

01 July 2020

Phase 2 gradual reopening of workplace at Phillip Capital Management

Dear Partners and Investors,

In light of Phase 2 re-opening, we would like to make an update about our transition at Phillip Capital Management (S) Ltd.

First and foremost, as asset management was determined to be a key strategic service, our operations were largely exempted from suspension during the lockdown. To keep our workplace safe though, we had implemented Work-From-Home arrangements for most of our employees during the period.

As we transit into Phase 2 re-opening from July onwards, more staff will be returning to work at the office. Operations will remain in compliance to health advisories issued by the Ministry of Health and other related authorities.

To mitigate the risk of transmission at the workplace due to more interaction among staff working onsite, staff would continue to adhere strictly to the safe management measures that we have put in place:

- Wearing of mask at all times
- Two-times-a-day temperature screening
- Using the TraceTogether app while working onsite
- Check-in and check-out via SafeEntry QR
- Maintain safe distancing of at least 1 metre from the next person
- Continuing to maximise the use of digital medium to conduct meetings and avoid physical face-to-face interaction where possible

In addition, staff will be working in split teams and are expected to uphold good personal hygiene.

As we ease into the gradual resumption of normal business activities, our commitment to uphold our duties as wealth managers and act in the best interests of our clients remain.

For your convenience, we encourage you to contact us at pcm@phillip.com.sg or 6230 8133 if you have any queries.

We thank you for your understanding and cooperation.