

ANNOUNCEMENT

Teresa Patrício & Associados – Sociedade de Advogados SP RL (TPA) hereby informs our clients, suppliers and partners that, within the scope of its contingency plan, we have decided, as a general rule, to keep our team working remotely, recognizing, however, the need to accompany our clients and partners in person in this collective effort of progressive ease of lockdown, as of 1st June 2020.

In this sense, and with this objective in mind, we have also decided that our employees will gradually resume their face-to-face activity, according to the specific needs of our clients and partners, always in strict compliance with the applicable rules and the guidelines and recommendations of the authorities and respective health professionals.

We hereby inform you as follows:

1. Face-to-face meetings will only occur in duly justified situations and in situations where the objectives of the meeting cannot be achieved without being in person;
2. Any visit to our office must be scheduled and confirmed by the usual means (by phone or e-mail) with TPA;
3. You should cancel any visit or meeting if you experience any symptoms related to COVID-19 and should immediately contact the health authorities;
4. We would be grateful if punctuality is maintained in all appointments, in order to guarantee that the rules of social distancing are complied with;
5. The stay in our office is limited to the time strictly necessary to fulfill the purpose of the visit, whether it is a meeting or delivery of documents;
6. When accessing our offices, we recommend using the access stairs, instead of the elevators;
7. The use of a mask is absolutely mandatory, either when accessing or while inside TPA's offices;
8. When entering or exiting our offices, all visitors have to disinfect their hands, with a bio alcohol disinfectant dispensing device with a sensor, specifically for this purpose;
9. Likewise, visitors are required to disinfect their shoes on a shoe disinfection mat, available at the entrance to our office;
10. All visitors must please respect the required social distance of two meters from TPA's staff and other visitors;
11. Effort should be made to avoid unnecessary contact with any type of surface and visitors should bring their own notebook and pen or note-taking device;
12. Visitors to our office can only access the entrance hall, the meeting room and the sanitary facilities reserved for visitors, and access to other areas of our office is strictly prohibited;
13. We can only accept payment by bank transfer.

In return, we assure our visitors that our office is in compliance with all rules regarding cleaning and disinfection, before and after each meeting, and that our employees will be using the appropriate personal protection equipment.

Despite the rules that the current situation imposes on us, we remind you that we are available, as always, to provide all the necessary advice in this contingency period:

- Our telephone service is completely guaranteed, during our usual working hours, from 9 am to 7 pm, on weekdays;
- E-mail contact is working in the usual way;
- Our post is being received and processed;
- All pending work is, of course, being carried out and all activity that is not impacted by the current limitations of interpersonal contact or limitations arising from the state of alert of public and government services, is assured.

TPA remains, as always, at your disposal.



We ask that you hide your beautiful smile.



We insist on the disinfection of hands and shoes.



We take social distancing seriously.



Our dedication is the same as always!

