

16 March, 2020

<p style="text-align: center;">CORONAVIRUS (COVID-19) SAFETY SHEET IN RELATION TO C F STRATA MANAGEMENT</p>
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Dear All,

As you would be aware we all are in uncertain times due to the CORONAVIRUSES (COVID-19) and as such we have taken to following measures to help prevent the further spread of the Virus.

OUR STAFF

All our staff have been asked to practise SOCIAL DISTANCING at all times.

Most staff are already able to work remotely, we will however be setting up the remainder of our staff so they are also able to work remotely if required. Obviously, if this is required it may / will have an impact on services.

We may also set up a split roster system at our office, so that we can have the office attended.

ATTENDING OUR OFFICE

We request that you ONLY attend our office if it is essential.

We ask that you NOT attend our office if you have been overseas within the last 15 days or knowingly been in contact with someone who has or is being tested for the CORONAVIRUSES (COVID-19).

HOLDING & ATTENDING MEETINGS

At this stage we will continue to hold Strata General Meetings , however we ask anyone that attends to practise SOCIAL DISTANCING.

We ask that should you feel sick, that you not attend the meeting in person but vote via the Pre Meeting Electronic Voting form or Proxy form

We ask that anyone who HAS been overseas within the last 15 days or KNOWINGLY been in contact with someone who has or is being tested for the CORONAVIRUSES (COVID-19), NOT attend the meeting. We again note that you can vote via other means

Finally, we will ask anyone who does attend to sign a notice stating that they have NOT been overseas within the last 15 days or KNOWINGLY been in contact with someone who has or is being tested for the CORONAVIRUSES (COVID-19).

We thank you for your understanding and co operation in these unprecedented times.

C F STRATA MANAGEMENT.