



KINGSTON
ROSS
PASNAK ^{LLP}

CHARTERED PROFESSIONAL ACCOUNTANTS

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To our valued clients,

With increasing concern and spread of COVID-19, the health and safety of our clients, colleagues, and families is our utmost concern. Kingston Ross Pasnak wants to assure you that we are closely monitoring the situation, and have taken a number of precautionary measures including a full response plan in accordance with Health Canada's guidance to help mitigate the risks from COVID-19.

While our offices remain open and fully operational, we will continue to keep a close eye on the situation. In the event of a temporary shutdown, we have instituted a comprehensive remote work policy that will allow us to provide you with uninterrupted service.

We will be limiting face-to-face meeting where possible. To ensure we minimize risks to all of us, we encourage clients to submit documents, records, and other information electronically. Our Liquid Files technology is designed to provide a safe and easy way to transfer information. Please contact your KRP partner or staff member for further details.

During this challenging time we are committed, as always, to fully serving your needs, meeting existing deadlines, and delivering prompt responses to questions and concerns. Our thoughts are with all those affected by COVID-19. We wish you, your loved ones, and your peers health and peace of mind as we continue to respond to worldwide health efforts to contain the situation.

Sincerely,

LANDON LECLAIR, CPA, CA
Chief Executive Officer