

Measures and Guidelines for the Meeting Attendees of the 2021 Annual General Meeting of Shareholders to Prevent the Outbreak of Coronavirus Disease (COVID-19)

Since the current situation is the risk of Coronavirus 2019 (COVID - 19), in order to prevent the spread of the virus and for the benefit of health the shareholders. And personal involved with the meeting, therefore requesting cooperation from shareholders and proxies as follows:

1. **If shareholders can not attend the meeting by themselves.** To reduce the risk of unification of many people which you can appoint a proxy to an independent director Specified in the Proxy Form B (To advise vote in various agendas in advance) and this situation you are able to send photos of the signed proxy statement. Along with supporting documents such as a copy of the identification card of the shareholder who gave the proxy to the email bod@vichaivej.com

2. **In case of the shareholders attending the meeting** shall comply with hygiene principles such as frequent hand washing with soap or alcohol gel and wearing a face mask in order to reduce risk of spreading diseases. Therefore, please bring your own face mask and ask all your cooperation to strictly follow the preventive measures as follows.

2.1 **Screening process before the Meeting** - The Company will have a screening point for checking every attendee's body temperature before registration. If there is any suspect case, e.g. any persons having fever (having a body temperature of 37.5 degrees Celsius or higher) or showing any respiratory symptoms such as coughing, sneezing, runny nose, sore throat or breathing difficulties or showing any sign or indication of COVID-19 infection or any other symptoms or indications of diseases which expose to COVID-19 infection including those who have had close contact with those who visited or returned from countries or areas with the report of COVID-19 outbreak or those who have had close contact with patients with suspected or confirmed COVID-19 in less than 14 days before the Meeting, the Company reserves the right to restrict attendee with such conditions from entering to the Meeting room and shall request such attendee to consider granting a proxy to the Company's Independent Director. Please note that concealment of health information or traveling record is considered a violation of the Communicable Diseases Act B.E. 2558. In addition, attendees must bear any risks resulting from participating the Meeting, including taking care of your own health which may be impacted and the Company does not wish such impact to occur.

2.2 **Check-in and check-out at the Meeting** - Attendees will be required to check into and check out of the Meeting by scanning Thaichana and/or MorChana QR Code. The Company will arrange QR Code for the Meeting attendees in the entrance and exit areas. This is to facilitate disease-control tracking of the Meeting attendees in event that there is a report of COVID-19 case. Attendees who passed through the screening and registration processes will be given a sticker and must always affix the sticker on their clothes while in the Meeting area. The Company will allow only shareholders and/or proxies who

passed through the screening and registration processes to enter into the Meeting room. Followers of the Meeting attendees will not be allowed to enter into the Meeting room.

2.3 Guidelines for shareholders and/or proxies who wish to attend the Meeting – The Company would like to request attendees to strictly follow the Company's guidelines as follows:

- Always wear a facemask while in the Meeting
- Wash your hands with soap or hand sanitizer
- Avoid touching or sharing personal items with others
- Do not consume any food or snack (except for water) in the Meeting area
- Please leave the Meeting if you develop a fever, cough, runny nose, sore throat or breathing difficulties.

2.4 To comply with COVID social distancing measure, seating a limited number or as appropriate for the location in accordance with related regulations as stipulated by government authorities. The Company will not allow any additional seats and standing in the Meeting room. Not moving of the seats arranged by the Company is also strictly prohibited. The Company will allocate the seats to the registered attendees on first come-first serve basis. In the event that the seats are all taken by the prior attendees, **the Company reserves the right to deny the entry to the Meeting room and requests for shareholders' cooperation to consider granting a proxy to the Company's Independent Director.**

2.5 Guidelines for asking questions in the Meeting – for hygiene reasons and to ensure that the Meeting is concise and not last longer than one and a half hours, the Company will not provide microphone for asking questions in the Meeting. If shareholders have any questions related to the Meeting agenda, please write them down and submit them in the Company's staff. Only questions related to the agenda items will be addressed in the Meeting.

2.6 For sanitary reasons and to reduce the risk of COVID-19 infection, the Company will not provide any snack box, tea, coffee or any kind of beverages except for bottled water and any food consumption in the Meeting area will be strictly prohibited.

3. Shareholders may watch video clip recording the meeting within 7 days after the meeting on https://www.vichaivej.com/investor/content.php?menu_id=43

In addition, if there is any change in the situation or additional regulations imposed by the government authorities, the Company may consider adjusting any measures in this connection in line with the situation or any additional regulations to be issued or determined by the government and will inform shareholders through the Company's website (www.vichaivej.com) and SET Portal of the SET.

The company appreciate all attendees in attending and receiving such a good cooperation in implementing such measures from all of you.