Dear Customer,

As you might be aware, the China government has officially announced the extension of the Chinese New Year holiday till Feb. 9\textsuperscript{th}, 2020, and the companies are requested to resume work on Feb. 10\textsuperscript{th}, 2020.

Since SINBON’s main production site in JiangSu Province has reserved approximately 300 operators in the factory during Chinese New Year, we are able to maintain a certain level of operation during this period.

Below are SINBON’s contingency plans for the coronavirus outbreak:

(1) SINBON team in Taipei, who has returned to work on Jan. 30\textsuperscript{th}, 2020, is working with the team in China, who is working from home, to review all the open orders and will advise if there is any impact on the delivery as well as the forecast demand by Feb. 7\textsuperscript{th}, 2020.

(2) All the employees are required to measure the temperature before entering the facility.

(3) All the employees are required to wear the medical-grade mask when entering the facility and during work.

(4) All the employees are required to clean the hands with an alcohol-based hand sanitizer containing at least 75\% alcohol when entering the facility.

We are making every endeavor to minimize the impact. If you have any questions, please do not hesitate to contact SINBON’s sales team or me.

Sincerely yours,

Joy Wu
Director of Industrial Business Unit