Dear Customer,

Welcome to a new phase of your Phenom 100 purchase, the count down of your aircraft delivery!

The intention of this folder is to familiarize you with Embraer Delivery Procedures and make this experience one of the most special for you.

We have summarized all the activities that we will go through, from now until the delivery date, acceptance of your aircraft in Brazil and the ferry flight home.

Please, feel free to contact us any time should you need further explanation. The Delivery Team is here to help you.

We are very proud to have you as our client.

Looking forward to seeing you in Brazil,

Best regards,

Aircraft Delivery Team, Executive Jets.
Table of Contents

- Embraer Contact Information ..................................... 4
- Phenom Delivery Check List ........................................ 7
- Check List Details and Procedures ................................. 9
- Aircraft Acceptance .................................................. 26
- Transfer of Ownership ............................................... 28
- Logistics .................................................................. 32
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Zip Code 12227-901 – São José dos Campos – SP – Brazil

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Contact Information – Contracts Engineering Team

Embraer address

Avenida Brigadeiro Faria Lima, 2170 - PC: 485/2
Zip Code 12227-901 – São José dos Campos – SP – Brazil

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  Manager, Contract Technical Support
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  e-mail: erika.natali@embraer.com.br

POST DELIVERY SUPPORT

- Embraer Authorized Service Centers for Executive Jets Reference Guide
  www.embraerexecutivejets.com/CS
Phenom Delivery Check List

1. Buyer’s Documents
2. Aircraft Registration Mark and Transponder Code
3. Brazilian Visa
4. Maintenance Program Agreement
5. Financing Information
6. Technical Publications
7. FAA Aircraft Registration and Airworthiness
8. U.S. Importation
9. Embraer Pilot Services
10. International Registry
11. Ferry Flight Route
12. Ferry Flight Kit
13. Trip Kit (navigation charts)
14. Handling Company for Ferry Flight Support
15. Aircraft Insurance Certificate
16. Aircraft Invoice Information
17. Customer Acceptance Representatives
18. Identification
19. Working Hours
20. Delivery Agenda
21. Ground Inspection
22. Acceptance flight
23. Financial Closing
24. Preparation For Traveling to Brazil
Delivery Check List Procedures

1. Buyer’s Documents

   The documents below need to be emailed to your Contracts Administrator in order to check the constitution of the company and/or who is empowered to execute all contractual documents in case you have not sent them or there is a change.

   • If your Phenom was purchased through a corporation, one of the following documents is required: By laws, Articles of Association or Incorporation and Appointment of its Directors.

   • If you are personally purchasing your Phenom, your passport is required.

2. Aircraft Registration Number and Transponder Code

   Please send the aircraft registration number and transponder code, received from your Aviation Authority, three months prior to your contractual delivery month. These codes are needed well in advance for the aircraft preparation and to avoid any aircraft delivery delays.
3. Brazilian Visa

The Brazilian government requires a visa for U.S. citizens to enter Brazil. If you need an invitation letter to apply for a Brazilian Business visa, please send an email with the following information to the Contracts Administrator: full name, date of birth, passport number, expiration date, nationality and the embassy of the visa application (full address and a fax number).

Passports must be valid for at least six months, a return ticket and proof of sufficient funds may be requested on arrival. For more visa information, please contact the Brazilian Embassy of your city / state and / or your travel agent. To get the visa application form, go to (www.brazilian-consulate.org/forms/visa_application_form.pdf)

4. Maintenance Program Agreement

The Embraer Executive Care (EEC) is an Aircraft Maintenance Program which includes: reliable authorized service centers network; Embraer dedicated technical team (product and services); remote troubleshooting; mobile recovery service; maintenance tracking program; parts availability through preferred access to parts pool stock; and reliable logistics provider all in one package.
Delivery Check List Procedures

If you would like to receive detailed information on the program and/or contract this service, please send an email to the contact below.

**Embraer Executive Care Program:**

- Ron Dech  e-mail: rdech@embraer.com
  Phone: +1 954 359 3808
  Fax: +1 954 359 3727

**Engine maintenance coverage program is provided by ESP®.** To receive more information on this topic please contact the person below.

