



4Tel Pty Ltd
29 Warabrook Blvd,
Warabrook NSW 2304
(02) 4923 4100
www.4tel.com.au

Dear Madam/Sir,

As a valued client of our services, we would like to advise you that we are closely monitoring the developing situation with respect to COVID-19 as per the guidance from the Australian health authority. We have conducted an assessment of our contingency plans and drafted customised measurements to cater to the potential impact to our daily operations. We are ready and prepared.

It is our intention is to remain operational throughout this un-defined period. As a primarily software driven company, we are fortunate that the majority of our staff are capable of securely working from home and thus ensuring our responsibilities to our clients can continue to be fulfilled. There may be impact to clients who require on-site support but we will discuss that as needed.

We request that if you have intentions to reduce operations that may affect our team, or if you require extra support through this period, that you please communicate immediately with your best contact or myself.

As this situation progresses, we will communicate any updates to our plans where and as appropriate.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Joanne Wust".

Joanne Wust
CHIEF EXECUTIVE OFFICER