



VB Asia Pte Ltd  
Registration- 200822228W  
Singapore

17<sup>th</sup> April, 2020

**Ref: VBA/GM/1704A/2020**

**From: Mr. VIVARES Boris**  
**Director VB ASIA**

**Subject: Covid-19 impact measures**  
**Contractual Package reductions**

Dear Ladies  
Dear Sirs,

Further to the receipt of VIVABLAST official notice pertaining to COVID 19 restrictions, VB ASIA management is informed that VIVABLAST Group will enforce financial saving measures on all of their employees, countries of operation and consequently on the VB ASIA mandate and employees, stakeholders.

As per social distancing requirements from Vietnamese and more largely ASEAN authorities, VIVABLAST Group has decided to implement since last March Covid-19 preventive measures and decided to follow official government decree requirements unilaterally and impose same restrictions within our offices in the region.

**Measures – Social distancing**

**- 03 Days Off per week (until further notice)**

NB: These days off shall deducted from Annual Leaves regime in priority and to avoid income losses. In the event no Annual leaves remains then a net deduction shall kick in on employee contractual income.

**- Allowance for Day Off**

Vivablast Vietnam has informed officially that they will provide an allowance for these Days Off which is of 200,000 VND per day and per individual.

Thank You  
Best Regards

Mr. VIVARES Boris  
Director

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