- Eagle Service Plan - ESP® Administration, Pratt & Whitney Canada Corp.
  Telephone: 1 450 468-3771 or 1 888 479-2377
  Fax: 1 450 647-9652
  www.pwc.ca or email: esp@pwc.ca
5. Financing Information

If you plan to finance your aircraft please send the financial entity information (name and contact details) to the Contracts Administrator, so we can interface and have the transfer of title paperwork prepared according to your financial structure.

6. Technical Publications

Please send an email to the Contracts Administrator with the company name, address and contact person to receive the aircraft publications and subsequent revisions after delivery.

7. FAA Aircraft Registration and Aiworthiness Process

7.1 - Please refer to the steps for FAA registered aircraft:

- FAA Form 8050-1 “Aircraft Registration Application” (original) must be prepared and signed by the owner (not operator) or his authorized agent. This agent must have Power of Attorney for that purpose and a copy must be provided with the Applications.
• After signing the form, send it to the contracted Firm to submit to the FAA, the pink copy (“pink slip”) must be sent to the Contracts Administrator in Brazil.

• Embraer will prepare the Aircraft Bill of Sale (form 8050-2) and send it to its FAA counsel in Oklahoma City that will hold it in escrow.

• ANAC (Brazilian Civil Aviation Authority) will notify FAA, by fax, that the aircraft is new and has never been registered.

• Upon closing, all the documents are filed at FAA and a Flying Time Wire (FTW) is issued, showing that the aircraft has been temporarily registered by the FAA.
7.2 - Please refer to the steps for FAA Certificate of Airworthiness issuance in Brazil:

- FAA Form 8130-6 “Application of US Airworthiness Certificate” must be prepared and signed by the owner (not operator) or his/hers authorized agent. This agent must have Power of Attorney for that purpose.
- The executed form 8130-6 must be sent to the FAA by fax or e-mail (pdf), **20 business days prior to the aircraft delivery**, informing that the issuance of the Standard US Airworthiness Certificate (FAA form 8100-2) will occur in Brazil (sample email will be provided by the Contracts Administrator).
- The original form 8130-6 shall be sent to the Contracts Administrator in Brazil.
- Upon arrival of the FTW, the aircraft is inspected by the ANAC on behalf of the FAA (Airworthiness inspection)
- ANAC receives all the relevant documents, analyzes them, stamps the log-books, checks the aircraft, dates the Standard US Airworthiness Certificate (FAA form 8100-2) and releases the form to Embraer and Customer.
8. **U.S. Importation**

For U.S. importation, a broker must be hired in Fort Lauderdale. Embraer recommends Vimar Transportation Consultants, Inc.

- Broker contact information: Vimar Transportation, Digital Pager/Voice Mail 954-275-2241, Contacts: Gary Fullman or Denise

  E-mail: gfull@vimartrans.com

  Web: www.vimartrans.com

Prior to the importation, Vimar shall have obtained the proper U.S. CBP Powers of Attorney and either placed or verified sufficient bond coverage as required by U.S. Law. The following documents must be provided to accommodate U.S CBP entry:

- Commercial invoice – English language (provided by Embraer)
- Brazilian Airworthiness Export Certificate (CAE) (provided by Embraer)
9. Contract Embraer Pilot Services

If you would like to contract any of these services below, please send an email to the Customer Support Training and Services team (information on page 4) with your request.

9.1 En Route Supervision: to familiarize Customer’s pilots with the routine procedures and operation of that aircraft. This service does not qualify as or comprise basic training (ab-initio) and alike instruction and exercise activities.

9.2 Ferry Flight: to perform the aircraft ferry flight in accordance with the flight plan mutually agreed and approved by the airworthiness authorities.

9.3 Mentor: to assist pilots with the start-up of the aircraft operation.

10. International Registry

The International Registry of Mobile Assets provides for the registration and protection of the “international interest” with priority being determined on a “first-to-file” basis. It is considered good practice for owners/agents to protect their financial interest in an asset.

If you would like your aircraft registration to be recorded in the International Registry, please send an email to the Contracts Administrator with your request, informing who will act on your behalf for the registration, Embraer will authorize the same entity to represent us in this procedures. After Embraer consent the empowered entity will register the aircraft and engines serial numbers on the registry system.
11. Ferry Flight Route

After technical acceptance and transfer of ownership, Embraer will present the aircraft to Brazilian Customs to start the export process. This process is under Embraer’s responsibility.

