

MELCOM ELECTRONICS LTD – COVID19 UPDATE

Dear Valued Customer,

Whilst we continue to monitor the rapidly changing situation, Melcom's Operations are continuing as normal.

We have implemented elements of our Business Continuity Plan whereby staff that can work from home are and we have the necessary staff at Melcom's Chertsey facility to ensure Goods In and Despatch continues as normal.

We are in regular communication with our Suppliers including our key Principals to keep advised of their Operational state. As relevant updates become available, we will be in touch through the normal communication channels.

Melcom remain committed to providing the best support to our Customers and during these unprecedented times feel that increased communication is the best method of managing expectations and effective planning in the backdrop of uncertainty. Please therefore keep in regular contact with our team on your operational situation if any changes that could affect the flow of Goods to you.

From all the Melcom team, we wish you and your colleagues the very best through this difficult period.

Yours sincerely,

John Melas

**Sales & Marketing Director
Melcom Electronics Ltd**