

Notice to all Acupay System Users



Dear User,

Please be advised that Acupay has decided to extend the period during which all staff in both of its offices work remotely through **1 January 2021**.

As mentioned previously, we will continue to have limited staff in our office, with no more than one staff member in the office at one time, on at least a weekly basis in order to process mail items which have deadline requirements (e.g. physical copies of tax certification documents). As a reminder, if you are sending physical documents or packages to either of our offices, please continue to ensure that you:

1. Include ateam@acupay.com as the email contact
2. Contact ateam@acupay.com prior to sending the package with the:
 - a. courier tracking ID
 - b. office location to which the document(s)/package was sent
 - c. expected delivery date

IMPORTANT NOTE: *Please be advised that our London team will be moving to a new office in October 2020. Once we have more information about the exact date of the move, we will send a separate communication with the details, including the new address.*

We will continue to keep you informed of any changes or updates during the COVID-19 outbreak via email. If you have any questions, please feel free to contact us.

Warm regards and well wishes,
The Acupay Team

For more information on how Acupay's services could benefit you, please contact the Acupay Product Team at +44 20 7382 0340 — +1 212 422 1222 — product@acupay.com

www.acupay.com

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