



Measures and Guidelines for the Attendees of the 2022 Annual  
General Meeting under the Pandemic Situation of COVID-19  
and COVID-19 Screening Form for  
the 2022 Annual General Meeting of Shareholders

## Measures and Guidelines for the Attendees of the 2022 Annual General Meeting under the Pandemic Situation of COVID-19

The Company is deeply concerned for the health and safety of the meeting participants. Therefore, it has determined the Measures and Guidelines for the 2022 Annual General Meeting of Shareholders in order to prevent and minimize the risk of transmission of COVID-19 as follows:

1. Shareholders are encouraged to **appoint an independent director as proxy to attend the meeting** on their behalf in order to reduce overcrowding at the meeting area with the proxy form as determined by the Company, of which:
  - General shareholders: please use Proxy Form B (as enclosed); and
  - Foreign shareholders who have appointed a custodian in Thailand: please use Proxy Form C (can be downloaded from the Company's website).

Shareholders may submit the proxy form and the registration documents as per the details set out in the Invitation to the Annual General Meeting of Shareholders for the year 2022 to the Company **within Thursday, 14 July 2022** using the reply envelope provided by the Company (no postal stamp required), or via registered mail to the Company Secretary at the Company's address as follows:

Company Secretary Division  
VGI Public Company Limited  
21 TST Tower, 9<sup>th</sup> Floor, Viphavadi-Rangsit Road,  
Chomphon, Chatuchak, Bangkok 10900

2. Shareholders who are unable to attend the meeting in person and appoint an independent director as their proxy may watch the meeting via live streaming on the Company's website at [www.vgi.co.th](http://www.vgi.co.th). **The Shareholders can only watch the live streaming and cannot vote or submit any inquiry through this channel.** Shareholders can enter their shareholder registration number (10 digits) provided on the Registration Form with QR Code as per Enclosure 10 to register for the live. The Company limits 1 shareholder registration number per 1 watching right, the broadcast will be viewable at 2.00 p.m. onwards.
3. Shareholders are encouraged to **submit questions that are relevant to the meeting agenda in advance** together with the accessible name, address, telephone number, and email address (if any), to the Company Secretary via email at [companysecretary@vgi.co.th](mailto:companysecretary@vgi.co.th), or at the Company's address above.
4. **In the event that shareholders and/or proxies wish to attend the meeting in person**, the Company kindly ask for cooperation to strictly comply with the following precautionary measures against COVID-19 pandemic:
  - 4.1 **Wear a face mask at all time** while present at the meeting area, clean hands frequently with alcohol based sanitizing gel, and practice physical distancing of at least 1 meter from others;
  - 4.2 **Check-in and check-out at the meeting area (Thai Chana Platform)** by using the mobile phone to scan the QR Code provided or notifying the name and phone number to the Company's officers for the purposes of monitoring the number of participants and follow-up (if necessary) pursuant to the disease control measures set out by the government authorities;

The Company will allow only shareholders and/or proxies to enter the meeting area. **Other persons accompanying the shareholders and/or proxies will not be allowed to enter the meeting area;**

- 4.3 **All participants have to show proof of vaccination (at least 2 doses)** (by showing vaccination certificate or proof in Mho Prom application) or **show negative rapid antigen test (ATK) result not older than 2 days** to the Company's officer at the screening checkpoint;
- 4.4 **Complete the COVID-19 Screening Form** (as enclosed) truthfully and correctly for submission to the Company's officers at the screening checkpoint and take a body temperature check. **Please spare time for the screening process before entering the meeting area;**

If a shareholder and/or proxy has a body temperature of 37.5°C or higher, shows sign of respiratory symptoms (cough, sore throat, nasal congestion, shortness of breath or difficulty in breathing) or any other indications, or has a risk of COVID-19 infection, the Company reserves the rights to not allow such person to enter into the meeting area. Medical staff at the screening checkpoint will provide recommendations as appropriate;

- 4.5 **The Company will arrange seats to be positioned at least 1 meter apart** which will limit the number of seats in the meeting room **to accommodate participants to approximately 120 seats only. Therefore, the Company sincerely asks for your cooperation to sit at the assigned seating number.** Seats are not allowed to be changed or re-located. The Company will assign the seating number to shareholders and/or proxies who pass the screening, complete the registration, and receive the seating card on a first come, first served basis.

**In the event that the seats are fully occupied, the Company reserves the rights to not allow additional shareholders and/or proxies to enter the meeting room. No seats will be added and no standing in the meeting room.**

- 4.6 For those who pass the screening process, the Company kindly asks for your cooperation to always wear a face mask while attending the meeting. The shareholders and/or proxies who pass the screening process will get the screening check sticker. The Company kindly asks for your cooperation to put on the screening check sticker at all times while present at the meeting area.

For those who do not pass the screening process or are not able to attend the meeting due to the seats in the meeting room being fully occupied, please appoint an independent director of the Company as a proxy to attend the meeting. The Company will provide the stamp duty for such a proxy form. **In case that you are a proxy, please be informed that you cannot appoint an independent director of the Company as your proxy.**

- 4.7 **The Company will not provide a microphone in the meeting** in order to prevent and minimize the risk of spreading of the disease through sharing of microphones. Should you have any questions during the meeting, **please write down on the paper and submit to the Company's officer in the meeting room instead of asking on microphone.**

- 4.8 **No food, coffee, or any beverage services will be provided. Eating food or snack in the meeting area is strictly prohibited** to minimize the risk of disease spreading;

- 4.9 The Company will procure a cleaning of the meeting area before the meeting is commenced in compliance with the guidelines set by the Ministry of Public Health, and also provide alcohol-based sanitizing gel at the meeting area.

5. The meeting will be conducted concisely and adjourned in 2 hours and questions to be responded in the meeting will be limited as appropriate, to limit exposure from staying among a large group of people for a long period.

6. **No distribution of the Invitation to 2022 Annual General Meeting of Shareholders, Annual Report 2021/22 (56-1 One Report) and Sustainability Report 2021/22** in publication form at the meeting, to ensure hygiene and sanitation of all participants and reduce impact on the environment. The Shareholders can download the Invitation to the 2022 Annual General Meeting of Shareholders and Annual Report 2021/22 (56-1 One Report) via QR Code provided.

Shareholders and/or proxies may experience inconveniences due to the limitation on the number of participants, possible delays from the screening and registration processes, as well as other arrangements necessary for preventing and minimizing the risk of transmission of COVID-19. The Company hereby apologizes for any inconveniences.

Should there be any change in the pandemic situation of COVID-19 as well as additional announcements and policies regarding the disease control measures set out by the government authorities, the Company may adjust the Measures and Guidelines for the 2022 Annual General Meeting of Shareholders in order to correspond with the pandemic situation and the announcements and policies of the government authorities at the time, which will be further notified via the Stock Exchange of Thailand's website and the Company's website at [www.vgi.co.th](http://www.vgi.co.th).