

To Our Valued Customers and Suppliers,

Dated: April 1<sup>st</sup>, 2020

Due to various requests have been made by Japanese government and related local jurisdictional governments as measures against the spread of the new coronavirus (COVID-19). As part of commitment to contribute protect the welfare of our employee, we all are working together to prevent the spread of the new coronavirus epidemic.

While this difficult time of battle against the virus spreading, we have implemented to take additional measures that reflects responses made by Japanese government as well as local government to the Coronavirus.

Following actions are effective from today and ends until our further notice;

1. Visiting requests from outside must be urgent and important projects
2. Promote regular hand washing and gargle
3. Regular indoor ventilation in the office
4. Avoid unnecessary travelling and contact
5. Regular disinfection of indirectly touching parts (ex : Light switches, Door knobs...)
6. Promotion of "Social Distance" within our facility and at place(s) visited
7. Sanitize of incoming items that may be necessary
8. Instructed all employees to stay home if not feeling well
9. Avoid traveling outside by using public transportation
10. Require all employees to avoid going to places where is large gathering held

We sincerely appreciate your kind understanding to the above.

Sincerely,

Yoshiaki Kuroiwa,

Chief Executive Officer,

Kuroiwa Stainless Ind. Inc.

**Kuroiwa Stainless Ind. Inc.**

109-13 Owadasinden, Yachiyo, Chiba 276-0046 JAPAN

Tel: +81-47-459-0161 Fax: +81-47-459-3644

Log on to [www.k-sus.co.jp](http://www.k-sus.co.jp) for your stainless needs

To Our Valued Customers and Suppliers,

Dated: April 10<sup>th</sup>, 2020

Due to declaration for state of emergency by Japanese government and by local Chiba prefectural office over Coronavirus pandemic, we are to take necessary and urgent measures and actions to protect our employees while to achieving to maintain stable supply of both services and products to our valuable customers.

We continue to maintain our business operation under following new measures;

Effective schedule: April 10, 2020 to May 6<sup>th</sup>, 2020 (Tentative schedule, Subject to change)

Operational hours: 9:00AM – 5:30PM

Operated by in work shift with telecommuting and office operation.

We sincerely appreciate your kind understanding to the above.

Sincerely,

Yoshiaki Kuroiwa,

Chief Executive Officer,

Kuroiwa Stainless Ind. Inc.

**Kuroiwa Stainless Ind. Inc.**

109-13 Owadasinden, Yachiyo, Chiba 276-0046 JAPAN

Tel: +81-47-459-0161 Fax: +81-47-459-3644

Log on to [www.k-sus.co.jp](http://www.k-sus.co.jp) for your stainless needs