



Dear Valued Stakeholder

On behalf of the FCS Group, we would like to outline our devotion to you in these difficult and provoking times, following the statement by President Cyril Ramaphosa on 23 March 2020, announcing a set of interventions in order to try and help our society against the by now well know world Covid-19 virus outbreak.

As part of our business continuity management plans, FCS Group has aligned itself to the interventions taken and announced by the president of the Republic of South Africa in order to try and fight, firstly the Covid-19 virus and further the economic challenges that will follow.

It is evident that we are all in this together, as a community, country and at a global level. This is indeed something we haven't encountered before and is unknown territory for all.

As an organization and individuals, we need to reflect on what to do at this moment in time. Essentially, we need to contribute to the South African effort and take care of our staff, clients and suppliers. The opportunity to rise to the challenge lies within all of us. The FCS Group devotion to you is to continue to offer the best possible service to you in the context of what we as a country as well as the world is facing.

To this end and as the situation unfolds, we are continuing to identify and implement measures to safeguard all stakeholders. Please take note of the below measures put in place:

- **Outstanding orders:** **With immediate effect, all outstanding purchase orders to our various suppliers is put on hold. No further deliveries or stock will be accepted unless written confirmation and permission is given by either [Chris Hattingh](#) or [Gunter Nieuwenhuis](#).**
- **Operation and administration:** We have, what we believe, established and implemented a "business as usual" plan and will we, during lockdown period, be available, although from our different homes, for any questions, queries and help where needed. The different contact numbers during this period will be:
 - i) Sales / Admin / Management: Chris Hattingh – 082 576 6780, email: ch@fcsholdings.co.za, Gunter Nieuwenhuis – 082 332 6915, email: gn@fcsholdings.co.za or Dewald Hattingh – 076 381 2252, email: dh@fcsholdings.co.za
 - ii) Sales / Quotations: Chris Hattingh – 082 576 6780, email: ch@fcsholdings.co.za, Gunter Nieuwenhuis – 082 332 6915, email: gn@fcsholdings.co.za, Dewald Hattingh – 076 381 2252, email: dh@fcsholdings.co.za, Noël-Lene Bruhns – 083 500 7221, email: nb@fcsholdings.co.za, Joany Van Der Walt – 072 529 6131, email: jvdw@fcsholdings.co.za, Brenda Hellowell – 079 188 7060, email: bh@fcsholdings.co.za
 - iii) **Warehouse / Transport / Goods Receive / Security:** Loftie Snyman 079 692 6175, email: ls@fcsholdings.co.za, Chris Hattingh – 082 576 6780, email: ch@fcsholdings.co.za, Gunter Nieuwenhuis – 082 332 6915, email: gn@fcsholdings.co.za or Dewald Hattingh – 076 381 2252, email: dh@fcsholdings.co.za
 - iv) **Admin / Debtors / Creditors:** Hanna Van Zyl, 082 843 7348, email: hvz@fcsholdings.co.za, Wilani Botha, 084 812 9566, email: wb@fcsholdings.co.za, Chris Hattingh – 082 576 6780, email: ch@fcsholdings.co.za, Gunter Nieuwenhuis – 082 332 6915, email: gn@fcsholdings.co.za or Dewald Hattingh – 076 381 2252, email: dh@fcsholdings.co.za
- **Traveling & Deliveries:** Obviously no traveling and deliveries will be permitted during this period unless legal approved permission is given for such.
- **Awareness and monitoring programs:** The FCS Group's commitment is to practice its values and beliefs and will we, therefore, be transparent with all stakeholders. Continual communication will be established, targeting our employees, customers and suppliers, reiterating the fact that their best interest is taken into consideration, in order to try and prevent panic and uncertainty.
- **Office hours:** FCS Group offices will be closed as from 27th March 2020 until 16th April 2020.

Thank you and all the best during this challenging time.

From:

Management & Staff

FCS Group