

Mutual Non-Disclosure Agreement

One-page form · customer discloses, KGL receives · can be signed before drawings are exchanged · Version 1.0 (final), 2026-10-07

This Agreement is made on _____ between **KGL Machinery & Electronics Co., Limited**, D-U-N-S 54-443-4542, of 1/F, Building 1, No.30 Changyue Road, Changzhen Community, Yutang Street, Guangming District, Shenzhen, China (the "Receiving Party"), and _____, of _____ (the "Disclosing Party").

1. Purpose. The Disclosing Party wishes to share drawings, models, specifications and related technical information so that the Receiving Party can prepare a quotation and, if an order follows, manufacture the parts described.

2. Confidential Information. All technical, commercial and business information disclosed in any form, including drawings, CAD files, specifications, sample parts, quantities and pricing.

3. Obligations. The Receiving Party shall (a) use the Confidential Information only for the Purpose; (b) restrict access to employees and sub-tier suppliers who need it for the Purpose; (c) apply at least the same care it applies to its own confidential information; and (d) not reverse engineer, reproduce or publish the information without written consent.

4. Exclusions. Information that is public through no breach, already lawfully held, independently developed, or required to be disclosed by law or a competent authority, provided the Disclosing Party is notified where lawful.

5. Term. This Agreement runs for three (3) years from the date above. Confidentiality obligations survive for the same period. Where an order results, records are retained as set out in Clause 6.

6. Data retention. The Receiving Party shall use the Disclosing Party's drawings, models and specifications solely to prepare the requested quotation and shall not disclose them to any third party, except to a sub-tier supplier that performs an outside process on a part covered by the quotation, and only to the extent that supplier requires the relevant drawing detail, provided that supplier is bound by confidentiality obligations no less protective than those in this Agreement. Where no order results from the quotation, the Receiving Party shall delete or destroy all such materials and any copies within 365 days of receipt and shall confirm deletion in writing on request. Where an order results, the Receiving Party shall retain the technical and quality records for the period required by its ISO 9001, AS9100D or ISO 13485 system and by the contract, and shall continue to treat them as Confidential Information for that period.

7. Return or deletion. On written request, and in any event within 365 days where no order results, the Receiving Party shall delete or destroy the Confidential Information and confirm in writing.

8. No licence, no obligation. Nothing in this Agreement grants any intellectual property licence or obliges either party to place or accept an order.

9. Governing law and jurisdiction. This Agreement is governed by the laws of the People's Republic of China, or such other governing law as the parties agree in writing. The parties first try to settle any dispute through good-faith discussion.

10. Entire agreement. This Agreement supersedes prior discussions on the same subject. Amendments must be in writing.

Signed for and on behalf of both parties:

KGL Machinery & Electronics Co., Limited

Name / Title: _____ Date: _____

Disclosing Party

Name / Title: _____ Date: _____

Questions or a countersigned copy: kgl@kglmfc.com · kglmfg.com · This form is a working template prepared for signature; a signed original governs.