

## Preventive Measures and Guidelines for the Meeting

Due to the Annual General Meeting 1/2020 (the "Meeting") will be held amidst the Coronavirus Disease 2019 (COVID-19) pandemic. For the concern of the members' health and safety, IOD encourages all shareholders to appoint the IOD's individual member as your proxy holder instead of attending the Meeting in person, by placing completed proxy form and supporting documents (copy of ID card and Baht 20 of stamp duty must be affixed) into a business reply service envelope attached to the notification of the meeting and sending to the, Thai Institute of Directors Association, CMA. Building2, 2/9 Moo 4 Northpark Project Vibhavadi-Rangsit Road, Thung Song Hong, Laksi, Bangkok 10210 by Thursday, August 20, 2020. For member who has queries relating to items on the meeting agenda, please send your questions to IOD by email to [nisa@thai-iod.com](mailto:nisa@thai-iod.com), or fax.0-2955-1156-7 before August 20, 2020 and also indicate your name and surname therein.

As for shareholders or proxies who wish to attend the Meeting in person, please be informed that additional processes according to this Preventive Measures and Guidelines for the Meeting may cause a delay or any inconveniences on screening and registration for participation. All participants shall strictly adhere thereto in order to reduce infection risk to the participants and related parties and be in alignment with regulations and measures against COVID-19 pandemic prescribed by related government agencies and regulatory bodies.

### Screening and registration processes:

1. The hotel provides a screening point at the entrance and temperature-check and all participants are required to register their check-ins and checked-out via QR Code linked with Thai Chana mobile platform.
2. All participants will be screened by Department of Disease Control officer at the screening point.
3. Member must have their temperatures checked. Member whose body temperature is 37.5 Celsius degree or higher or who have respiratory symptoms, such as coughing, sore throat, sneezing or runny nose, will be not allow to entry and able to appoint the IOD's individual member as your proxies instead.
4. Member who passed the after Department of Disease Control screening point, must register and check document as follow:
  - Sign your name in registration form
  - Give the COVID-19 Screening Questionnaire
  - Get seat number

The physical distancing of at least 1 meter in the meeting room will be maintained and flow of people will be controlled to limit the occupancy level of each spot. For Proxy Form and Option Finder for voting, IOD staff will place them on your table.

5. The seat numbers will only be given to those express their intention to participate in the Meeting and by sequence of registration. All participants shall strictly sit at the seat number assigned. After all seats are fully occupied, extra seats and standing are not allowed.
6. IOD will allow only registered member / proxies to attend the member meeting and will not allow accompanying person to enter the meeting room.
7. Registration process (including seat number) starts from 15.00 hrs. and the conference room opens at 16.00 hrs.
8. IOD will refrain from distributing printed Annual Report 2019 in order to reduce the risk of personal contacting among people. Please download at [http://www.thai-iod.com/imgUpload/ARIOD2019\\_TH\\_Final%20as%2020%20Jul%2020.pdf](http://www.thai-iod.com/imgUpload/ARIOD2019_TH_Final%20as%2020%20Jul%2020.pdf)
9. IOD has set up a bulletin board providing guidance on the prevention of the disease.

#### Measures for the meeting

1. The duration for the meeting will not exceed 2 hours and it will be conducted concisely in each agenda.
2. To comply with applicable stipulations made by relevant government agencies, The IOD is obliged to limited number of meeting participants. Seating capacity of the meeting venue will be 50 seats and the physical distancing of at least 1 meter.
3. IOD will not provide microphones for questioning in the meeting room. Participants who wish to ask questions will be requested to write down and send their question to IOD staff.

#### Measures for member / proxies attending in the meeting

1. All participants are required to put on sticker as a proof and wear the face mask or fabric mask while being in the meeting room at all times.
2. All participants must comply with hygienic practices by frequently washing your hands with water and soap or alcohol-based gel provided by hotel at meeting area.
3. In case any participant doubts that he/she is sick or notices that other participant is sick, please contact the officer at the COVID-19 screening point in front of the meeting room immediately to get advice for diagnosis process and to be separated from other people.

However, should there be any changes regarding the COVID-19 situation or additional measures from related government agencies or regulatory bodies, IOD will disseminate through IOD's website: [www.thai-iod.com](http://www.thai-iod.com) without delay.