

**Precautionary Measures and Guidelines for Attending
the 2021 Annual General Meeting of Shareholder
under the Pandemic of Coronavirus Disease 2019 (COVID-19)**

Due to this Annual General Meeting (AGM) of Shareholders which is under the situation of the epidemic of (COVID-19), the Company has set measures and guidelines for the for the AGM in accordance with the direction of the Center for the Administration of the Situation due to the Outbreak of the Communicable Disease Coronavirus 2019 No.3/2563 guidelines based on Regulations issue under Section 9 of the Emergency Decree on Public Administration in Emergency Situations B.E.2548 No.2. The Company's measures and guidelines mat affect the meeting attendance inconvenient. Details are 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 ,by summiting a proxy form which indicating the intention to vote (the details are in the Attachment 7) together with supporting documents for proxy and submit to;

**Company Secretary Department
408/1 Charan Insurance Building,
Samsen Nok, Huaykwang,
Bangkok 10310**

2. Shareholders are welcome to submit relevant questions regarding the meeting and agenda items prior to the meeting date, please together with name, address, telephone number and e-mail (if any) via the following channels:

- 2.1 Sent with proxy form as the address in **1.**
- 2.2 Email: charanins@charaninsurance.co.th
- 2.3 Fax: 02-275-4919

The Company's will public the questions – answers via the Company's website.

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 crowded meeting area with appropriate social distancing of 2 meters. This will significantly limit the number of seats available in the meeting room. The venue will be sanitized and cleaned prior to the meeting. **The Company kindly requests all meeting attendees 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 notes and pens shall be provided 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 disease infection.

3.8 Before the meeting, if the Center for the Administration of the Situation due to the Outbreak of the Communicable Disease Coronavirus 2019 or related government adds the measures or guidelines on holding AGM, which the Company has to follow, the Company reserves the right to change the date, time, place and / or any other measures in arranging additional AGM as appropriate. If there is such a change, the Company will notify shareholders in advance via the Stock Exchange of Thailand's information dissemination channel and the Company's website.

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