The export process will start in São José dos Campos in the Delivery Hangar where Embraer will request the presence of a Federal Revenue Department (FRD) agent to conduct aircraft inspection and release all export documents (prepared by Embraer and given to the agent).

The export process needs to be finalized at an international airport in Brazil. It is required by law that the aircraft leaves Embraer’s facilities directly to an international airport (in Brazil) in customs transit, where export procedure is completed (customer must hand over all the export documents delivered by Contract Administrator prior to the departure to the handling agent). Also, at such airport, passengers and crew immigration is conducted.

The Contracts Administrator must be informed of the ferry flight route at least fifteen days prior to the delivery date, because the export documentation contains the information about the last airport you will land in Brazil.
Delivery Check List Procedures

There are three ferry flight routes that can be used to complete the export of the aircraft departing from São José dos Campos:

1- Customer with passengers flying back home.
2- Customer intending to do tourism in Latin America
3- Crew only on board

Option 1- If customer wants to fly straight home, the export process shall be finalized in Belém, Brazil.

Located in the north region of Brazil, Belém is a city with one of the best infrastructures of the region. There are many options of hotels, restaurants and shopping malls, the airport is open 24/7.

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Flight Time</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>SJK</td>
<td>Sao Jose Dos Campos, Brazil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PMW</td>
<td>SBPJ</td>
<td></td>
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<tr>
<td>BEL</td>
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<td>POS</td>
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<td>SXM</td>
<td>TNCM</td>
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<tr>
<td>PLS</td>
<td>MBPV</td>
<td></td>
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<tr>
<td>Providenciales, Turks &amp; Caicos Islands</td>
<td>FLL, KFLL, Fort Lauderdale, Florida United States</td>
<td>01:50</td>
<td>602 NM</td>
</tr>
</tbody>
</table>
Option 2 - If customer wants to tour Latin America the exportation process shall be finalized in Porto Alegre, Brazil.

Located in the south of Brazil, this is the best international airport in the region.

Tourism in Brazil: Once the aircraft has finalized the export process anywhere outside Brazil the aircraft can re-enter the country for tourism under the same procedures as any other business jet making an international flight. Traditional handling agencies will be able to help you with entry process and airport / navigation fees system in Brazil. If you need referral of a handling company please refer to page 21.

<table>
<thead>
<tr>
<th>Departure</th>
<th>ICAO</th>
<th>IATA</th>
<th>Country</th>
<th># UTC</th>
<th>Destination</th>
<th>ICAO</th>
<th>IATA</th>
<th>Country</th>
<th># UTC</th>
<th>Time</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>São Jose dos Campos</td>
<td>SBSJ</td>
<td>SJK</td>
<td>Brasil</td>
<td>- 03:00</td>
<td>Porto Alegre</td>
<td>SBPA</td>
<td>POA</td>
<td>Brasil</td>
<td>- 03:00</td>
<td>01:50</td>
<td>508</td>
</tr>
<tr>
<td>Porto Alegre</td>
<td>SBPA</td>
<td>POA</td>
<td>Brasil</td>
<td>- 03:00</td>
<td>Montevideo</td>
<td>SUMU</td>
<td>MVD</td>
<td>Uruguay</td>
<td>- 03:00</td>
<td>01:30</td>
<td>387</td>
</tr>
</tbody>
</table>
Ferry Flight to Porto Alegre and Montevidéo
Option 3 - If there is only crew(*) on board the entire export process can be done in São José dos Campos airport.

São José dos Campos airport is authorized to conduct customs clearance of shipments to other countries; however, it is not an international passenger airport. This facility is open from Monday to Friday, from 09:00 A.M. to 05:00 P.M.

In this case, the aircraft leaves the airport on an international flight. After that it can only do technical landings (**) inside the Brazilian territory (over night stops in Brazil are not allowed).

