



March 2, 2020

EquiLend Business Continuity Plan

Dear Clients,

At EquiLend, the health and safety of our employees and clients is a top priority. As such, we are monitoring the growing concerns around coronavirus and taking active measures to ensure the health of our staff and our clients and to prevent any disruption in our services.

Like many of our clients, our Hong Kong and Tokyo offices have been operating in Business Continuity Plan (BCP) mode for several weeks.

Some of the additional measures we have taken:

- We are actively tracking international travel of all staff (both business and personal travel). We have implemented a mandatory two-week work-from-home policy for staff returning from travel to "high-risk" areas.
- We have restricted non-discretionary business travel for all staff and are approving all business travel on a case-by-case basis.
- We have implemented a work-from-home policy for our staff based in higher-risk areas until further notice.
- We have ensured that all staff globally have remote access to enable work-from-home arrangements as necessary.

Our global staff are based out of eight separate offices, and our senior management members are located in four different cities globally. As we continue to closely monitor developments around coronavirus, as always, we will continue to take every measure possible to ensure that business continues as usual.

Sincerely,

EquiLend Management

For additional information on EquiLend's Business Continuity Plan, please visit our website at <https://www.equilend.com/business-continuity-plan/>