

**Guideline for Shareholders to attend  
the Annual General Meeting of Shareholders no. 25/2020  
in regard to the outbreak of the Coronavirus disease (COVID-19)**

As the new coronavirus disease outbreaks (COVID-19) have been sprawling across several countries, the Company is concerned with the health of every shareholders who wish to attend the annual general shareholder meeting, our officers and all participants. The Company has conducted strictly and continuously vigilance operation and been fully aware the disease prevention and control. Therefore, shareholders are requested to acknowledge and comply with the measures and guidelines as follows:

1. Shareholders are kindly requested to appoint an independent director as a proxy to attend the meeting.

1.1 Shareholders themselves, or shareholders who have close contacts in risky condition such as being in or traveling through risky area pursuant to the announcement of the Ministry of Public Health within 14 days before the meeting date, or having a respiratory symptoms such as a fever, cough, difficult breathing and/or any other suspected symptoms of COVID-19 are requested to comply with the guideline of Department of Disease Control by not attending the meeting and appointing an independent director as a proxy instead.

1.2 Shareholders who are not in risky condition, for your own safety, the Company suggests appointing an independent director as a proxy instead.

In this regard, shareholders may submit the Proxy Form, which are delivered to you or can be downloaded from the Company's website, with the evidences by post within 20 July 2020 to the following address:

Company Secretary Office  
Sansiri PLC.  
Siri Campus Building, no. 59 Soi Rim Khlong Phra Khanong,  
Phra Khanong Nuea Sub-district, Vadhana District, Bangkok 10110, Thailand  
Tel.: (+66)0 2027 7888 EXT. 1076, 1078

2. Shareholders can submit any query in advance, until Monday 20<sup>th</sup> July 2020, details as prescribed in enclosure 18 (Procedures for sending any query in advance).

3. In case the shareholders or the proxy holder wish to attend the meeting in person, the Company will undertake the measures as follows:

3.1 Screening Point

The attendees are required to complete the self-screening form and pass the body temperature screening. Any individual with a body temperature of 37.5 degrees Celsius and over and/or the shareholders or their close contacts, have been in or traveled through risky area or place pursuant to the announcement of the Ministry of Public Health less than fourteen (14) days before the meeting date, and/or having suspected symptoms, the Company shall reserve the right to deny the attendees to attend the meeting room or the meeting area. The attendees are encouraged to appoint Independent Directors or other person as proxy to attend and vote in the meeting on behalf of the shareholders instead of attending the meeting themselves.

In addition, to minimize the risk for attending the meeting, the Company would like to request for coordination as follow:

- **Attendees who pass the screening shall put the sticker on and wear face mask at all time** while they are in the meeting area; and
- Please sanitize hands with soap or and alcohol gel as provided; and

- During the meeting, if the attendees have a fever, cough, sore throat, stuffy nose, runny nose, shortness of breath and/or other suspected symptoms of COVID-19, such attendees are requested promptly leave the meeting area.
- Help monitoring if there is a suspicion of a risk of infection with the COVID-19 virus, please notify the company's officer immediately.

### 3.2 Preparation of meeting area and registration

In order to avoid a congestion, the Company will undertake the following measures.

1) The Company will clean the meeting room and surrounding area before the meeting date. In this regard, the attendees are requested to comply with the self-protection guideline of the Department of Disease Control by frequently sanitize their hands and avoid touching or sharing container or utensil with, and keep distance from others.

2) The shareholders are requested to keep distance for at least 1 meter during queuing at screening point, documents checking point and registration point.

3) To prevent the spread of the COVID-19 and social distancing, in this regard, the Company is obliged to set up the meeting place to have a physical distance at least 1.50. meter between the chairs, Therefore, **the meeting room can only accommodate 70 seats**. Each seat will specify a number of each registered attendees. Shareholders are requested to sit on the indicated seat so that the Company could control or follow, in case there are any incidents. In this regard, **once the seats are fully occupied, there will be no more shareholders be allowed to enter the meeting room**. The shareholders are kindly requested to appoint an independent director of the Company as a proxy to attend and vote in the meeting on behalf of the shareholders instead of attending the meeting themselves.

4) To reduce the risk of spreading the virus, There will be no food and beverage services, including the eating area. All attendees must not eat any food throughout the entire duration of the meeting while in the meeting venue.

5) Shorten Q&A session in the meeting and no microphone prepared for asking question, however, for shareholders who wish to ask questions during the meeting, the Company will prepare papers for shareholders to write down questions and hand it to staff at the registration point or in the meeting room. The Company will answer such questions only regarding the agenda for voting in the meeting period and upload the answer on the Company's website and the Stock Exchange of Thailand accordingly. In this regard, to shorten the meeting (not exceed 1.30 hours) in order to reduce the risk of COVID-19 transmission, shareholders are advised to ask questions in advance details as prescribed in enclosure 18 (Procedures for sending any query in advance)

In addition, as the outbreak of the Coronavirus disease (COVID-19) is a situation that is covered by especially surveillance, the Company may be required to alter its measures in order to ensure that they are consistent with the government's latest measures. The Company reserves the right to publish any additional measures as necessary.

**In this regard, the Company wishes to thank you for your cooperation in complying with the aforementioned measures and guidelines. However, there may be delay in the screening and registration. The Company apologizes for such inconvenience in advance.**