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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 2 April 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:
 - courier tracking ID
 - office location to which the document(s)/package was sent
 - expected delivery date

IMPORTANT NOTE: If sending mail items to our London office, please ensure that you send them to our **new address:** Acupay System LLC, Unit 3, 1st Floor Cosmopolitan House, 10A Christina Street, London EC2A 4PA United Kingdom

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

Acupay

New York:

30 Broad St 46th Floor, 10004 NY

London:

Unit 3, 1st Floor, Cosmopolitan House

10A Christina Street, London EC2A 4P

