

## **AGM Attendance Guidelines under the COVID-19 Outbreak Situation**

Due to the outbreak of Coronavirus Disease 2019 (COVID-19), Food and Drinks Public Company Limited (the "Company"), with strong concern over the Meeting attendees' health, has prepared the 2020 Annual General Meeting of Shareholders ("AGM") strictly in accordance with the preventive Guidelines of the department of Disease Control, Ministry of Public Health, and issued the Guidelines of attending the AGM as the following

1. The shareholders are asked to consider appointing the Company's Independent Directors as the proxies to attend the Meeting, by using the proxy form as attached to the notice of invitation, in order to protect the shareholder rights. The shareholders can cast their votes on every agenda in advance and send the executed proxy form in an enclosed envelop, affixed with the postal stamp, to the Company. The shareholders are welcomed to submit their questions in relation to the AGM agenda at least 7 days prior to the Meeting date via email: [info@foodanddrinks.co.th](mailto:info@foodanddrinks.co.th) Please specify your name and surname on the submitted questions.

2. The shareholders who intend to participate the AGM in persons. The Company kindly requests to strictly follow the disease control procedures, as the followings.

2.1 All participants must go through two health condition screening points

- First screening point is set at the lobby reception. The shareholders are required to pass the body temperature scanning and fill out the self-examination forms before travelling to the Meeting venue on the 15<sup>th</sup> Floor.
- Second screening point is set at the entrance of the Meeting room. Anyone who has a body temperature over 37.5 Degree Celsius or shows any sign of the respiratory problems such as coughing, sneezing or running nose, or travelled to and from, or transited via the countries with the high risk, including their cohabitants, or in close contact with a person tested positive for COVID-19, the Company reserves the rights to deny the Meeting attendance of such person.

2.2 The shareholders attending the Meeting must put the verified sticker on the noticeable area and wear face masks at all time.

2.3 The shareholders are requested to be seated where the Company has prepared 15 chairs positioned with the appropriate social distancing of 1.5 meters. The seating will be set as first come, first serve, and when all the prepared seats are occupied, the Company reserves the rights to deny the Meeting attendance of the shareholders showing up later.

2.4 The shareholders, who cannot attend the Meeting due to either the health screening or the fully occupied seat, are requested to appoint the Company's Independence Director as their proxy, except the proxy person. The Company shall provide the documentation service and stamp duty.

2.5 The questions must be in written form and submitted to the Meeting staff.

2.6 The company suspends services and drinks and refrains from eating in the meeting venue.

2.7 Prohibiting distribution of invitation letters for the 2022 Annual General Meeting of Shareholders and the Annual Report of the year 2021 in book format on the meeting date

**The 2022 AGM will be conducted concisely to limit your exposure time. The Meeting will be adjourned at 4.00 P.M.**

**All shareholders are advised to spare time for screening process which may take longer time than usual.**

**The Company reserves the rights to the alteration in relation to the AGM Meeting attendance depending on the situation or further announcement made by the Government.**