- The aircraft must be towed from our Delivery Hangar to São José dos Campos airport area (approximate 0,5 mile distance);
- EMBRAER will need to request the use of the airport and will make arrangements with the Federal Police and Brazilian Customs as this airport does not operate international flights on a full time basis;
- Aircraft inspection (authorities clearance for export) is carried out at São José dos Campos airport;
- Crew emigration is performed at the São José dos Campos airport;
- Next, the aircraft continues on an international flight with technical landing only.

(*) Crew: According to Article 6 of Law 7.183/84, which regulates aircraft crew professions in Brazil, crew members include: Captain, Co-Pilot, Flight Mechanic, Navigator, Flight Radio Operator, Flight Attendant.

(**) Technical Landing: Brazil is a signatory of the Convention on International Civil Aviation, ratified in Chicago, United States, on December 7, 1944, and incorporated into the Brazilian legislation through Decree 21.713 of August, 27, 1946. In addition, article 96, item d, defines technical landing as "stop for non-traffic purposes", which means landing for any purpose other than taking on board or discharging of passengers, mail or cargo.
12. Ferry Flight Kit

The ferry flight route proposed by Embraer requires life vests. You have the following options:

12.1 Embraer offers as an optional item the life vest kit, which includes six life vests installed underneath the cabin seats and in the cockpit. If you would like to purchase this item please contact your Contract Engineer.

12.2 Alternatively you can bring your own life vests.

13. Trip Kit (navigation charts)

The navigation charts needs to be purchased by buyer and brought to Embraer to be used in the ferry flight. It is important to bring this item in your luggage or have a courier company complete the shipment process to avoid Federal Customs delay.
14. Handling Company for Ferry Flight Support

For your ferry flight preparation you will need a handling company to support you at all stops, with overflight permits, fuel, airport taxes, catering, aircraft services and logistics arrangements. The first contact shall occur at least 7 days prior of the scheduled flight.

We recommend you use a Brazilian handling company to support you during the Brazilian legs. The company below has the expertise to obtain overflight permits and flight plan filing (the overflight radio number has to be on the flight plan).

- **Dispatch Company (in Brazil):**
  - Lider Aviation
    - Mrs. Janine Rosa, Handling Supervisor (janine.rosa@lideraviacao.com.br)
    - Phone: + 55 12 3927 8176  Cell Phone: + 55 12 81657789

- **Dispatch Company (outside Brazil)**
  - Jeppesen (www.jeppesen.com)
    - Western Hemisphere Phone: +1 877.537.7487 or 408.963.2000
    - Eastern Hemisphere Phone: + 44 (0) 1293.842403
15. **Aircraft Insurance Certificate**

ANAC (Brazilian Civil Aviation Authority) requires that all aircraft flying over Brazilian airspace have the original insurance certificate on board the aircraft. So please don’t forget to bring it.

16. **Aircraft Invoice Information**

Please send an email to the Contracts Administrator with the company or owner’s name to issue the aircraft invoice (“bill to” and “ship to”). “Bill to” will receive the title of the aircraft, “Ship to” can be an 1. Operator, 2. entity/company that the aircraft will be sent to or 3. same as bill to.

17. **Customer Acceptance Representatives**

Please send an email to your Contracts Administrator with the following information related to the persons who will come to accept the aircraft: names, company name, flight details, in order to provide logistic support. If the person responsible for inspection and acceptance of the aircraft is not the owner, the original notarized Power of Attorney must be brought to Brazil.
Acceptance Process

18. Identification

Upon arrival at Embraer you will receive an identification badge that must be carried in a visible location and must be presented whenever required. The badge must be returned at the gate or to the Contracts Administrator before the aircraft departure.

19. Working Hours

Embraer working hours are from Monday to Friday, 8:00 a.m. to 5:00 p.m.

20. Delivery Agenda

<table>
<thead>
<tr>
<th>1st Day</th>
<th>2nd Day</th>
<th>3rd Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flight Acceptance</td>
<td>Items Closing / Financial Closing</td>
<td>FAA Inspection</td>
</tr>
<tr>
<td>Ground Inspection</td>
<td>Documentation Check</td>
<td>Departure</td>
</tr>
</tbody>
</table>
Acceptance Process

21. Ground Inspection

- Supported by aircraft specialist and mechanic
- Customer shall record observations on the Customer Inspection List (handed over at Embraer arrival)
- Corrections will be cleared before aircraft departure

