



## **LBG information on COVID-19 ("Corona Virus") We take responsibility**

March 14, 2020 | Customer information

### **The health of our employees, customers and business partners is of utmost importance to us**

With this in mind, we have taken extensive precautionary measures to minimize the risk of infection since the first worrying reports appeared in public. We ask for your understanding that we have not shaken your hand and kept your distance for days.

### **Limit social contacts**

The rapid spread of COVID-19 has prompted the Austrian federal government to take forced measures to curb the speed of infection. We assume responsibility. As of March 16, 2020, we will replace meetings in our offices by telephone meetings or email correspondence without exception.

You can continue to provide us with the necessary documents in paper form if you have not yet sent them to us digitally. Please understand that we have taken special health precautions in the event that necessary documents that cannot be postponed are handed over to us.

“Home office” is also used where necessary. We guarantee the availability of our employees for you. Please dial the LBG telephone numbers known to you as usual and send us your emails - as before. If you have decided to work with us digitally via "LBG-Online", there are no restrictions in the digital exchange of documents.



## We look ahead – Pandemic Plan

We are continuously working for you and have taken precautions in the event that employees at LBG are directly affected by the "Corona Virus" or administrative measures ("quarantine", location closure) are ordered.

- **LBG offices across Austria:** LBG has 31 locally independent locations across Austria, including two in the capital City of Vienna - Vienna-Landstrasse and Vienna-Donaustadt. If one of our locations is closed by the authorities, we switch to the resources of other locations.
- **Employee flexibility in the event of a crisis:** We work and train across Austria according to uniform technical and organizational standards and support this through the exchange of experience within the framework of the "LBG Academy". This means that a large number of employees are available in every LBG business area in order to continue the necessary work for our customers despite possible "corona disease". For example, almost 150 of our approximately 530 employees work in the business area "Payroll Accounting, Wage Tax, Social Insurance, Labor Law" according to uniform standards and ensure the correct accounting and timely payment of wages and salaries for around 30.000 employees of our clients per month. The same applies to our business areas "Financial Statements, Finance and Accounting", "Tax and Business Consulting" and "Digitization and Commercial Organization".
- **IT organization & technology:** To ensure data security and data protection, we operate our own data processing center at the location in Vienna-Arsenal - deliberately separated from all operating LBG offices, which meets the highest security standards in Austria. In addition, we have set up a separate "emergency data center". Our IT experts at LBG manage the data processing center and the whole IT technology and work at various LBG locations in order to prevent default risks - optimally coordinated with modern communication tools. We have taken the best possible precautions for corona-related troubles.

We have taken these and many other measures to ensure that you - our customers, business partners and employees - stay healthy and work together successfully!

Kind regards | LBG Austria



# Austria

Tax ▪ Audit ▪ Consulting

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31 locations | 530 employees | throughout Austria.

## WE ARE THERE FOR YOU ...

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### ... IN SALZBURG

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**CONTACT: welcome@lbg.at** - We offer you the consultant and support you have always wanted. Ask us. We bring you together!

### ▪ TAXES, SOCIAL SECURITY, BUSINESS MANAGEMENT

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### ▪ ACCOUNTING, BALANCE SHEET, TAX RETURN, CALCULATION

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### ▪ PAYROLL ACCOUNTING

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### ▪ BUSINESS FORMATION, STARTUPS, BUSINESS SUCCESSION

From the beginning, we accompany you expertly on your way to business success in all business stages: business plan, legal form selection, calculation, profitability analysis, financing, investment, tax and social security consulting

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**LBG - variety of industries, legal forms, company sizes**

