

To our Clients, Business Partners and Friends

We would like to inform you about the measures that TIMES Attorneys has taken in the current COVID-19 situation to continue our business activities as smoothly as possible, while protecting the health and safety of our clients and business partners as well as our firm's employees and their families.

We will continue our business without interruption and endeavor to continue to provide you with the best possible service on time. However, we will follow the orders and recommendations of the Swiss authorities and take our responsibilities to ensure that we protect our families and vulnerable people and relieve our medical care system. We will also comply with the governmental and operational regulations to which you are subject. We understand that all of us have to assume additional tasks to support our families and close persons during these extraordinary times. We would therefore be grateful if you could inform us of what we need to consider in addition, when working with you.

Although our measures may change anytime, as of today, we have taken the following initial steps with immediate effect:

1. All our employees have unrestricted access to the data of our firm, regardless of where they work. They can also receive and send business e-mails regardless of their location. Our IT infrastructure includes a secure remote access solution.
2. We have developed a plan that allows our employees to work from home ("home office").
3. We will refrain from flights and train journeys abroad until further notice.
4. You can still reach us by telephone on our main number +41 44 266 21 00 between 08.30 - 12.00 and 13.30 - 17.00 CET. You can also reach us directly via our mobile numbers. Of course, there are no restrictions on reaching us by e-mail.
5. We prefer to hold meetings online via telephone or video conference (e.g. Skype or by another tool of your choice) and shall refrain from holding personal meetings for the time being to the largest extent possible. If absolutely necessary, we will strive our best to arrange personal meetings in accordance with the applicable governmental recommendations.
6. Unless otherwise requested by you, we will conduct our written correspondence with you exclusively by email and, in the case of larger data volumes, via secure cloud storage solutions.
7. We will continue to run our Zurich office at Feldeggstrasse 12 with a reduced number of staff on site and will receive and send postal mail on a daily basis. Our office in Vevey further remains opened.

Of course, we will keep monitoring further developments. The circumstances relevant to our cooperation may change at short notice and we are prepared to adapt to your needs at any time. We will do everything in our power to protect your interests and keep you informed of any changes to the measures.

If you have any questions, please contact the partner responsible for you (by e-mail or mobile phone) or our main number.

We wish you and your relatives good health and your company to cope well with the current situation. We are glad to contribute to this.

Zurich/Vevey, 16 March 2020