

TK.013/2563

March 23, 2020

Subject : Guidelines for attending the AGM Meeting due to COVID-19 Outbreak

.Attn : President, The Stock Exchange of Thailand

Thitikorn Public Company Limited (the "Company") hereby confirms the arrangement of the 2020 Annual General Meeting of Shareholders on Thursday April 23, 2020 at 14.00 hours Meeting Room, 5th floor SP Arcade, located on 69 Ramkamhaeng Road, Huamark, Bangkok, Bangkok 10240 as informed the Stock Exchange of Thailand and the investors through www.set.or.th on February 27, 2020.

In order to be responsible for the society and to support the prevention of COVID-19 spread out, the Company shall recommend the Shareholders to kindly appoint the Company's Independent Directors to be your proxy to attend the meeting and vote on your behalf instead of attending the meeting in persons. The Company shall strictly implement the preventive measures according to the disease control recommendations of Department of Disease Control regarding risk mitigation and safety of the Shareholders amidst COVID-19 outbreak. The Shareholders, who shall attend the meeting in person, shall be requested to strictly follow the COVID-19 control procedures and the recommendations of the Company's staffs during the meeting

Please be informed accordingly.

Yours Sincerely,

(Ms. Prathama Phornprapha)

Managing Director

The Company's COVID-19 Control Procedures during the AGM Meeting

The Company recommends the Shareholders to kindly appoint the Company's Independent Directors to be your proxy to attend the meeting and vote on your behalf instead of attending the meeting in persons.

In order to take care of safety and health of the meeting attendants, the Company shall strictly implement the disease control procedures according to the recommendations of Department of Disease Control regarding risk mitigation and safety of the Shareholders amidst COVID-19 outbreak.

The Company shall strictly implement the control procedures as follows:-

1. The Company shall checkup the risky symptoms as follows
 - 1.1 The Company shall set up the screening point to check all attendants' body temperature. The attendants, who has a body temperature of 37.5 degree celsius or higher, shall not be allowed to board the meeting venue and to attend the meeting.
 - 1.2 The Company shall screen the illness symptoms and respiratory disease symptoms such as coughing, sneezing, running nose, sore throat. The attendant, who shows the said symptoms, shall be denied to attend the meeting.
2. The Company shall screen other important information of the attendants before boarding the meeting room as follows
 - 2.1 The Shareholders, who has returned from high-risk countries less than 14 days before the meeting date, the Company shall highly request for your kind cooperation to avoid the meeting attendance
 - 2.2 All Shareholders shall be requested to report the information accurately and completely
3. After passing the screening point as mentioned in no.1 and no.2, please kindly proceed as follows
 - 3.1 Attach the sticker mark on your dress in the clear visible area throughout the meeting time.
 - 3.2 Must wear face mask at all time until the meeting adjourned.
 - 3.3 The Company shall provide alcohol gel in several points of the meeting venue. The Shareholders shall be requested to wash your hand by hand sanitizer or clean by alcohol gel before entering the meeting room.
 - 3.4 The Shareholders shall be requested to avoid touching your face, eyes, nose, and lips

4. The Company shall reduce the traffic and density of persons in high traffic areas such as more space distancing of meeting registration queue, more space distancing of seating.
5. The Company shall clean the frequent touching area/point such as door knob, banister, toilet, Lift push button and etc.

Your kind cooperation shall be very much appreciated for the best interests of all the meeting attendants.

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