

DKVG

DE KLERK & VAN GEND

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Dear client,

DKVG is fully committed to limiting the spread of the highly contagious COVID-19 and protecting our staff and members of the public from the risk of infection.

To this end, there are certain mandatory protocols in place that need to be followed by anyone entering the DKVG offices and to which we respectfully request you adhere. These are based on The World Health Organization's and local regulatory authority's requirements.

May we ask please that:

- 1) If you have any symptoms or feel unwell, you do not attend any meeting or enter our offices.
- 2) You bring your own face mask and **wear it for the duration of your visit**.
- 3) You submit to temperature screening upon arrival at the offices.
- 4) You answer health questions either as per the link or QR Code below or upon arrival at office (fever, cough, sore throat, redness of eyes, difficulty in breathing).
- 5) You sanitise your hands with the provided sanitiser upon entry into the building.
- 6) You dispose of any tissues only in the pedal bins provided or in the toilet.
- 7) You bring and use your own pen.
- 8) You are observant of the 2 metres social distancing rule at all times, which unfortunately also means no handshakes.
- 9) You provide an emergency telephone number we can call in case of illness during the meeting.
- 10) You provide your mobile telephone number, email and physical address for possible sharing with local public health authorities, should any participant become ill with a suspected infectious disease.

We truly appreciate your assistance in keeping our office community COVID-19 free!

To avoid contact with any pen or paper you can complete our questionnaire before your consultation:-

1. Click on [link](#) and complete form; or
2. Scan in QR Code and complete the form



Yours sincerely

De Klerk & Van Gend Inc. Management and Staff

Directors: DS Duffett B.A. LL.B. (Chairman) • AF Brand B.A. LL.B. • DP Smit B.A. LL.B PostGrad Dip. Disp.Sett • HP Serfontein B.Comm. LL.B • CA Albertyn B.A. LL.B • GC van Niekerk B.A. LL.B • MF Bardien B.Juris. LL.B • MI Higgins B.A. LL.B. Dips: Corp. Law, Sport Management, ADR, AIPSA • JW Odendaal B.Juris. LL.B. LL.M • M Koorts B.A. LL.B • CS Gersbach LL.B • AE Human B.Comm. LL.B • G van Gaalen B.Comm. LL.B LL.M **Associates:** J Steyn LL.B • NM Msomi LL.B • CJ Grey B.Comm. LL.B • A King LL.B • CA Warr B.Comm. LL.B • SU Potgieter B.Comm. LL.B • J van Gesselteen B.Comm. LL.B • HM Visser LL.B • TS Zingoni BSocSC LL.B • J Rushton BA LL.B **Assisted by:** NL Meyer LL.B • JB Ferreira BComm. LL.B • I Opperman LL.B LL.M • LA Hirst BA LL. B • MC Pillay LL.B • CK Wilmot B.Comm. LL.B • **Consultants:** S Claassen B.A. LL.B

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