

**Meeting Measures and Guidelines for the Annual General Meeting of
Shareholders No. 1/2563 under the Ongoing Covid-19 Pandemic
TTCL Public Company Limited**

Reference to the ongoing Covid-19 pandemic, TTCL has concerned on the wellbeing of all shareholders, officers, and related parties, especially values high vigilance over the spread of the disease and its prevention by minimizing the time spent on this year's AGM while maintaining the planned agenda. Below are our measures and guidelines, we request all shareholders' cooperation:

1. Assigning proxies to the Company's independent directors

- 1.1 Shareholders or their intimate parties classified as risky groups**—including those who made trips or passed through Covid-19 risk areas or places under the announcement of the Ministry of Public Health or that of the public sector within 14 days before the AGM, those with high fever, or those suspected of Covid-19 infection, or all of these—should follow the advice of the Department of Disease Control by staying away from the meeting and assigning proxies to the Company's independent directors
- 1.2 Those outside the risky group are requested**, for their own hygienic wellbeing, to assign proxies to the Company's independent directors.

The Company encourages shareholders to assign proxies instead of attending the meeting in person by assigning them to the Company's independent directors, placing each proxy form along with the required supporting documents (Supporting Documents for Attendance of the Meeting 1 and 2) in a reply envelope and mailing it back to the Company.

**Company Secretary
TTCL Public Company Limited
159/41-44 Sermitmit Tower 27th – 30th Floor, Sukhumvit 21
(Asoke Road), North Klongtoey, Wattana, Bangkok, 10110**

2. Submitting questions in advance: The submission deadline is August 4, 2020, through one of the following channels:

- 2.1 Regular mail: Included with the proxy form to the above address
2.2 Email: ir@ttcl.com

3. In-person attendance: Below are the Company's measures:

- 3.1 Screening station:** This will be set up on the G floor of Sermmmit Tower. All attendees are to fill out self-screening forms and the temperature is measured by the officer from Kluaynamthai Hospital. If the temperature does not exceed 37.5 Celsius, the sticker will be given as a symbol through a preliminary screening including scan QR Code "Thaichana" with Camera application or QR Code reader application such as QR code reader to check in to attend the meeting and all attendees have to scan the QR code "Thaichana" to check out after the meeting.

After that all attendees have to go through a thermoscan of Sermmmit Tower again before entering to elevator.

If their body temperatures exceed 37.5 Celsius or if attendees or intimate parties, or both, have passed through Covid-19 risk areas or places under the announcement of the Ministry of Public Health or that of the public sector within 14 days before the AGM, or if attendees or intimate parties show symptoms suspected of Covid-19 infection, **they will be not allowed to enter the AGM venue.** To minimize attendance risks, those that fail the screening can assign proxies to the Company's independent directors for voting on their behalf.

The Company requests the following cooperation:

- 1) Those that have passed screening must at all times affix sticker to their apparel and wear hygienic masks while at the AGM venue and wash their hands with alcohol gel provided at various nearby locations
- 2) If during the AGM, attendees show signs of fever, coughing, sore throat, sneezing, runny nose, shortness of breath, or symptoms suspected of Covid-19 infection, please immediately leave the AGM venue.

3.2 Preparation of AGM venue and registration: To avoid attendee congestion, below are the Company's measures:

- 1) The AGM venue, as well as its surrounding area, is to be cleaned, and disinfected before the AGM date. Attendees are requested to observe personal hygienic practices as advised by the Department of Disease Control, Ministry of Public Health, by regularly washing their hands, avoiding touching or sharing containers or articles with others, and practicing social distancing.
- 2) To facilitate the shareholders that have assigned proxies and are not attending in person, they may join a live broadcast of Annual General Meeting of shareholders (Private Live Streaming) through the Company's website <https://www.live-streaming.cc/ttcl/agm2020> However, shareholders register by specifying the shareholder registration number of 10 digits which appeared on the meeting notification form which was sent to shareholders to confirm the identity or scanning the attached QR Code.
- 3) The registration desk open from 11.00 a.m.
- 4) Keep at least one meter queuing at the screening station, document inspection station, and registration station.
- 5) Seats are arranged at least 1.5 meter distancing; about 60 seats can be accommodated. These are pre-numbered for all registered attendees to prevent infection or to be traced if undesirable incidents happen. Once these seats are filled, the Company requests that those attending in person assign proxies to the Company's independent directors.
- 6) No food, drink, or eating area will be made available.
- 7) No microphone will be made available for questions. Those who wish to pose questions at the AGM are requested to give written questions to the Company's officers at the registration station or at the AGM venue.



- 8) **Answering questions:** The Company will collect shareholders' questions in advance and present to the concerned person for further proceeding. The Company reserves the right to consider and answer questions relating to the agenda in the meeting of shareholders only.

The above measures and guidelines are for your acknowledgment and strict cooperation. Please note that the more attendees that day, the more delays in meeting screening and registration. The Company would like to apologize for any inconvenience that may occurs.