

Dear Sir/Madam,

Based on the recommendations issued by the RIVM and the Dutch government to prevent infection and spread of the Coronavirus, our firm has drawn up the following protocol.

- Our office is open on working days from 08.30 to 18.00 hrs. In principle no clients are received at the office.
- Meetings with clients will be conducted wherever possible via telephone and/or video connection, using Skype, FaceTime or WhatsApp, as long as this does not, in our view, stand in the way of responsible performance of our notarial duty of care.

We will ask you to sign deeds and other documents using powers of attorney, in line with the recommendations of the Royal Dutch Association of Civil-law Notaries (KNB).

- If a visit to our office is necessary, this visit will only be scheduled after consultation with you by telephone. In that case, the number of visitors must be strictly limited to those whose presence is necessary.

Physical contact during the visit must be avoided, whereby you are asked to keep appropriate distance from each other and from our employees, as a rule at least about 1.5 meter. We will ask you to take a seat in a meeting room immediately. Visits to other areas, even the toilet, must be avoided as much as possible.

- If you suffer from symptoms associated with the Coronavirus, such as fever, cough or runny nose, it is not possible to visit our office. Conversely, you can count on the fact that you will not encounter any employees at our office suffering from such symptoms.

We are taking these measures in the first place to protect your and our health and safety and to prevent the spread of the Coronavirus as much as possible, and of course also to be able to continue as much as possible the service you have come to expect from us.

We are happy to assist you even now, in what is a difficult time for many!

If you have any questions about this protocol, please contact one of our civil-law notaries.

Corrine Holdinga via +31 20 305 2601 or +31 6 2248 9682,  
Arnoud Matthijssen via +31 20 305 2603 or +31 6 2423 4949 or  
Herman van den Eerenbeemt via +31 20 435 0408 or +31 6 2020 1737.