



## **Measures and practices for the 2020 Annual General Meeting of Shareholders Under the circumstance of Coronavirus 2019 (COVID-19)**

SPCG Public Company Limited (“Company”) has concerns on the current situation where COVID-19 is rapidly spreading. As such, the Company deems it necessary to set out more stringent measures and practices with respect the meeting attendance for the shareholders to comply with. These measures and practices are issued to be in line with disease prevention measures determined by the government to control such epidemic in consideration of the health conditions of each attendee, especially for those who possess a risk to their health, Which includes disease prevention measures in accordance with the requirements issued under Section 9 of the Emergency Decree on Public Administration in Emergency Situations B.E. 2548 (2005) (No.1) and recommendations for the prevention and control of COVID-19 with respect to organizing meetings, seminars or similar activities by the Department of Disease Control, Ministry of Public Health dated February 11, 2020 for the safety and health of shareholders and meeting attendees with details of measures and regulations regarding the Annual General Meeting of Shareholders for the year 2020 as follows:

1. To help prevent a spread of COVID-19 and as a health safety measure for the shareholders, the Company requests for cooperation from all shareholders to consider appointing the Company’s independent director as proxy to attend and cast votes on their behalf. In this regard, all shareholders who have appointed such proxies are able to maintain the right to vote at the general meeting of shareholders in accordance with any relevant laws and regulations.

As for the shareholder who wish to exercise their voting rights through a proxy, please study the details in relation to each agenda item to proposed to this meeting sufficiently and appoint the Company’s Independent Director, Mr. Wanchai Lawattanatrakul and/or Mr. Apichat Limsethanuwat, as their proxy to attend the meeting on behalf of the Shareholders, as the Independent Director under the age of 70. This is to comply with Clause 8 (1) of the requirements issued under Section 9 of the Emergency Decree on Public Administration in Emergency Situations B.E. 2548 (2005) (No.1) which stipulates that elderly persons over 70 years of age, who are at high risk of infection from COVID-19, shall stay in their dwelling places or within the area of their residences, in order to protect themselves from infection from the outside environment. For the purpose of appointment of the proxy, please send the relevant documents to:



The Company Secretary and Corporate Governance  
SPCG Public Company Limited  
No. 1 Capital Work Place Building 10<sup>th</sup> Flr., Soi. Jamjan,  
Klongton-Nua, Watthana, Bangkok 10110.

**2. Shareholders are welcome to submit relevant questions prior to the meeting.**

Shareholders are requested to include their full name and telephone number via e-mail to the following e-mail address: [ir@spcg.co.th](mailto:ir@spcg.co.th) (or) [info@spcg.co.th](mailto:info@spcg.co.th). The Company will provide answers to the questions in advance before the meeting date via electronic mail (E-mail) or other appropriate channels.

**3. For shareholders who wish to attend the meeting in person, the company would like to inform that the shareholders must strictly comply with the laws relevant to you and must also implement various measures issued by relevant government agencies. By attending the shareholders' meeting, no excuse may be lifted in the event that you violate the provisions of the relevant laws. You must also accept the risks that may arise from traveling to attend the meeting. Including taking care of your health and sanitation which may be affected as an event which the Company does not wish to occur. The Company would like to request attendees for strict cooperation to follow the Company's measures as follows:**

3.1 The Company requests the cooperation of shareholders who wish to attend the meeting in person to be under 70 years of age in order to comply with Clause 8 (1) of the Regulations Issued under Section 9 of the Emergency Decree which stipulates that elderly persons over 70 years of age, who are at high risk of infection from COVID-19, shall stay in their dwelling places or within the area of their residences, in order to comply with the laws and to protect themselves from infection from the outside environment and for their safety and health. If shareholders who wish to vote at the meeting is over 70 years of age, he/she can give a proxy to the Company's Independent Director (Mr. Wanchai Lawattanatrakul and/or Mr. Apichat Limsethanuwat) to attend the meeting and vote on his/her behalf.

3.2 The Company will have a screening point for checking every attendee's body temperature in front of the company entrance. In this regard, the Company would like to request for strict cooperation from all attendees to keep distance of at least 1 (one) meters apart while queuing at the screening point, document checkpoint or registration point. If there is any suspect case, e.g. any persons returning from an at-risk country according to the Notification of the Ministry of Public Health Re: Territories outside the Kingdom of Thailand defined as Disease Infected Zones for Coronavirus Disease 2019 (COVID-19) B.E. 2563 (2020)



dated 2 March 2020 or any other countries where the Company deems an at-risk country in less than 14 days, including those who have had close contact with those who visited or returned from such countries in less than 14 days, or having fever (has a body temperature of more than 37.5 degrees Celsius) or showing any respiratory symptoms such as coughing, sneezing, runny nose, sore throat or breathing difficulties or showing any sign or indication of COVID-19 infection, the Company requests cooperation in not allowing those in the risk group to participate in the meeting. The company will arrange for you to appoint a proxy on your behalf.

3.3 Participants will be invited to sit at an appropriate social distance. The Company will arrange the seat with appropriate social distancing at the minimum of 1 meters from each other. This will reduce the number of seats available in the meeting room. In the event that the seats are all taken by the prior attendees, the Company will request you to appoint a proxy on your behalf.

3.4 The Company requests that every shareholder who passed through the screening point and would like to attend the 2020 Annual General Meeting of Shareholders to follow these recommendations:

- Wear a facemask throughout the duration of the meeting
- Wash your hands with soap or hand sanitizer
- Avoid touching your face (eyes, nose and lips) whenever possible
- Avoid touching or sharing personal items with others
- Please leave the Meeting if you develop a fever, cough, runny nose, sore throat or breathing difficulties

3.5 To ensure a smooth meeting, if the shareholders have any questions, the company requests that you write the questions on paper and put them in the question box instead of asking questions through the microphone. By the staff of the company will provide paper and pen on the meeting day and the company will answer the questions and publish the information on the company website within 1 week after the meeting is finished.

3.6 The company refrains from providing food and beverages. And absolutely ask for cooperation to refrain from eating in the meeting area in order to minimize the risk of spreading the disease.

3.7 Participants must truthfully fill out the survey form for screening Coronavirus 2019 (COVID-19). In the event that you conceal your health information or travel history, it is considered that you have committed an offense under the Communicable Disease Act B.E.



2558 (2015). Participants must be aware and allow the company to exercise any rights in accordance with the law and relevant government measures. In the event that any attendees do not cooperate in strict compliance with the aforementioned measures, the Company reserves the right to attend the meeting of said person and ask the shareholders to consider appoint a proxy on their behalf.

In addition, as this situation is under a highly strict monitoring, the Company may consider adjusting any measures in this connection in line with any additional measures to be issued or determined by the government after the date of this notification. The Company hereby reserves its rights in making any announcement with respect to the adjustment of such measures via any channels which the Company deems appropriate.