

10 Nov 2020

Dear Valuable Customers and Suppliers

**2020 YEAR END STOCK TAKE NOTICE**

Please be informed that we have scheduled our year end stock take on 29 Dec and 30 Dec 2020 (Tuesday and Wednesday).

We would like to seek your kind understandings that our operation will cease functions during the stock take period, from 29 Dec to 30 Dec 2020, where last delivery requests are to be sent in by 22 Dec 2020 (Tuesday), our latest delivery date is on 23 Dec 2020 (Wednesday).

After stock take, our company will cease operation from 31 Dec 2020 to 01 Jan 2021, (New Year's Eve and New Year's Day 2021) operation shall resume on 04 Jan 2021, Monday.

We sincerely apologize for any inconvenience that may have been caused and certainly look forward to your kind understandings and cooperation.

For further clarification, please do not hesitate to contact our Sales Team at 68995060.

During stock take period, any urgent issue you also may contact our person in charge as below:-

- 1) Mr Seng Kuan Yang at 8751 0388
- 2) Mr Kelvin Leong at 9826 7321
- 3) Mr Derrick Pang at 9768 4049

Yours faithfully,



Yoshiaki Yokkaichi  
Managing Director  
Tomoe Valve Asia Pacific Pte Ltd