



Precautionary Measures and Guideline for the 2022 Annual General Meeting of Shareholders Under the Circumstance of Coronavirus Disease 2019 (COVID-19).

S P V I Public Company Limited is aware and concerned about the health and safety of all individuals attending the Annual General Meeting of Shareholders under the circumstance of Coronavirus Disease 2019 (COVID-19). The Company has set up the measures for screening and preventing the risk of COVID-19 infection. The Company request the cooperation from the shareholders and proxies to strictly exercise that precautionary measures. The said measures may require the additional process and procedure and cause the delay and inconvenience to the shareholders. The Company will complete the meeting in a short and concise time to reduce the time it takes for many people gather in the same place. As well as, the Company has to arrange 1.5 meters space for social distance in all areas which may cause the restriction on places where can accommodate large number of people.

The Company require the cooperation from the shareholders as following

1. In case of the shareholders wish to attend the meeting in person, the company requires all attendee to strictly follow the guideline for the Annual General Meeting of Shareholders in order to prevent and reduce the risk of COVID-19 pandemic. The guideline as following.

1.1 To comply with the measures of the Department of Disease Control, the Company has set up the screening station at the entrance of the meeting venue. All individuals who want to enter the meeting venue must pass the screening. Those who do not pass or fail screening must be denied entry to the venue. For example, the shareholders with a temperature of 37.5 degrees Celsius or higher and/or have symptoms of respiratory or has recently close contact with confirmed cases. The measures for controlling and screening meeting attendees may be adjusted according to guidelines from Government which may be further announced.

In the case that a shareholder is unable to enter, they may appoint an independent director to attend the meeting.

1.2 The arrangement for meeting venue and registration station to avoid the overcrowded of shareholders in order to reduce the risk of COVID-19 pandemic. Details arrangement as follows.

- (1) Start registration at 12.00 PM
- (2) Arrange 1.5 meters space for individuals in line-up at Screening Station, Document Checkpoint Station and Registration Station.
- (3) Provide Thai Chana QR code for check-in before entering and check-out while leaving the meeting venue

- (4) Arrange seating with appropriate social distancing at a 1-2 meters placement from each other. This will limit number of available seat in the meeting room. In case the seats are fully occupied, the Company requires cooperation in participation by proxies.
 - (5) All shareholders must wear mask all the time during the meeting
 - (6) The Company will not prepare the microphone for attendees who want to query. Instead, the attendees must submit the query in writing to the staff for further submission to Chairman of the meeting.
 - (7) The Company will not serve neither lunchbox nor coffee or tea at the meeting. Foods and drinks are strictly not allowed in the meeting area in order to reduce exposure and reduce risk of virus transmissions.
2. Instead of presenting in person, shareholders can authorize Independent Director of the Company to present and vote at the meeting (List and information of Independent Director shown in enclosure no. 6) by specified in the proxy form sent to shareholders or download from the Company's website (voting each agenda in advance is recommended). The proxy form and attached evidence (as per enclosure no. 5) must be sent to the Company for review within 29 March 2022.

Company Secretary Department

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If there are many attendees or these attendees arrive at the same time, there may be a delay in screening and registration for the meeting. The Company hereby apologizes for any such inconvenience that may arise. In case there are any changes in the situation or additional AGM-related measures that come from the Government entities and cause the Company to unable to arrange the meeting at the said date and venue, the Company may inform Shareholders through the Stock Exchange of Thailand system and the Company's website as per appropriate.

Sincerely yours,

S P V I Public Company Limited