

UPDATE ON COVID-19 PRECAUTIONS AND PROCEDURES

To Our Valued Clients and Colleagues:

Like many of you, we have spent the last week learning about the coronavirus (COVID-19) and how it's impacting our world. This also means how it is affecting our employees, clients, and community.

At Duke CPA Inc., we value your business and have a contingency plan in place to allow us to continue serving our clients while keeping our employees safe. We will make every effort to meet deadlines while doing our best to keep our employees and clients healthy.

In the weeks ahead, we know that you will need Duke CPA's assistance and we will be there to provide you with the exceptional service you have come to expect. Our management team is monitoring the coronavirus developments to mitigate any potential business interruption. We will keep you up to date with any changes in Canadian income tax regulations or extensions, if any, pertaining to tax filings.

As with many organizations, we are limiting non-essential travel in accordance with the Health Canada guidelines. This is to protect not only our employees, but also our clients and partners. We encourage you to send information to us electronically, via email, regular mail, or our secure portal and when possible conduct meetings via telephone or other similar media.

Please contact us directly and we can provide you with the secure portal to upload any information.

Please reach out to the Duke CPA Inc. team with any questions. We look forward to serving you safely as we work through this situation together and will continue to update as needed.

Duke CPA Inc.

Your source for professional guidance