



Chartered Professional Accountants

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### COVID-19 Notice

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Regarding the recent developments surrounding the COVID-19 virus, our firm's top priority is the health and safety of our clients and our staff.

As a result, our firm has implemented the following measures to ensure that we can safeguard this commitment to health while still serving our clients personal and business needs:

- Effective immediately:
  - Our office will only be open from 8am – 12pm daily and closed to the public from 12pm to 5pm;
  - We will no longer be conducting any face to face meetings;
  - There will be a drop box available in front of our office for clients to drop off information that will be checked regularly between the hours of 8am and 5pm. Please ensure to leave your name and contact information (phone number and email) on any information dropped off.
  - When possible, we will be emailing completed personal T1 returns to our clients. We would then ask that they return the required signatures back to our office electronically as well. In the event this is not possible, clients will be able to pickup and sign at our office during the hours of 8am to 12pm.

We encourage clients to send as much information to our office electronically.

We will continue to monitor the relevant medical and government agencies to ensure we are proactively managing the situation.

Thank you for cooperation and understanding at this time.