



# KYOWA SHIPPING CO.,LTD.

HEAD OFFICE

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January 6, 2021

## Notice to Work from Home

Dear all,

This is to advise you that we decide to restart working from home due to recent spread of Covid19 again and need to strengthen the preventive measure.

About half of the staff will come to office and others will work from home.

While the email is monitored and responded as usual, other communication like the phone call is not available when PIC is working from home.

Period: From January 12<sup>th</sup> until January 29<sup>th</sup>

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.