

MEMORANDUM

To : ☒ SALES ☒ CODY ☒ DSC ☒ HT
Cc : All HOD **Announcer** : Human Resources Department
Date : 28 September 2020 **Doc. No** : HR-20-0052

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A Message from Managing Director

Dear Coway Family,

Good day to all of you. I hope everyone is safe and well.

In light of the developments regarding COVID-19 in Malaysia recently, I would like to convey my heartfelt thanks to all of you who are working non-stop, day and night to help us resolve this COVID-19 crisis. As you all know, we have unfortunately witnessed a sharp rise in the number of cases within these few days.

At Coway, the well-being and safety of our employees are our top priority. As the Ministry of Health is implementing measures to contain this public health crisis, we have been taking strict precautions and significant steps to protect everyone at Coway too. ***Of course, I hope all of you can work hand-in-hand to follow the advice and standard operating procedures given by the government and public health authorities, as well as proactively taking care of your personal hygiene anytime and everywhere in order to prevent further spread of this virus within the population.*** Please bear in mind that all these preventive measures are extremely vital in combating the virus, which may still threaten the lives of our people.

Last but not least, I believe we will get through this enormous challenge together. As we navigate through these challenging times, let's be reminded of how fortunate we are to be part of this strong family that supports each other to accomplish great things. Please take care, stay happy and healthy always. Thank you.

Warm Regards,



Kyle Choi

Managing Director
COWAY (MALAYSIA) SDN. BHD.
(Formerly known as Woongjin Coway (Malaysia) Sdn. Bhd.)