

16<sup>th</sup> March 2020

To all our valued Customers,

**RE: UPDATE ON IMPACT OF COVID-19 VIRUS**

Transmin is proactively taking steps to ensure we can maintain business as usual and continue to operate with the least disruption.

We have currently put in place a comprehensive internal plan to protect our staff and any of the general community who interact regularly with us. Some of these measures include:

- Regular internal communication to staff to ensure consistency and clarity in our plan.
- Restricted travel arrangements in place.
- Limited external visits to Transmin facilities by promoting use of Microsoft teams as a suitable alternative virtual collaboration tool.
- Postponement of all non-essential site visits.
- Increased frequency of cleaning and reduced level of movement in certain high traffic areas within Transmin facilities.

Should it become necessary for large scale remote working, Transmin has the necessary IT infrastructure to activate this to allow our operations to continue as normal (wherever possible). Remote access and collaboration tools are not new to Transmin and have been in use for a while now and our staff are well trained in the use of them.

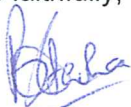
We are also working closely with our entire supply chain to ensure that we can manage any impact from external sources.

As of now, we continue to trade as normal. All purchase orders received by us are managed by a dedicated Project Manager or Coordinator. Should you have any specific query in relation to your order, please feel free to liaise with your assigned Transmin team member.

We will continue to monitor the situation closely in the coming weeks and remain vigilant in these unprecedented times.

Thank you for your ongoing support.

Yours faithfully,



**Bhavesh Kotecha**  
CEO