

Crown Seal Public Company Limited

Announcement of COVID-19 prevention policy  
for 2020 Annual General Meeting of Shareholders

According to The Office of Securities and Exchange Commission publicizes discussion result in the mutual meeting with Department of Business Development, Ministry of Commerce, Ministry of Digital Economy and Society and Stock Exchange of Thailand, on 2 March 2020, relating to procedures of registered company in holding of Annual General Meeting of Shareholders, under the situation of spreading of Coronavirus 2019 (COVID-19); the detail has been informed. The Company would like to inform you of our prevention policy and adhered to guidelines aforementioned as stated below:

1. To support the shareholders to consider and authorize independent directors to participate in the meeting, instead of their joining in the meeting by themselves.
2. Adhered to suggestion of Department of Disease Control, Ministry of Public Health for the upcoming 2020 Annual General Meeting of Shareholders as below:
  - 2.1 Screening of the participant(s) by taking the temperature and observing by our staffs to indicating the participant(s) that is(are) in fever and/or respiratory symptoms before the meeting.
  - 2.2 In case of participant(s) arrived from disease infected or outbreak zones for less than 14 days or participant(s) has(have) one of the following symptoms including, but not limited to, fever, cough, sore throat, sneezing and runny nose, participant(s) would be **suspended meeting attendance**. Accordingly, participant(s) could grant the proxy to the independent director of the Company instead in order to vote on your behalf. The registration staff will facilitate the stamp duty for your convenience.
  - 2.3 In case of participant(s) has(have) no mentioned symptoms, there would be an identification sticker-marked clearly before attending the meeting.
  - 2.4 The Company will provide a handwashing point or alcohol gel adequately in the meeting place. Especially in areas with a lot of common uses such as meeting rooms, registration points, food and beverage service points, etc.
  - 2.5 The Company will emphasize the venue's staffs to clean equipment and a lot of common uses areas with liquid detergent, cleanser and/or 70%-alcohol regularly.
  - 2.6 The Company will arrange the venue, meeting room, food and beverage service points to be spacious enough for avoiding of crowded.

To ensure the safety and preventing the epidemic of COVID-19 for participant of shareholders' general meeting. Please strictly following the suggestion below:

- In case that the participant has symptoms of COVID-19 disease or any symptoms stated in 2.2 above, please refrain attending the meeting.
- If the participant notices any other participants having fever, coughing, sneezing or abnormal nasal discharge, please advise those participants to contact our staffs at registration point immediately.
- Participant should prepare your own hygienic mask and wearing for all the time of the meeting for the safety of your own and all of participants.
- Participant should wash your hands with soap and/or alcohol gel sufficiently and appropriately.

Yours sincerely,

Mr. Panthep Supachaiyakit  
Director and President