

Information update regarding the current situation

Dear ...

Due to the unprecedented situation all companies are currently faced with - partly known as well as partly unknown - risks and impacts on their business. For example, interruption of supply chains, (sharp) decrease in turnover, shortfall of new orders, of liquidity, of employees, (partial) shutdown of activities...

We are aware that you are fully engaged in elaborating plans to maintain your business and to cope with these challenging circumstances. Nevertheless, we would kindly ask you to answer the following questions:

1) Financing/liquidity:

Do you have sufficient credit lines/secured liquidity for the next 12 months at your disposal? Did you already contact your bank to get governmental aid/support? Please give us an overview about your credit lines/dates of maturity/securities/already approved credit lines with governmental support.

2) Development of turnover/order intake:

Could you please inform us on the development of turnover/order intake/advance payments: a comparison of Q1/2020 to Q1/2019 on a monthly basis and a forecast on a monthly basis until the end of 2020 would be very helpful. Are you confronted with the cancellation of orders?

3) What kind of measures/arrangements could you take to secure your supply chains?

4) What is the percentage of imports from abroad? From which countries do you obtain deliveries?

5) What is your average inventory range? Especially regarding stock from suppliers abroad? How long is your period to reach a critical value?

6) Do you have different sources of supply? Is it possible to use them? How does this effect your delivery times, quality and costs?

7) Which governmental restrictions are/were in place regarding your employees?

8) Which conditions do you have to fulfill regarding the re-opening? Who bears the additional costs?

9) Please submit us a revised budget for the year 2020

Finally, we would like to ask you to provide us with information/changed information about the current situation in time to enable us to support you.

Please send us your answer via email

Thank you very much and kind regards,