

Datum / Date  
23.03.2020**Information about global shortages of Marquardt Group and Marquardt suppliers  
Force Majeure declaration**

Dear Customer:

Due to the ongoing novel coronavirus outbreak, the General Office of the State Council announced that the Chinese New Year holiday will be extended till 2<sup>nd</sup> February 2020. On 27<sup>th</sup> January 2020, Shanghai Municipal People's Government published the *Circular on Postponing the Time to Resume Work at Enterprises and Schools* requesting that companies are not allowed to resume work before the midnight of 9<sup>th</sup> February. Thus, after the Chinese New Year Holiday our company will resume operation starting from 10<sup>th</sup> February 2020, instead of 31<sup>st</sup> January 2020. Regarding the purchase orders that were originally planned to be performed after 31<sup>st</sup> January 2020, we will not be able to duly arrange the production and delivery.

The sudden outbreak of pneumonia epidemic belongs to force majeure. Thus, during the epidemic period, in particular the work suspension period as ordered by the Shanghai Municipal People's Government, our company shall not be held liable for any non-performance and/or delayed performance of contracts/purchase orders. Your understanding is highly appreciated.

As a result, we are anticipating that our production and delivery schedules may be affected due to a delay of our direct labor workforce's returning from Holiday as extended by government mandates, and hindered by difficulties in getting available transportation. We anticipate that the same situation will apply to our downstream suppliers, which will further affect our production and delivery schedules.

Immediately, after having been informed on this situation we created a task force, consisting of Supply Chain Management, Sales, Purchasing, working on this matter intensively to get the full picture of all affected suppliers and components to inform you as soon as this information is available and to be in the position of establishing possible counter measures. If your company has any doubt or question to the extension of delivery period, please contact our sales or other responsible colleagues. We do hope that we through mutual communication can reach proper solutions to handle the relevant purchase orders!

Besides, if as the epidemic continues to expand, the national or municipal government decides to further extend the work suspension period, we will timely contact you to follow up with the order matters.

Thank you for your kind understanding.

Kind regards  
MARQUARDT GmbH