

19 March 2020

Dear Valued Customer,

Hertz Dayim Equipment Rental would like to reassure all our valued Customers that we implemented our Business Continuity Plan on 26 February 2020, in response to the Covid 19, now declared as a pandemic by WHO.

We have initiated a visitor screening protocol across our operations. All personnel visiting our premises, both offices and yards, will need to go through a body temperature screening / recording process. We request your understanding and team's cooperation in this regard. Kindly please ensure that your outsourced vendors will need to cooperate with the safety measures. Your compliance to our Business Continuity Plan is mandatory.

We will keep you posted if any change to the above temporary arrangements are carried out. Please do be assured that we will communicate via calls, [Email](#) and through our [LinkedIn page](#).

Digital Policy

This protocol is being implemented to help reduce the spread or transmission of the virus by minimizing human to human contact.

From now the following is requested from our customers:

- You confirm acceptance of scanned copies of invoices as originals. Original can be delivered later, if requested, but this should not delay due payments.
- Payment is requested by wire transfer rather than Cheque.
- If timesheets are usually provided along with invoice, then we request that these are sent to us by email by the 3rd of each month and that these scanned copies are accepted as originals.

Unless we hear from you within the next two days, we will deem this protocol as accepted.

All our locations are open for business and we are working normal working hours. Please feel free to reach out to us on the numbers listed:

Branch	Tel. No.	Contact	Mobile	Email
Kuwait	+965 22257301	Mohamed Ouda	+965 99871099	mouda@dayimrentals.com
Qatar	+974 800 4372	Ian Shaw	+974 334 91 334	ian.shaw@hertzdayim.com
Dammam	+966 13 8393250	Faraz Azhar	+966 54 798 5912	muhammad.faraz@hertzdayim.com
Jeddah	+966 12 216 0933	Imtiyaz Abedi	+966 56 989 0769	imtiyaz.abedi@hertzdayim.com
Riyadh	+966 11 415 5966	Waqas Azhar	+966 59 374 4421	muhammad.waqas@hertzdayim.com
Jizan	+966 12 216 0977	Fazil Syed	+966 59 731 1608	fazil.syed@hertzdayim.com

Regards,

Team Hertz Dayim