



MAPEI FAR EAST PTE. LTD.

SINGAPORE OFFICE

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8 December 2023

Dear Sir/Madam,

**RE: 2023 YEAR-END PHYSICAL STOCK-TAKE - SUPPLY & DELIVERY
SERVICE DISRUPTIONS**

Please be informed that we will be conducting our Year-end stock-take on 22 December 2023 (Friday). Please be advised that we will not be able to carry out any delivery and there shall be no stock movement on this day. Please also take note that our office will be closed on 25 December 2023 for the Christmas Holiday.

In this regard, we would appreciate if you could kindly take note of the following details for this period.

- a) The last day for deliveries **Thursday, 21-Dec-23** for orders received by **Wednesday 20-Dec-23 before 4pm** (subject to stock and transport availability)
- b) The last day for self-collection **Thursday, 21-Dec-23 @ 3pm** for orders received by **Thursday, 21-Dec-23 before 12 noon** (subject to stock availability)
- c) Normal deliveries and own collections resume on **Tuesday, 26-Dec-2023**.

Please help us plan and meet your requirements over the period by contacting your respective MAPEI representative in advance to discuss your order and delivery needs.

We would appreciate if you could also contact our office or sales representative to confirm receipt of your orders via email (customerservice@mapei.com.sg).

Yours sincerely,


On behalf of the Management of
MAPEI FAR EAST PTE LTD