



**Precautionary measures and guidelines for attending the 2020 Annual General Meeting of Shareholders
under the circumstance of COVID-19**

With the awareness of the prevention of COVID-19 pandemic, Sappe Public Company Limited (the “Company”) would like to request for cooperation from shareholders to follow the measures and guidelines below:

1. In order to avoid overcrowding in the meeting areas, **the Company encourages shareholders to grant proxy to Independent Director to attend and vote at the meeting instead of participating in person** by using a proxy form or downloading via the Company’s website (www.sappe.com)

1.1 For General shareholders, please use **Proxy Form B**.

1.2 For Foreign shareholders appointing Custodian, please use **Proxy Form C**.

Shareholders can submit the proxies with supportive documents to the Company in advance **within 24 July 2020** to the following address:

Company Secretary

Sappe Public Company Limited

71 SP ARCADE Building, 3rd Floor, Ramkhamhaeng Rd., Huamark, Bangkok, Bangkok 10240 Thailand

2. Without attending the meeting, shareholders are welcomed to submit question(s) relating to the agenda, **in advance** via following channels **by using Question Form for 2020 Annual General Meeting of Shareholders**:

2.1 Sending together with the proxy form to the abovementioned address

2.2 E-mail: Sutatip.ch@sappe.com or Pimolmas.ch@sappe.com

3. **In case that shareholders would like to attend the meeting in person**, the Company would like to request for cooperation to strictly comply with the relevant laws and measures stipulated by the government entities to prevent and to reduce the risk of COVID-19 spreading. Your attendance to the meeting cannot be used as an exemption of liabilities which may occur from the violation of any provisions of laws. In addition, you also agree to bear any risks and impact from participating at the meeting, including agree to take care of your own health and welfare. The Company wishes to avoid any impact that affects shareholders’ health and welfare thus would like to request for cooperation to strictly follow the measures below:

3.1 All attendees are required to check-in via application “**Thai Chana**” before entering the meeting areas and check-out when leaving the meeting.

3.2 All Attendees are required to fill in the **COVID-19 Infection Risk Screening Form** before entering the meeting areas with accurate information. The Company reserves the right to deny the meeting entry for attendees who do not complete such screening form.

3.3 The Company reserves the right to deny the meeting entry to those attendees with any of the following sickness symptoms:

○ Attendees with body temperature of 37.5 degrees Celsius or higher

○ Attendees showing symptoms of cough, sore throat, runny nose, shortness of breath



- Attendees travelling abroad or to the risk areas during 14 days before the meeting
- Attendees in contact with a confirmed COVID-19 patient or contact to person with high fever, cough, sore throat, runny nose, shortness of breath or contact to person who traveled to a foreign country or risk area during 14 days before the meeting

Any shareholders or proxies who are denied the meeting entry may submit questions to the staff which will be included in the summary attached to the minutes of the Annual General Meeting of Shareholders. Shareholders may also authorize independent directors to be their proxies by completing **Proxy Form B** with clear vote instructions provided.

Please note that concealment of health information or travel history is considered a violation of the Communicable Diseases Act B.E. 2558

- 3.4 The Company will organize the meeting with proper social distancing of at least 1.5-2.0 meters at various meeting areas such as temperature-screening points, document-checking points and registration points. In addition, the Company will limit number of shareholders in elevator of each round and number of seats in the meeting room **for approximately 40 seats.**
- 3.5 The Company will fix the seats number for attendees who get through health screen checkpoint and registration points. All attendees are required to sit on arranged seats for prevention or follow-up in case of any unforeseen circumstances and are not allowed to move the arranged seats. In case the seats are full, the Company reserves the right to not allow attendees to enter the meeting room. Extra seats or standing in the meeting room are not allowed as well. In such situation, the Company would like to request the shareholders to consider granting proxy to Independent Director.
- 3.6 All attendees must put face mask on at all time and clean hands with alcohol-based hand sanitizer gel provided at the meeting areas.
- 3.7 The Company will not provide microphone for asking questions at the meeting. Attendees will be asked to submit their written questions to the staff to submit to the Company's Chairman of the Board of Directors.
4. The meeting room and registration points will be cleaned and sanitized in advance.
5. The Company will not provide food/ snacks and beverages at the meeting to minimize the risk of the infectious diseases spreading.
6. For hygienic purpose, the Company will not provide printed copy of the 2019 Annual Report to minimize direct contact. This will reduce environmental impact as well.

If there are any changes in the situation or additional AGM-related measures from the Government Official, the Company will inform shareholders via the Company's website (www.sappe.com) and the Company hopes to receive full cooperation in this regard. In addition, the Company would like to apologize for any inconvenience that may occur from a delay in the health screening and registration process as well as limited number of seats.