



March 10, 2020

**Attention** : All Local and Foreign Guests, and Suppliers/Contractors  
**Subject** : COVID-19 Supplemental Guidelines

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**Dear Sir/Madame,**

In light of the escalation of the Corona Virus Disease 2019 (COVID-19) outbreak into a national public health emergency, there is a need for more stringent adoption of preventive measures to ensure the safety, security and health of our employees and maintain business continuity. Thus, in order to minimize exposure to the virus, TeaM would like to explore the option of bank to bank transfer of payments across TeaM Energy sites effective immediately.

In view thereof, kindly submit your bank details in your Company Letterhead bearing the following information and duly signed by your authorized signatory:

- Bank Name and Address
- Bank Account Name and Number
- Swift Code
- IBN, if any

The bank details must be submitted thru the Supply Chain Management e-mail ([Management.SupplyChain@teamenergy.ph](mailto:Management.SupplyChain@teamenergy.ph)) with the following information:

Attention to : Ms. Lizabeth M. Macabitas-Banao  
Manager - Strategic Sourcing  
Subject : Bank Details - *[Supplier Name]*

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