

23 March 2020

AUDIT

To Whom It May Concern

TAX

RE: Watson Incorporated Covid-19 response and protocol

ADVISORY

Watson Incorporated has made provision and has expanded our IT network by means of a virtual private network to insure that all staff members are in a position to continue supporting clients from outside of the office.

*Suite 4, Constantia House
Steenberg Office Park
Constantia 7800*

A virtual private network allows for seamless access to the data we need to keep supporting our clients and also ensures that the data and information is secure and remains confidential.

*PO Box 669
Constantia 7848*

Great care has been taken to ensure that the information and standard operating procedure for all essential support functions can be supported by at least three employees in the organization. If, at any time, the employee accountable for your account is not able to deliver the service a “shadow” employee will be allocated to your account.

*Tel: 021 702 1374
ca@watson-inc.co.za
www.watson-inc.co.za*

We encourage clients to interact by means of electronic correspondence and if meetings are required, we can assist in setting up virtual meetings through zoom or a software program of your choice.

Where possible please scan and email documents and do not deliver hard copies of any documentation

Should you urgently need support please email us on the ca@watson-inc.co.za email address. Alternatively contact me directly on 082 667 2664.

If there is any further information you require please do not hesitate to contact our office.

Yours faithfully


MARTIN W NIEBUHR