

To all suppliers and business partners

 20.03.2020

Period of reduced production at **ELTEC**

Dear valued supplier,

due to the spread of the SARS-CoV2 (Corona Virus) epidemic in Germany, we need to take adequate consequences.

As you have probably already learned from the media, nearly every customer and other business partner of **ELTEC** has closed its plants due to the COVID-19 pandemic until further notice or announced this for next week.

As a result, the respective customer call-offs have been cancelled until further notice.

This means that with immediate effect, no more deliveries of goods will be accepted at our customers, therefore we are forced to reduce or cancel the call-offs to you as well.

Additionally some of our suppliers also did inform about delivery stops due to Corona or have massive delivery difficulties, e.g. due to closed borders, so that production is no longer possible without extreme disturbances. We also face border restrictions on our side. To protect the health of our employees is also our duty as employer and we have to follow any recommendations of the World Health Organization (WHO), the Robert Koch Institute (RKI) for Germany and the national and local authorities.

Due to this we are forced to reduce our production capacity from 23rd of March accordingly to limit damages until further notice.

During this period of reduced production, we will only accept deliveries according to our adapted call-offs that will be transmitted from 23.03.2020 onwards. Please ensure that you do not carry out deliveries exceeding the adapted call-offs and that you hold back finished goods for subsequent deliveries.

Conversely, we, i.e. **ELTEC** and you as our supplier, are required to remain flexible, as production may be increased at short notice.

During the next weeks we will monitor the trend of the epidemic carefully. In case we receive relevant additional information from our customers, the situation will change and production can be increased at an earlier point in time, we will inform you immediately. On the other hand, it is very important to receive ongoing information from your side and ongoing alignment.

If you have further questions, please get in contact with your daily business partner.

Please ensure also an emergency contact from your side.

Please support this process constructively. Like you, we have the strongest interest in restoring the supply chain as soon as possible. We thank you in advance for your trust and support.

Best regards