



KYOWA SHIPPING CO.,LTD.

HEAD OFFICE

HIBIYA BUILDING, 4TH FLOOR, 1-1 SHIMBASHI 1-CHOME, MINATO-KU, TOKYO 105-0004, JAPAN
PHONE : 03-5510-1991 (REP) FAX : 03-5510-2002

OSAKA OFFICE

MATSUMOTO FOREST BUILDING,7TH FLOOR, 13-16, AWAZA 1-CHOME, NISHI-KU, OSAKA 550-0011, JAPAN
PHONE : 06-6533-5821 FAX : 06-6533-2352

April 8th, 2020

Notice to Work from Home

Dear all,

This is to advise you that we decide to take stronger preventive measure due to Covid19 and in consequent of emergency declaration made by the government and authority.

Hence almost all the staff working at Kyowa Head Office and Osaka branch will start working from home effective from April 8th until April 20th. While the email is monitored and responded as usual, other communication like the phone call is not available basically. However, the staff will come to the office every Wednesday with shorter working hours (10:00-15:00 JST).

Please bear in mind our service remains available to accommodate all the requirement for our customers supply chain, and we will endeavor to do so even during the period.

We appreciate your kind understanding and cooperation. Should you have any questions, please do not hesitate to contact us.

Yours Faithfully

Kyowa Shipping Co.,Ltd.