

Measures and Practices for Shareholders' 2020 Annual General Meeting under the Coronavirus Disease 2019 ("COVID-19") Outbreak

Due to the situation of COVID-19 outbreak, the Company is obliged to arrange the Shareholders' 2020 Annual General Meeting under a strict implementation of COVID-19 preventive and screening measures and practices despite improvement in the situation in order to prevent new wave of outbreak. These measures and practices are meant to follow relevant laws and regulations issued by the government sector and to maintain Shareholders' health and well-being throughout the meeting. Please thoroughly read, comprehend and strictly follow the following:

- 1. The Company strongly advises Shareholders to grant a proxy to Independent Directors instead of participating in person by completing the Proxy Form attached with this document package** or available on the Company's website. Shareholders can either send the Proxy Form to the Company by attaching required documents (Attachment # 5) using a business reply envelope provided (no stamp required) or send to the email: cs@egco.com with required documents.
- 2. The Company shall provide the Live Broadcast System:** only the Shareholders who are listed in the Record Date as of July 1, 2020 are permitted to access the Live Broadcast System via the Company's website (https://app.inventech.co.th/EGCO_AGM/). Shareholder's registration number or ID card number is required for Live Broadcast's registration.
- 3. The Company sincerely encourages Shareholders to send question(s) in advance** by submitting the question(s) together with Shareholder's name and surname to following channels:
 - 3.1 Email: cs@egco.com
 - 3.2 Microsoft Forms by scanning the QR Code in Attachment # 2
 - 3.3 The Company shall answer the advance questions on any agendas in the meeting by considering the meeting's length. Additionally, the Company will answer the question received during the meeting in the Attachment of Minutes of Meeting of Shareholders 2020 Annual General Meeting
- 4. Shareholders who are willing to participate the meeting in person**, please kindly strictly proceed pursuant to the following measures and practices:
 - 4.1 Complete the **Participation Form for 2020 Annual General Meeting** (Attachment # 8) and send to the Company via a business reply envelope provided (no stamp required) or send to email: cs@egco.com before **July 16, 2020**
 - 4.2 Complete **COVID-19 Screening Form** as Attachment # 9 before participating the meeting (any forms of intention to cover up or give false information is subjected to penalty pursuant to the Communicable Disease Act, B.E. 2558) Shareholders are required to pass the screening point

located at the meeting room's entrance. For Shareholders who do not pass the screening criteria, please grant a proxy to the Independent Directors and refrain from attending the meeting.

- 4.3 For Shareholders who pass the screening point, a sticker shall be provided. Please wear a mask at all time during the meeting and sanitize your hands with alcohol gel provided in the meeting room
- 4.4 The Shareholders' 2020 Annual General Meeting is conducted under the Social Distancing Approach; the Company shall arrange the seating with 2-meter distance in between, henceforth the number of seating is limited to **100 seats**. The Company shall assign the seating number to each Shareholder. Please kindly direct to your assigned seat and no seat changing or swapping is allowed. The Company uses a First-Come, First-Served basis, if the seating in the meeting is fully registered, please grant a proxy to the Independent Directors and view the meeting through the Live Broadcast System.
- 4.5 The Company reserves the rights for only the Shareholders or proxies with eligibility to attend the meeting. Accompanying persons of the Shareholders or proxies shall not be permitted to enter the meeting room since the seating is limited and there is no additional seating available.
- 4.6 For question(s) on any agenda(s) during the meeting, Shareholders can submit a question(s) by scanning the QR Code posted in the meeting room; no microphones and no question-answered session provided in order to conclude the meeting within 2 hours and reduce the plausibility spread of COVID-19 during mass gathering. Nevertheless, all questions received through the QR Code shall be answered and recorded in the Minutes of Meeting of the Shareholders' 2020 Annual General Meeting. Only the advance questions received according to No. 3 above shall be answered in the meeting.
- 4.7 The Company shall not provide food and beverage and not permit eating during the meeting. Moreover, the distribution of the Company's reports and exhibition shall be refrained to prevent the plausibility spread of COVID-19 via physical touch.

Due to high level of uncertainty in COVID-19 situation, if any changes are made by government sector related to Shareholders' 2020 Annual General Meeting, the Company reserves the rights to change any kind of procedures and shall promptly notify the Shareholders of such changes through the Company's website and other appropriate channels.

Should you have any enquiry, please contact the Corporate Secretary Division via the following channels:

- Telephone Number: 02-998-5020 – 5027
- Email to cs@egco.com