



BUSINESS CONTINUITY AT HOLLAND BROADBRIDGE

As the situation surrounding COVID-19 continues to develop daily, at Holland Broadbridge we are doing everything we can to ensure that we keep our people safe while continuing to deliver the high quality, personal service you are used to.

Following the latest advice from the UK Government, we have put in place measures to ensure that our business can continue to operate efficiently, should we need to close our office in the future.

- We are ensuring that our people have the equipment, technology and systems in place to allow them to work remotely, including diversion of telephone messages.
- Our people will be able to securely access all necessary documentation remotely while following our usual processes and controls.
- We receive most of our communication electronically and recommend that you continue to use email to communicate with us and that you can scan in any documentation you need to share with us and attached electronically to the email. Please ensure that you have forwarded to us your email address, mobile and landline telephone numbers.

We also understand that the evolving COVID-19 situation will present challenges to our clients and we want to reassure you that we are here to help you.

The Partners
Holland Broadbridge
18/03/2020