

**The measures and guidelines for the shareholders attending the meeting under the situation of outbreak of New Coronavirus 2019 (COVID-19)**

With awareness and concern for the health of shareholders who will attend the shareholders' meeting in the situation of outbreak of New Coronavirus 2019 (COVID-19), NFC Public Company Limited ("the Company") has determined measures and guidelines for shareholders' meeting attendance according to the announcement of the Department of Disease Control, the Ministry of Public Health and request for cooperation from the shareholders to strictly comply with the measures and guidelines as follows:

1. The Company kindly requests shareholders who are exposed to the following risks to grant their proxies to other persons who are considered not at risk or the Company's Independent Directors to attend the meeting in accordance with the procedures specified in the notice of the shareholders' meeting.

- Shareholders or proxies traveling to or returning from a foreign country, touching or having close physical contact with those traveling to or returning from a foreign country in less than fourteen (14) days before the meeting date, especially countries with potential risk in accordance with the announcement of the Ministry of Public Health;
- Shareholders or proxies who live in domestic areas with potential risk or have physical contact with people who lives in the areas at risk.
- Shareholders or proxies who have any of the respiratory symptoms; such as having a fever (temperature from 37.5 degrees Celsius up), coughing, sore throat, sneezing or runny nose.

2. In case shareholders wish to attend the meeting themselves

The Company kindly requests for cooperation and understanding from the shareholders regarding the guidelines for holding a shareholders' meeting to reduce the risk of Coronavirus 2019 (COVID-19) outbreak as follows:

**2.1 Guidelines for screening and registering for meetings**

- Requesting shareholders or proxies to check-in and check-out via the "Thai Chana" application provided by the Company.
- The Company set up a screening point in front of the meeting room and will take the temperature of all shareholders or proxies before registering to attend the meeting. In case that any shareholders or proxies are found to have any of the respiratory symptoms; such as having a fever (temperature from 37.5 degrees Celsius up), coughing, sore throat, sneezing or runny nose, etc., the Company reserves its right to request such person to authorize others who are not at risk or the Company's Independent Directors to attend the meeting on their behalf.
- Shareholders or proxies screened and registered will receive stickers.

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- The Company requests the shareholders to put on stickers and wear a face mask at all times while in the meeting venue as well as cleaning hands with alcohol at the point provided by the Company.

**2.2 Guidelines for meeting room practice**

- The Company prepares seats in the meeting room with a distance of not less than 1 meter.
- The Company requests shareholders or proxies to wear a face mask at all times while in the meeting room and refrain from talking in the meeting room.
- The Company kindly requests for cooperation from the attendees to refrain from eating any food or snacks at all times in the meeting venue.
- The meeting will be conducted and regulated by each meeting agenda in a concise and time-keeping manner.

The implementation of the above measures and guidelines may cause delays in attendance of shareholders or proxies are not convenient for screening and registration due to procedures which become more stringent than normal circumstances. In addition, the Company shall shortly complete the meeting to minimize time length of a crowd of people gathered in one place and exercise spacing according to the law in effect which will cause location restrictions, therefore unable to support the attendees as usual. The Company therefore would like to take this opportunity to apologize in advance for any inconvenience.

In addition, providing that the situation has changed or the additional measures in relation to shareholders meeting arrangement been issued from the relevant agencies, the Company may change the operation to comply with the said measures, and the Company will further inform details to the shareholders via the information disclosure channel to the Stock Exchange of Thailand and the Company's website.