



Tokyo. April 6th, 2020

Dear Partners,

It is to announce you that we, Fits Corporation K.K., enhance our level of security to prevent from spreading COVID-19 and assure our customers, partner companies and ourselves safe and healthy.

Please find herewith listed our procedures. We kindly ask for your understanding while we do our best efforts to keep our business as normal as possible.

1. Telework / Telecommuting

Every employee at Fits Corporation will work remotely from April 7th, 2020 (including) until April 24th, 2020 (including). Please be noted that this is a tentative schedule and might be changed depending on the situation. Given that we shut down our office telephone line and we ask you that you directly communicate with your respective person in charge for any inquiries.

Contact: fits@fits-japan.com

2. Logistics

Our logistic operation will be kept normally, yet please expect some delays in transportation and such. As situation is changing, we keep you posted as necessary.

For imports: We place our orders as planned, and importing, Customs and inspection are also being handled normally by working closely with Forwarders.

For exports: If you wish to ship your goods by April 27th, 2020 (before our Golden Week holiday closure), please send your firm order (not a forecast) no later than April 14th, 2020

Fits Corporation K.K.

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to your respective sales contact. We will resume collecting orders from May 7th, 2020 after Golden Week holiday ends.

3. Infection Prevention

We set such rules and do our best efforts to make sure our safety and health.

- *Improve the sanitary condition*

Every employee at Fits Corporation must wear a facial mask at all time, and wash and disinfect their hands frequently. We also check each temperature and health condition every morning being supervised by respective department.

- *Work Suspension*

Following the rules by Ministry of Health, Labor and Welfare, the person(s) who have below symptoms will be suspended from working:

- Had a close contact with COVID-19 positive
- Had over 37,5 temperature and/or sense of sick / fatigue

- *Communication*

We are going to communicate through e-mails, calls and/or teleconference by minimizing a number of face-to-face meetings as much as possible.

We thank you for your understanding and cooperation.

Yours sincerely,

Yasuhiro TOGASHI

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