

Ref FNA 63/004

24 March 2020

Subject: Guideline for the Shareholders to attend 2020 AGM regarding COVID-19

To : The President
The Stock Exchange of Thailand

With respect to the guideline from the Securities and Exchange Commission of Thailand (“SEC”), the Stock Exchange of Thailand (“SET”) and other related governmental offices on how to deal with the ongoing outbreak of coronavirus disease (COVID-19), the Company has considered in the aspects of safety and health of its employees by issuing the internal guidance for preventive measure and self-awareness.

As for the incoming 2020 Annual General Meeting of the Shareholders (“AGM”) event organized on April 24, 2020, the Company has taken the shareholders’ safety and health into its careful consideration and recommends the guideline for the shareholders to attend 2020 AGM as follows:

1. For the shareholders who have traveled from/to the risky countries or have been in contact with the ones who have traveled from/to the risky countries before 14 days of 2020 AGM event may be in the suspected condition of being infected with COVID-19, the shareholders should consider to appoint any person as deemed appropriate or the Company’s Independent Directors to be their proxy to attend and vote on behalf or kindly submit their registration to the Company in advance as the procedure specified in the Invitation Letter to 2020 AGM to protect their rights of meeting votes.
2. The Company has co-operated well with the hotel organizers to provide the screening test at the main entrance and lobby with Thermoscan checked by the nurses. In case that any shareholder has higher temperature than 37.5 °C, the said shareholder shall be not allowed to stay in the hotel’s area as the guideline to prevent the potential outbreak which may arise as well as to protect the safety and health of other meeting attendees. The Company expects the shareholders to understand its guideline during the pandemic time.

Please be informed accordingly.

Yours faithfully,

Mr. Teerarat Pantarasutra

Director / President

On behalf of the Board