

TO: TT Electronics Customers
FROM: Richard Tyson, CEO, TT Electronics
SUBJECT: Coronavirus 2019-nCov Update
DATE: 18th February, 2020

MEMORANDUM

As we are all aware, the situation regarding the Coronavirus in China continued to worsen throughout the Chinese New Year. Currently all of our employees in China and more broadly Asia remain safe and they are in our thoughts. TT Electronics continues to monitor the situation closely, consulting with our teams in Suzhou and Dongguan on a daily basis to mitigate the risk of business disruption as much as possible. Beyond protecting our employees which remains our top priority, we are also committed to providing timely information and operational status updates to our customers and supply chain partners.

Out of an abundance of caution, travel limitations remain in place for TT employees at this time. Additional information on the status of our China operations is summarised as follows:

General Operations

- With permission from the Chinese authorities, operations resumed in our Suzhou and Dongguan facilities on February 10th.
- TT Electronics is strictly following the government quarantine policy, and all staff who are back to work are safe and well. Going above and beyond the local authority guidance, TT has also taken additional preventive actions to protect our team by providing items like face masks, safety goggles, gloves, and single use clothing.
- As of February 13th, the attendance for both Suzhou and Dongguan are at approximately 65% and we anticipate reaching around 90% attendance by the end of this month.

Capacity and Supply Chain

- Production capacity is currently around 55% and is expected to increase to 75% by the end of February.
- We anticipate 85% production capacity in March, resuming to 100% in April.
- Our Suzhou and Dongguan facilities are actively engaging with government resources and centralised recruitment services to fill open positions as quickly as possible, while many of our employees remain home due to travel limitations within mainland China.
- Our local supply chain teams continue to collect information from domestic suppliers, many of which are still awaiting government audits and staffing plans. While attendance and capacity constraints within the local supply chain certainly presents a challenge for the coming months, TT's China facilities are currently well positioned to deliver on most, if not all customer commitments for the month of February.

As we continue to assess the implications to our supply chain and planned delivery, visibility from customers on priority orders would be most appreciated and will enable us to properly plan the most urgent orders. Our customer service teams are available to answer specific questions that you may have, and as always, we will do our utmost to relay timely information to you on your order status. We appreciate your understanding and continued support during this difficult time.

Best Regards,

Richard Tyson
CEO