

CORONAVIRUS PROTOCOL

Dear Sir, Madam,

Our office has prepared the following protocol based on the advice of the National Institute for Public Health and Environmental Protection (RIVM) and the Dutch government to prevent infection and spread of the Coronavirus.

- (1) On working days, our office will be opened from 08.30 to 18.00 hours.

In principle, however, no clients will be received at the office.

- (2) Meetings with clients will be conducted by telephone and/or a video connection such as Skype, FaceTime or WhatsApp as much as possible, as long as we believe that this does not stand in the way of a responsible implementation of our duty of care as civil-law notaries.

We will therefore ask you to sign deeds and other documents by means of powers of attorney, in line with the advice of the Royal Dutch Association of Civil-Law Notaries (KNB).

- (3) If a visit to our office turns out to be necessary after all, this visit will only be scheduled after a telephone consultation with you. In that case, the number of visitors will still be strictly limited to those whose presence is necessary.

Physical contact during the visit should be avoided, and you will be asked to keep appropriate distance from each other and our employees, generally at least 1.5 metres. We will ask you to go to the consultation room right away. Visiting other rooms, even the restroom, should be avoided as much as possible.

- (4) If you show any symptoms associated with the Coronavirus, such as fever, coughing and sniffing, you will not be able to visit our office. Conversely, you can be sure that you will not be confronted with employees of our office who suffer from these complaints.

These measures are taken first and foremost to ensure your and our health and safety and to combat the spread of the Coronavirus as much as possible, and of course to allow us to continue providing the services you expect from us as much as possible.

Even in this difficult period for many people, we are happy to assist you!

For questions regarding this protocol, please contact one of our civil-law notaries,

- Corrine Holdinga (tel. 020-3052601 or 06-22489682),
- Arnoud Matthijssen (tel. 020-3052603 or 06-24234949) or
- Herman van den Eerenbeemt (tel. 020-4350408 or 06-20201737).