



## **MINIMUM ACTIVITY FOR PAYEN COMPANY**

### **LINKED TO THE GOVERNEMENTAL DECISIONS RELATED TO THE COVID-19 VIRUS**

Further to the French government decisions imposed by the COVID-19 virus epidemic, the PAYEN company implemented emergency measures in order to preserve its employees' health and safety and to be part of the national effort aiming at avoid the further spread of the Covid-19 virus. The objective of these measure is also to maintain minimum services, whenever possible and within the constraints linked by the situation, for our customers and limit the economic and financial consequences for their companies.

Although we have asked the majority of our employees to stay home, we will keep in Rozay-en-Brie only a reduced activity for the after sales, technical, spare parts, finance and sales administration departments of both our Construction Equipment and Import Divisions. However, our offices and workshops in Rozay as well as our branch in Lens will be closed for the public as of Tuesday the 17<sup>th</sup> of March at noon, French time. The access to our parts stores and to our offices will be possible only by necessity and by appointments.

We therefore confirm :

- Our company can be reached by phone, every working day between 8 :00am and 5 :30pm (4 :30 on Fridays) at the main number +33.(0)1.64.42.74.74, and in case of difficulty at the mobile number +33.(0)6.29.46.61.85 made available especially during this period.
- We will deliver spare parts to our customers having an account at PAYEN, depending on the possibilities of the transportation companies and of our suppliers to ship missing parts in our stocks if any.
- We will look at every after sales request for intervention coming in. Our technicians will intervene or not according to our appreciation of the gravity or the emergency of the problems submitted to us, and after having checked that all the required sanitary conditions are satisfied for the health and safety of both our employees and customers.

N.B.: any part shipment or technical intervention will take place unless we receive a duly approved, signed and stamped order form and eventually of an advanced payment.

Thank you for your understanding.

**PAYEN management**