



August 27, 2020

To : All TeaM Energy Business Partners

Subject : Revised Procedure in Visiting TeaM Energy Corporate Office
During the Quarantine Period

Dear Suppliers, Contractors, and Guests,

On February 28, 2020, TeaM Energy released a memorandum regarding COVID-19 Precautionary Measures mandating the submission of a Self-declaration Form via e-mail.

As TeaM Energy continues to promote and comply with the efforts of the government in preventing further spread of COVID-19, we are releasing a revised protocol prior to entry to the corporate office, Pagbilao Power Station and Sual Power Station:

1. Fill out and submit the online HDMF (<http://tinyurl.com/teamenergyHDF>) not later than 3:00 PM ONE DAY BEFORE your scheduled visit/delivery. Every visit/delivery requires you to accomplish a new HDF.
2. Wait for the email confirmation if your visit/delivery is approved.

Thank you and stay safe!

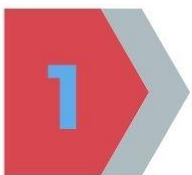
Sarah Jane N. Lacson-Pangan
Senior Manager
Supply Chain Management



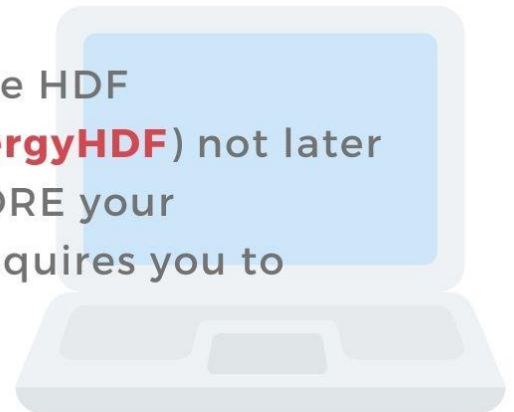
SUPPLIERS AND GUESTS

VISITING THE CORPORATE OFFICE DURING THE QUARANTINE PERIOD

To prevent the transmission of COVID-19, you are **REQUIRED** to accomplish an online **Health Declaration Form (HDF)** prior to entering office premises.



Fill out and submit the online HDF (<http://tinyurl.com/teamenergyHDF>) not later than 3:00 PM ONE DAY BEFORE your scheduled visit. Every visit requires you to accomplish a new HDF.



Wait for the email confirmation if your visit is approved.

