

To whom it may concern**Our Situation and Measures in Relation to the State of Emergency Declaration / COVID-19**

April 7, 2020

Tomoyuki Furuse, President
Cosmo Instruments Co., Ltd.

We have decided to restrict some of our business activities as below following the state of emergency declaration to prevent COVID-19 infection in the company and protect the health of customers and employees.

We apologize for the inconvenience and trouble this may cause you. We would appreciate your understanding.

1. We will refrain from visiting our customers.

In order to prevent infection, we will refrain from visiting customers and meeting with visitors.

We will respond by email or telephone. We also would like to ask you to refrain from visiting us for meeting, machine installation, etc. For rescheduling your visiting, contact Cosmo.

We have instructed some employees to work from home. There may be cases where you cannot contact them at the office. Please contact them directly.

2. Our service activities

We will postpone or cancel all on-site inspections, repairs, and machine installations during the period of emergency. Please reschedule them when lifting of the emergency state has become certain.

In-house repairs and inspections at Cosmo will be available as usual. Contact Cosmo.

3. Production

We have ordered employees who are at high risk of infection or at risk of serious infection to take time off.

We are continuing and maintaining production as of April 6. However, our production capacity, including logistics, will be significantly lowered due to the declaration of state of emergency.

We will do our best to minimize delays in the delivery of the products. We are afraid, however, there may be cases of delayed deliveries.

Although we are concerned about the bleak world situation, we will try our best to meet customer requirements. We will provide all possible information about our product availability when we receive inquiries from customers.

We apologize for the inconvenience and trouble this may cause you. We would appreciate your understanding. We will make greater efforts than ever to improve the quality of our products.