22. Acceptance flight

- Embraer pilot must be in command
- Briefing prior to the flight - 30 min
- Acceptance flight card - 2 hours
- Embraer pilot will provide you an explanation about the aircraft software and operational start up - 1h
23. Financial Closing

On the closing day a conference will be held among the Parties to execute and release all the relevant documents for ownership transfer as well as for the FAA filing. The steps are as follows:

- Customer’s representative confirms the technical acceptance of the Aircraft and executes the Certificate of Acceptance and Transfer of Title and Risks
- Upon the Aircraft acceptance, the transference of the balance amount of the Aircraft Purchase Price is initiated by Customer
- Embraer acknowledges receipt of the funds and hand deliver the Warranty Bill of Sale to Customer’s representative
- Embraer authorizes its escrow agent in Oklahoma to date the Bill of Sale (FAA form 8050-2), and release it for FAA filing
- All parties also release their documents for the FAA filing
Transfer of Ownership

The following documents will be provided by Embraer to Customer:

- Export Certificate of Airworthiness (issued by ANAC)
- Non-Registration fax from ANAC to the FAA
- Warranty Bill of Sale
- Copy of ANAC and FAA Type Certificate
- Bill of Sale (FAA form 8050-2)
- Certificate of Acceptance and Transfer of Title and Risks
- Invoices: Aircraft (Airport of Destination) and Technical Publications
Transfer of Ownership

FAA Filing and Flying Time Wire Issuance

- The authorized escrow agent will fill all of the relevant documents at FAA
- FAA will analyze all the delivered documents and issue the Flying Time Wire – temporary registration of the Aircraft - FAA can take up to three working days to issue it
- Embraer will need to receive a copy of such document
- Only after receipt of this document can the ferry flight be initiated
24. Preparation For Traveling to Brazil

Prior to traveling to Brazil, be sure you have your passport with Brazilian visa (please refer to item 3), your trip kit (please refer to item 13), the original aircraft insurance certificate (please refer to item 15), and a notarized power of attorney (if required to execute aircraft acceptance certificate and transfer of title documents).
About São José dos Campos

- With a privileged and strategic localization, São José dos Campos is in the center of the Vale do Paraíba, at the southeastern part of the State of São Paulo, one hour drive from São Paulo international airport, between two of the most important Brazilian capitals: Rio de Janeiro and São Paulo.

- The county is a high technology industrial pole, highly regarded in many sectors, as the aerospace and defense, telecommunications, electronics, chemical and automotive. It is considered one of the most important centers of technology in Brazil, being recognized in the international scenario. With more than 750,000 inhabitants, São José dos Campos has got the largest population of the Vale do Paraíba.

- Green is all around in São José dos Campos. As it is located between Serra do Mar and Serra da Mantiqueira, it presents a very pleasant weather during the whole year.
Hotel Reservations

For hotel reservations, please send your hotel preference to the Contracts Administrator.

In São José dos Campos:

- Blue Tree Hotels (www.bluetree.com.br)
- Mercure (www.accorhotels.com.br)
- Caesar Business Hotel (www.caesarbusiness.com.br)

In São Paulo city (distance from factory 100km/65miles, one and a half hour drive):

- Emiliano Hotel (www.emiliano.com.br)
- Hotel Fasano (www.fasano.com.br)
- Grand Hyatt (www.saopaulo.grand.hyatt.com.br)

THIS INFORMATION IS EMBRAER PROPERTY AND CANNOT BE USED OR REPRODUCED WITHOUT EMBRAER AUTHORIZATION
Transportation

• Airport pick up

Please inform Embraer your arrival date and flight information (flight number, company and time of arrival).

Upon your arrival, we will provide a driver who will be holding a sign with your name. Please pay close attention as there will be many drivers there. If you don’t find the driver please call +55 12 8149 9183.

• Hotel/Factory

If you are staying in São José dos Campos, there is a shuttle bus service between the hotel and Embraer facility.

If you are staying in the city of São Paulo, contact the hotel concierge to assist you with the transportation arrangements and contact the Contract Administrator for arrival gate at Embraer.
Office located in the Delivery Center with the necessary infra-structure;

- Telephone; Speaker Phone, Fax, Wireless Internet Access;
Thank you!