



March 19, 2020

Attention : All Suppliers/Contractors

Subject : COVID-19 Supplemental Guidelines

Dear Sir/Madame,

Further to the earlier advisory on the check releasing at our W Corporate Office (scheduled March 20, 2020), **please note that Team is now prioritizing bank to bank transfer of payments across Team Energy sites** as part of our business continuity procedures to ensure the safety, security and health of our employees and business partners.

For us to process payments faster, kindly e-mail a scanned copy of your invoices/billings (with bank details indicated thereon) together with relevant supporting documents to the following:

- Mike De Lumban at JanMichaelJeffrey.DeLumban@teamenergy.ph
- Please copy Taryn Uberita and Roger Quingqing at Taryn.Uberita@teamenergy.ph and Roger.Quingqing@teamenergy.ph

If you have not submitted your bank account details by March 25, 2020, we will process payments thru manual checks. Checks will be released to our plant offices in Pagbilao and Sual. Check releasing schedule will be communicated in due course.

We apologize for any inconvenience this may cause and ask for your kind understanding and cooperation.

Thank you.

Sarah Jane N. Lacson-Pangan
Senior Manager
Supply Chain Management

Taryn F. Uberita
Senior Manager
Controllership Group