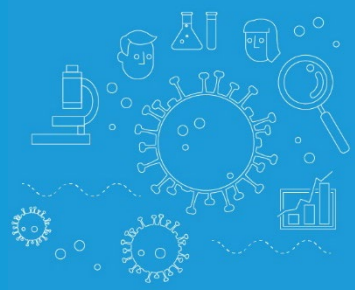


CORONAVIRUS

Business Continuity Plan – RSM Kuwait



Greetings from RSM Kuwait and wishing your team and your loved ones a sound health.

In light of the precautions to fight against COVID-19, we have taken necessary steps to protect and safeguard the health and safety of all our clients, personnel and the community at large. We always value our relationship with you and remain committed to supporting your needs – regardless. To keep our team and our stakeholders safe, we have taken a wide range of precautionary measures to minimize health risks – like sterilization of our offices, providing hand sanitizers handy, and heighten the use of technology.

How this will impact our working relationship

Fortunate to be living in the age of technology, we have robust technology in place and are committed to providing continuous client service, whether through face-to-face meetings or embracing the latest technology remotely. Accordingly, we have activated our Business Continuity Plan (BCP) by asking our staff to work remotely, until further notice. We shall review the situation and revert back to normal working conditions as and when the situation improves.

To enable us to serve you better, we would kindly request, as much as possible, that you share all the data required for our audit through electronic means – emails / remote access to your drives / through secured cloud based drives, etc. We shall utilize online meeting technologies like Teams, Skype and Zoom to have periodic meetings, as required.

Our personnel is sufficiently equipped with the required resources, support, and technology to access our firm networks remotely to continue our business processes seamlessly while you continue to interact with us as normal. Our personnel can be contacted as usual through email or mobile to ensure that the work continues using technology.

We would like to draw your attention to the following select technology at our disposal:

- Remote access to our office networks.
- Our web based SharePoint access to all technical resources and knowledge base
- Multiple solutions for online meetings and conference calls – Teams, Skype and Zoom as convenient to our clients
- Our cloud based secured drives to store and share large data through web.
- 'RSM Kuwait Engage' – To manage client data sharing to us.

Of course, the emails and telecon calls are available as usual for normal communication.

With the above plan, we are striving to support our clients and meet agreed timelines while still working within these limitations. We believe that the measures we have undertaken should ensure smooth coordination of our work during the period. We shall also remain in constant touch with our clients to work in line with their business resumption plans.

If you have any questions or concerns about your engagement with RSM, please do contact us on: connect@rsm.com.kw or through our website and social media channels:

- Facebook: <https://www.facebook.com/RSMKuwait/>
- Instagram: <https://www.instagram.com/rsmkuwait/>
- LinkedIn: <https://www.linkedin.com/company/rsmkuwait/?viewAsMember=true>
- Twitter: <https://twitter.com/RSMKuwait>
- Website: <https://www.rsm.global/kuwait/>

Helping you through disruption

RSM has developed insight and guidance to help you navigate through a rapidly changing global business landscape. Insight from around the world can be found on the [Coronavirus global resource centre](#). It includes insights on business continuity planning, tax and regulatory guidance, industry impact and economic impact.

We value our continued relationship with you, and we are committed to staying in touch with you as this situation evolves.

We continue to wish you, your teams and your loved ones all the very best.

Best regards

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