



Bor. Hor. 009/2020

25<sup>th</sup> March 2020

Subject : Guideline for Shareholders attending the 2020 Annual General Meeting of Shareholders (AGM) in relation to the outbreak of the Coronavirus Disease 2019 (COVID-19)

To President  
The Stock Exchange of Thailand

In response to the outbreak of COVID-19 and the announcement of government measures, Tipco Asphalt Public Company Limited (the Company) would like to inform our shareholders for additional guidelines in holding the Annual General Meeting of Shareholders (AGM) on Tuesday, 7 April 2020 at the 5<sup>th</sup> Floor Auditorium, Tipco Tower, 118/1 Rama 6 Rd., Phayathai Sub-District, Phayathai District, Bangkok 10400. The Company would like to seek cooperation from our shareholders and their proxy holders as follows:

1. The Company would like to ask for shareholders' consideration to appoint Independent Director of the Company to attend and vote on their behalf instead of physically attending the AGM. Details of the proxy is presented as Enclosure 7 in the notice to 2020 Annual General meeting that was submitted to all shareholders.
2. In the event the shareholders planned to attend the meeting in person, please wear face mask at all time during your attendance of the meeting. Shareholders attending the AGM will be screened before entering the meeting area. Anyone who has a body temperature of 37.5 degrees Celsius or higher will be denied entry to the AGM. None the less, such shareholders, who were denied entry to the AGM, are entitled to use proxy voting by assigning an Independent Director to vote on their behalf. The screening criteria is subject to change on meeting date.



3. The Company will endeavor to have all shareholders attending the AGM be seated one meter apart from other attendees in the meeting room. Seating will be assigned on “first come first serve” basis. No entry into the meeting room will be allowed once all the available seats are filled. Under such circumstance, the Company reserves the right to ask our shareholders to use proxy voting by assigning an Independent Director to vote on their behalf.

4. Food, tea and coffee will not be served before or during the meeting. However, bottled water will be available at the AGM.

5. Shareholders who have questions or concerns regarding the financial statements or the Company's performance during the financial year of 2019, please send them via email: [investors@tipcoasphalt.com](mailto:investors@tipcoasphalt.com) prior to the AGM. The Company will endeavor to clarify and reply to shareholders, separately after the meeting.

The Company wishes to thank all shareholders for their interest in attending the 2020 AGM. We apologize for any inconvenience that may be faced prior or during the meeting as a result of the meeting guidelines mentioned above.

Please be informed accordingly.

Sincerely yours,

Mr. Chaiwat Srivalwat  
Chief Executive Officer