

Milan 11th March 2020

**EMERGENCY COVID-19**

TO ALL CLIENTS, SUPPLIERS AND COLLABRATORS:

Dear Clients,

in order to safeguard the health of our staff, clients and suppliers and with the objective to favour a prompt return to normality for everyone , effective 11th March 2020 Fontana Rava Toscano & Partners have decided to undertake ' smart working' for our entire operation , anticipating in part the Presidential Decree of March 11th 2020.

A Crisis Committee meets daily via WEB CONFERENCE and they continue to monitor the evolving situation in order to adopt any measures necessary to safeguard personnel and prevent any operational difficulties .

The Company is fully operational and all documentation is in digital format in our systems and cloud database with the platform available from remote to all our staff who are fully conversant with the systems. There are multiple levels of security and back up to protect data.

This allows for a continuous and seamless service level to be guaranteed on all lines of business and for all of our departmental functions and also allows us to plan for any eventual future needs.

All telephone systems are implemented and allow response to our main telephone number:

**+39 02 6572730.**

Attached you will find our Organizaional chart complete with all email references

We are observing the following hours which are as previously indicated:

- Monday to Thursday) from 9.00-13.00 and 14.00-18.00
- Friday from 9.00-13.00 and 14.00-17.00

We can thus guarantee the usual level of service on all lines of business and all company functions.

Our offices in Milan, Via Turati 40 are closed until further notice. Access is only for exceptional circumstances and must be authorized by the Crisis Committee.

**In consideration of further restrictions which may be imposed by the Authorities we would ask that you do not send any documentation by post or fax but use EXCLUSIVELY EMAIL and sending documents in scanned format.**

We would send our best wishes to you and your families to overcome this moment with courage and professionalism.

On our part we will attempt to be by your side even in this difficult phase and assist on any problems that occur daily.

Fontana Rava-Toscana & Partners

## ORGANIZATIONAL CONTACT CHART

<b>Giancarlo Fontana Rava</b>	<i>Partner / Legal Representative</i>	<a href="mailto:giancarlo.fontanarava@frtbrokers.it">giancarlo.fontanarava@frtbrokers.it</a>
<b>Stefano Toscano</b>	<i>Partner</i>	<a href="mailto:stefano.toscano@frtbrokers.it">stefano.toscano@frtbrokers.it</a>
<b>Edoardo Poss</b>		<a href="mailto:edoardo.poss@frtbrokers.it">edoardo.poss@frtbrokers.it</a>
<b>Paolo Vigo</b>		<a href="mailto:paolo.vigo@frtbrokers.it">paolo.vigo@frtbrokers.it</a>
<b>Nicolò Fontana Rava</b>		<a href="mailto:nicolo.fontanarava@frtbrokers.it">nicolo.fontanarava@frtbrokers.it</a>
<b>Marcello Colantonio</b>	<i>International Clients Director</i>	<a href="mailto:marcello.colantonio@frtbrokers.it">marcello.colantonio@frtbrokers.it</a>
<b>Raoul Carta</b>	<i>Account Director</i>	<a href="mailto:raoul.carta@frtbrokers.it">raoul.carta@frtbrokers.it</a>
<b>Fabio Verardo</b>	<i>Account Executive</i>	<a href="mailto:fabio.verardo@frtbrokers.it">fabio.verardo@frtbrokers.it</a>
<b>Marta Cattaneo</b>	<i>Account Executive</i>	<a href="mailto:marta.cattaneo@frtbrokers.it">marta.cattaneo@frtbrokers.it</a>
<b>Roberta Biraghi</b>	<i>Reception</i>	<a href="mailto:roberta.biraghi@frtbrokers.it">roberta.biraghi@frtbrokers.it</a>
<b>Katia Antonicelli</b>	<i>Reception Claims</i>	<a href="mailto:katia.antonicelli@frtbrokers.it">katia.antonicelli@frtbrokers.it</a>
<b>Daniela Marchetti</b>	<i>Client Administration</i>	<a href="mailto:daniela.marchetti@frtbrokers.it">daniela.marchetti@frtbrokers.it</a>
<b>Mara Ercolani</b>	<i>Archive Administration</i>	<a href="mailto:mara.ercolani@frtbrokers.it">mara.ercolani@frtbrokers.it</a>
<b>Laura Trinchinetti</b>	<i>Financial Administration</i>	<a href="mailto:laura.trinchinetti@frtbrokers.it">laura.trinchinetti@frtbrokers.it</a>
<b>Tiziana Acquati</b>	<i>Fiduciary Administration</i>	<a href="mailto:tiziana.acquati@frtbrokers.it">tiziana.acquati@frtbrokers.it</a>
<b>Daniela Roscioli</b>	<i>Account Handling Corporate Clients</i>	<a href="mailto:daniela.roscioli@frtbrokers.it">daniela.roscioli@frtbrokers.it</a>
<b>Laura Leoncavallo</b>		<a href="mailto:laura.leoncavallo@frtbrokers.it">laura.leoncavallo@frtbrokers.it</a>
<b>Silvia Rubini</b>		<a href="mailto:silvia.rubini@frtbrokers.it">silvia.rubini@frtbrokers.it</a>
<b>Alessandro Corbetta</b>	<i>Account Handling</i>	<a href="mailto:alessandro.corbetta@frtbrokers.it">alessandro.corbetta@frtbrokers.it</a>
<b>Pamela Colombo</b>	<i>Account Handling Corporate Clients Surety Bonds</i>	<a href="mailto:pamela.colombo@frtbrokers.it">pamela.colombo@frtbrokers.it</a>
<b>Elisabetta Bosio</b>	<i>Account Handling Retail Clients Scheme business</i>	<a href="mailto:elisabetta.bosio@frtbrokers.it">elisabetta.bosio@frtbrokers.it</a>
<b>Pamela Allocca</b>	<i>Account Handling Auto and Marinei</i>	<a href="mailto:pamela.allocca@frtbroker.it">pamela.allocca@frtbroker.it</a>
<b>Maira Ronzino</b>		<a href="mailto:maira.ronzino@frtbrokers.it">maira.ronzino@frtbrokers.it</a>
<b>Daniela Sanginisi</b>	<i>Claims Administration</i>	<a href="mailto:daniela.sanginisi@frtbrokers.it">daniela.sanginisi@frtbrokers.it</a>
<b>Sabina Rignanese</b>		<a href="mailto:sabina.rignanese@frtbroker.it">sabina.rignanese@frtbroker.it</a>
<b>Nives Facchi</b>		<a href="mailto:nives.facchi@frtbrokers.it">nives.facchi@frtbrokers.it</a>