

January 30, 2020

Subject : Adda's production and shipping notice

Dear Sirs/Ma'am,

Due to new spreading of Wuhan coronavirus in China, the State Council of China has announced to extend their Lunar New Year holidays. This event will be a great impact to ADDA as well as other suppliers since number of labors' returned will be reduced significantly.

Additionally, the governments of Jiangsu and Guangdong provinces announced that any work before February 10<sup>th</sup>, 2020 in all of domestic companies and factories are prohibited to prevent people from contacting and spreading of immunity even more serious.

Based on above mentioned, unforeseen natural disasters, both of ADDA Kunshan and Zengda factories could not start working on January 30<sup>th</sup>, 2020 as original planned, and all of arranged shipping and production schedules are forced to be postponed until February 10<sup>th</sup>, 2020 at least, furthermore, there will be around 40% of production capacity reduced, which could cause some orders not to be delivered on time; especially scheduled shipping date at the end of January will be put off (estimated February 10<sup>th</sup>, 2020) until orders are ready.

At the same time, about 50% of our raw material suppliers in China will not be able to keep their original shipping schedule the same without change due to impact of this unwarned national government decree. The shortage of materials will inevitably affect the output of our factories in a short period of time, especially in February and March.

Besides of fans, we believe your esteemed company might also have other purchased items produced in China, it's recommended to consider the influence and adjust the original planned production or delivery date. Kindly please inform ADDA your new demand and delivery date again, and we will do our best to meet your needs.

The above matters were the latest situation on January 28<sup>th</sup>, 2020, and if China government has an updated announcement and affects ADDA production, we will keep you updated.

Pray for the pandemic of coronaviruses not getting worse anymore, the event ending soon, the living keeping calm, and the dead resting in peace.

Sincerely Yours,

**Frane Huang**  
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International Sales Division  
Adda Corporation