

Dear IES members, valued partners, and friends

Re: Office Closure in Compliance with Extension of COVID-19 Circuit Breaker

The Government announced a set of 'Circuit Breaker' measures on 3 April 2020 to reduce the risk of increasing local transmission of COVID-19. **As of 21 April 2020, this has been extended.** In line with the measure for suspension of activities at workplace premises, **IES and IES Academy** will be **temporarily closed** from **7 April 2020 (Tue) to 1 June 2020 (Mon)**, both dates inclusive.

During this period, our team will continue to operate via telecommuting and remain accessible via email during office hours. We will also continue to make as many services available online as possible but some services will be affected. Here are the details for your easy reference:

Services available online through our website (www.ies.org.sg)	<ul style="list-style-type: none"> • Membership Application and Renewal • Registry Application (Submission ONLY) • Registry Renewal • Job Postings
Services affected	<ul style="list-style-type: none"> • Accounts Payable <ul style="list-style-type: none"> ◦ Kindly expect longer processing time in payments from IES. • Registry Application (Verification of Documents) <ul style="list-style-type: none"> ◦ In-person verification of required documents are currently suspended. The Professional Registries Department will contact you ASAP regarding the next steps. • Course or Event Registrations <ul style="list-style-type: none"> ◦ All events during this period will be postponed until further notice. Event coordinators will email all registered participants with alternative arrangements as soon as possible. • Sale of Railway Systems Handbook <ul style="list-style-type: none"> ◦ All orders and delivery of the handbook are paused until further notice.

Should you have any questions, please continue to contact us through email at:

- ies@iesnet.org.sg (General enquiries)
- re.rto@iesnet.org.sg (Registry and Membership enquiries)
- iesac@iesnet.org.sg (Training enquiries with IES Academy)

Alternatively, if you know the Secretariat staff-in-charge, please reach out to them directly. IES will also remain contactable during office hours through our social media platforms ([Facebook](#), [Instagram](#), and [LinkedIn](#)).

Please note that this closure may be extended, depending on the Government's advisory.

We seek your kind understanding and patience as we strive to minimise delays and inconvenience. We hope that everyone stays safe and healthy during this period.

Together, we can fight and defeat COVID-19.

Sincerely

IES Secretariat