

**CIRCULAR**

April 22nd 2020

**NOTICE TO ALL CUSTOMERS**

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**RAMADAN WORKING HOURS**

**Valued Customer,**

Please note that the Terminal's working hours for all departments during the month of RAMADAN will be set as follow:

**1. Operations working hours:**

- From 5 AM to 12 PM (morning shift)
- From 12 PM to 5 PM (afternoon shift)
- From 8 PM to 3 AM (night shift)

**2. Billing and Documentation Office (Saba Bank) and Customer Service Office:**

- **SATURDAY** to **THURSDAY**: From 8 AM to 2 PM and 2 PM to 8 PM
- Friday and Public Holidays: From 9 AM to 12 PM

**3. Administration Offices** (including, Direction, Commercial, Finance, Purchasing, HR and Legal):

- **SUNDAY** to **THURSDAY**: From 8.30 AM to 2.30 PM

\*NOTE

To ensure all trucks are served and have cleared the Terminal, all gates will be closed 1 hour prior to Iftaar and Souhour time.  
Thank you for planning accordingly.

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