



Dear Client,

16<sup>th</sup> March 2020

## **COVID-19 (Coronavirus)**

With the increasing news and concern regarding the COVID-19 “Coronavirus”, Holt Energy Advisors (“HEA”) would like to ensure all of our clients that we are monitoring the developing situation and taking all possible steps to ensure that our personnel stay healthy whilst at the same time, making necessary plans to ensure HEA are able to provide you with continued service.

We will adhere to all advice provided by the UK Government and we are encouraging any individual who may have symptoms or reason to self-isolate or who does not wish to travel to to the office to focus on their wellness in accordance with current governmental guidance. In addition, all HEA personnel are being encouraged to adopt a cautious approach to attending events of large numbers of people for business purposes based on risk profile and individual circumstances and likewise on business travel.

The HEA team are fully able to operate from remote locations or at home. We have a secure virtual private network (VPN) in place that enables the HEA team to perform the majority of functions as if they were at their office desktops and access all systems and data. Indeed, our business model relies on the latest technology to be able to be in constant contact with clients. If needed, we will instruct our personnel to work remotely.

If you should have any questions about any aspect of the above, then please do not hesitate in contacting myself or Chris Starling.

We hope that your staff and their families remain safe and stay healthy during these challenging times.

Yours Sincerely,

Andrew Giles  
**Commercial Director**  
Holt Energy Advisors Ltd