

## **Precautionary Measures and Guidelines for Attending the 2020 AGM under the Pandemic of Coronavirus Disease 2019 (COVID-19)**

The Company is well aware of concerned over the risk of the infection at the shareholder's meeting as well as the health and safety of the meeting attendants, and therefore, kindly asks shareholders to be informed and established the understanding the precautionary measures as follows:

**1. Request for Shareholder's cooperation to grant a proxy to the Company's Independent Director and / or Managing Director to attend the meeting on behalf of Shareholders (the details in the Attachment7)**

2. Shareholders are welcome to submit relevant questions regarding the meeting and agenda items prior to the meeting date via the following channels:

- 2.1 Email: charanins@charaninsurance.co.th
- 2.2 Investors Relations Section tel. 02-276-1024 cont. 207
- 2.3 Fax: 02-275-4919

3. In case that any shareholder or proxy-holder still wants to attend the meeting in person, the Company would like to request all meeting attendees for cooperation to follow the Company's measures as follows to prevent and reduce the risk of the spread of COVID-19:

3.1 The company shall conduct health screening, in compliance with the guidance of Department Disease Control, at the meeting entrance. For those being identified with fever or respiratory symptom, the Company reserves the right to deny entry into the meeting. In case that the aforementioned person is a shareholder, a proxy can be granted to the Company's Independent Director to attend the meeting. Each attendee will be required to stand at any queuing line for the health screening, documents check and registration, with approximately at least one meter space from each other.

3.2 The Company reserves the right to deny attendees' entry into the meeting for those who recently visited or returned from any countries specified as Disease Infected Zone by Ministry of Public Health less than fourteen (14) days, as well as attendees who have had close contact with those identified with high-risk situations less than fourteen (14) days, having high fever or showing any sign of respiratory symptoms.

3.3 The meeting attendants shall be required to fill in the health declaration form and requested not to conceal the health information or traveling record.

3.4 The Company reserves the rights to not allow any attendees, who do not pass the health screening or do not complete the COVID-19 Infection Risk Screening Form to enter the Meeting.

3.5 The Company has organized the meeting venue to avoid crowd meeting area with appropriate social distancing of 2 meters. This will significantly limit the number of seat available in the meeting room. The venue will be sanitized and cleaned prior to the meeting. **The Company kindly requests all meeting attendants to prepare and wear a facemask at all times.**

3.6 On the meeting day, the Company kindly requests shareholders or proxy holders, who wish to ask questions, to write down and submit the question at the registration counter or in the meeting room instead of speaking through microphone. Paper note and pen shall provide for shareholders' convenience. The meeting will be efficiently held to control the meeting time. For the questions that are not addressed during the meeting, the Company will post the answer on the website as soon as possible

3.7 Neither lunchbox nor coffee or tea will be served at the meeting; also, eating and drinking are strictly prohibited in the meeting venue in order to minimize the risk of the disease infection.

If many attendees are present at the same time, there may be delay in screening and registration for the meeting. The Company hereby apologizes for any inconvenience that may arise.