indicating whether LyondellBasell received any benefits that would reduce the tax deductibility of the contribution.

For gifts of \$500 or more, the organization must provide a photocopy of the donor's gift (personal check, etc.) or a copy of the official receipt.

- The nonprofit organization must provide a copy of its IRS 501(c)(3) Tax Determination Letter (first-time requests).
- LyondellBasell must have on file the organization's nine-digit Employer Tax Identification Number prior to payment of a grant.
- All newly created organizations with an "Advance Ruling Date" that has expired and/or a grace period that has ended will not be matched until the "Final Determination Letter" from the IRS is received by LyondellBasell.
- Grant payments are subject to maximum annual levels established by LyondellBasell.

At its discretion, LyondellBasell may choose to seek additional information about the purpose of the organization, or the intended use of matching funds, before the matching gift is released. LyondellBasell reserves the right to determine whether any gift shall be matched and may change, revoke, suspend, or terminate this program at any time. All interpretations of the requirements of this program are solely within the discretion of LyondellBasell.



FOR MORE INFORMATION CALL +1 (713) 309-4170

PART A: Employee will complete Part A then send form and contribution to nonprofit organization.

Your Name: _____

Home Address: _____

City: _____ State: _____ Country: _____ ZIP: _____

Work Location: _____ Work Phone: _____

Nonprofit Organization Receiving Grant: _____

Amount of Gift: _____ Form of Gift (please check): ☐ Cash/Check ☐ Credit Card ☐ Securities

Date of Gift (Month, Day, Year): _____

Certification: I certify that my gift is a voluntary contribution made from my own resources and not from gifts or loans of any other person or organization. My gift does not represent in any way tuition, nor payment in exchange for or in expectation of some monetary or other direct tangible benefit to be given to me, or to any person or organization named by me. In addition, my gift will not be used for religious, fraternal or political purposes, nor to fulfill a religious or political commitment.

Your Signature: _____ Date: _____

PART B: Financial Officer of recipient organization will complete Part B and send this form and any administrative documents (see left) to: LyondellBasell Matching Gift Program, Corporate Communications Department, P. O. Box 3646, Houston, TX 77253-3646.

Organization Name: _____

Tax Identification Number (required): _____

Address: _____

City: _____ State: _____ Country: _____ ZIP: _____

Phone: _____ E-mail: _____

Financial Officer Name and Title: _____

Amount of Gift: _____ Tax Deductible Amount: _____

Name of Donor: _____ Date Received: _____

Certification: I certify receipt of the gift described above on behalf of the above-named donor and certify that this institution/organization is a nonprofit public charity, and that contributions to it are tax deductible under Section 501(c) (3) of the Internal Revenue Code of the United States. Furthermore, I certify that this gift does not represent in any way tuition or payment in exchange for, or in expectation of, monetary or other direct tangible benefits to be given to the donor or any person or organization named by the donor. In addition, this gift will not be used for religious, fraternal or political purposes, nor to fulfill a religious or political commitment.

Signature of duly authorized representative of recipient organization: _____