

PHILIP MORRIS MANAGEMENT CORP. INTER-OFFICE CORRESPONDENCE
120 PARK AVENUE, NEW YORK, NY 10017-5592

TO: Distribution **DATE:** October 21, 1998
FROM: William F. Lynch III
RE: Records Disposal Suspension Notice

For legal reasons, the following records, documents, or other information ("Records") are hereby placed under disposal suspension:

Records that

1. were generated or received, or reflect activities, during the period between and including 1988 - 1998;

and also

2. reflect or relate to (a) Canadian-brand tobacco products (including but not limited to those produced by Rothman, Benson & Hedges, Inc., Imperial Tobacco Ltd., or any entities related to any of them) that were imported into the United States, or (b) Canadian taxation policies, rates and practices with respect to tobacco products.

The notice applies to all forms of records, including paper records, computer-based electronic records (including computer disks and tapes), microfilm, video and audio recordings, and every other memorialization of information and other material related to the specified subjects.

If the specified records exist in paper form, you must keep them, without alteration, organized in the way that you would normally keep them for business purposes (for example, if you usually file them in folders, continue to do so). If they are no longer needed for normal business purposes, however, they may be boxed and placed in storage (properly identified and labeled as disposal-suspended material). If electronic records can be printed (e-mail, for example), you should print them and retain them only in printed form. Electronic records that cannot be printed must be kept in electronic form.

Thank you for your cooperation. If you have any questions regarding this notice, please call me in New York (ext. 4019).

WFL/js

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Distribution:

Philip Morris Companies Inc.

- Steven C. Parrish, Esq. - New York

Philip Morris Incorporated (PM USA)

- Corporate Affairs - New York
c/o Ellen Merlo

Philip Morris International Inc.

- Corporate Affairs - Rye Brook
c/o Wendy G. Burrell

Philip Morris Management Corp.

- Russell Bertelsen - New York
- External Relations - New York
c/o Victor C. Han
- Government Affairs - Washington, D.C. and New York
c/o Howard S. Libengood
- Issues Management - New York
c/o Ellis A. Woodward
- Strategy and Development - New York
c/o David I. Greenberg

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cc:

G. Carlton Adkins, Esq. - Rye Brook
Martin J. Barrington, Esq. - New York
William A. Brandt, Esq. - New York
Margot Bodine Congdon, Esq. - Rye Brook
Lewis Cummings - Richmond
Carla Gregory - Richmond
Kenneth V. Handal, Esq. - New York
Beverly Honaker - Richmond
Kathi Hunter - Richmond
Timothy Lindon, Esq. - New York
Douglas Miller - Richmond
John J. Mulderig, Esq. - New York
Clare Purcell - Richmond
Owen C. Smith, Esq. - Rye Brook
Charles R. Wall, Esq. - New York
Joyce Worsham - Richmond

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For Information Only

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bcc:

William Allinder, Esq. - Shook, Hardy & Bacon

Kitty Behan, Esq. - Arnold & Porter

Irv Nathan, Esq. - Arnold & Porter

James Sandman, Esq. - Arnold & Porter

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