

Dear business partner,

Enger, 20<sup>th</sup> of March 2020

the Corona virus has spread rapidly across the globe. Our thoughts are with those affected and our aim is to do everything possible so that the virus can be contained.

For this reason, and especially to protect our employees and customers, we have introduced a voluntary home office regulation for Hera, which is valid for 14 days since March 16, 2020. In the areas of production and logistics, we have measures taken through shift work to reduce contact within the areas to a minimum.

Our sales department can of course be contacted by phone and via various digital media in order to be able to react to all your concerns as usual.

Despite the daily improving conditions in China, the delivery situation for electronic components is still challenging. When the first signals of a possible shortage of electronic components appeared, we had already increased the inventory, so that our availability of goods is fortunately hardly affected at the moment. Larger orders with standard stock items can be handled easily.

At the moment this situation enables us to continue delivering products to you under the existing conditions. In order to continue to enable this service, we would like to work even more closely with you. We therefore ask you to place your orders with us as early as possible and for as long as possible. With this knowledge, we can act much more flexibly to guarantee future product deliveries to you.

We are only able to give you no binding delivery dates for our custom-made products. The companies that produce for us in Germany have had to reduce their capacities very strongly up to completely. We are already working flat out to further increase our internal production capacities as soon as possible.

Our sales team is at your side with advice and deed to alternatively meet your needs if necessary. Please do not hesitate to contact us.

As a further measure to contain the Corona virus, we would like to offer you invoicing by email. In this way, you and Hera take some of the strain off the post office staff who are already overloaded, direct contact with the letter post is reduced and the processing of digital receipts by your employees in the home office is made easier. If you prefer the changeover, simply inform your contact person at Hera.

We hope that you will get through this challenging time well and successfully and above all that you wish you the best of health.

We are of course happy to answer any questions or suggestions you may have.

With best regards

Alexander Abke  
Managing Partner

Dr. Philipp Andrae  
Managing Director

ppa. Michael Hoekstra  
Director Sales & Marketing