



Novembre 6th 2023

TO ALL OUR SUPPLIERS, CUSTOMERS AND PARTNERS

Subject: Relocation of our Quebec City branch operations

Wishing to offer our customers an environment worthy of the image that the TWIN group wishes to promote, we have decided to relocate the operations of our Quebec City branch.

We are therefore very pleased to announce that as of **January 8th**, our Quebec City team will welcome you in brand new premises located at 205 Singapore Street in the Saint-Augustin-de-Desmaures industrial park, a little less than 15 km from our current location.

You will find attached a location map to help you get to our new premises and some sketches of the project that the developer Acero has put forward.

Please note that to move current operations with as little impact as possible on our clients, we will close our current Quebec City operations on Hamel Boulevard on Friday, December 22nd at noon and will reopen in our new premises on Singapore Street on Monday, January 8th at 7:15 a.m. The first closing week will remain the annual holiday break for our employees and the second week will be used to move and prepare for the reopening. However, during the closure period, except for statutory holidays, our customers will be able to contact our Montreal branch for all parts, sales and service questions by dialing the same usual telephone numbers that will be in transfer mode during this period.

Our Quebec City team is looking forward to welcoming you to its new premises: a modern and warm environment, surrounded by green spaces and located in a dynamic industrial park.

Please make the necessary changes to your internal records and notify your staff. Starting December 22nd our new address will be: **205 Singapore Street, Saint-Augustin-de-Desmaures, Qc, G3A 0P5**. But please continue to send your payment to the head office in Montreal.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'L. Beaulieu', with a long horizontal stroke extending to the right.

Louis Beaulieu, président directeur général

SIÈGE SOCIAL

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