

**Precautionary Measures and Guidelines for Attending the 2020 Annual General Meeting of Shareholders
During the Outbreak of Coronavirus 2019 (COVID-19)**

Due to the ongoing situation in relation to the outbreak of Coronavirus 2019 (COVID-19) in Thailand, and P.C.S. Machine Group Holding PCL.'s (the "Company") concerns regarding the situation, the Company is announcing the following guidelines for participation in the shareholders' meeting:

1. **The shareholders are requested not to attend the meeting in person** in order to minimize the risk of spreading COVID-19, especially:

- Those who have visited or returned from or transited through the infection areas announced by the Ministry of Public Health or who were in close contact with those people still in a 14 day self-quarantine period.
- Those with a fever (temperature of 37.5 degrees Celsius or higher) or who have the suspected symptoms of COVID-19, e.g., coughing, sneezing, running nose, respiratory symptoms, or difficulty in breathing, etc.

The shareholders can grant proxy to the Company's independent directors to attend the meeting and vote on their behalf by submitting the proxy form along with the other supporting documents in an envelope, sent together with the Invitation letter, to the Company, No. 2/1-9 Moo 3 Mittraphap Road, Kokgroad Sub-district, Muang District, Nakhon Ratchasima Province, Thailand 30280 by 12 October 2020.

2. **The shareholders are welcome to submit relevant questions regarding the meeting prior to the meeting date** through the following channels:

- Sent together with the proxy form to: 2/1-9 Moo 3 Mittraphap Road, Kokgroad Sub-district, Muang District, Nakhon Ratchasima Province, Thailand 30280
- Email: ir@pcsggh.com
- Facsimile: +66 (0) 44701399

3. **In the case that any shareholder or proxy-holder still prefers to attend the meeting in person**, the Company would like to request those attendees to fill in the Participation Form for the 2020 Annual General Meeting of Shareholders and send it together with the Invitation letter. Also, the Company would like to request the shareholders and the proxies (the "Attendees") for cooperation in complying with the Company's measures in order to prevent and minimize the risk of spreading COVID-19, with respect to the following:

- Health screening shall be conducted at the building entrance in compliance with the guidelines of the Department of Disease Control. For those identified as at-risk or having respiratory symptoms (temperature of 37.5 degrees Celsius or higher or having suspected symptoms of COVID-19, e.g., coughing, sneezing, running nose, respiratory symptoms, or difficulty in breathing, etc.), the Company reserves the right to deny the entry of such persons into the meeting venue. In the case that an aforementioned shareholder presents at the venue, such a shareholder may grant proxy to an independent director of the Company to attend the meeting on their behalf. Each attendee will be required to stand in line for health screening, documents check, and

registration, with a distance of approximately 1 meter of space between themselves and other Attendees.

- The Attendees will be required to sit with appropriate social distancing in mind, at a minimum of 1 meter from each other. This will significantly reduce the number of seats available in the meeting venue, which will be approximately 29 seats. The Company requests that the Attendees sit at their assigned seating numbers for the sake of disease prevention and for the purpose of ease of contact in the case of any unforeseen circumstances. Once the seats have been fully occupied, no further Attendees will be allowed to enter the meeting venue. In this regard, the Company requests the Attendees' cooperation in granting proxy to independent directors of the Company to attend the meeting on their behalf.
- The meeting venue will be sanitized and cleaned with alcohol prior to the meeting and the Company kindly requests that all Attendees prepare and wear a facemask at all times during the meeting.
- To minimize the risk of spreading COVID-19, there will be no microphone made available for the Attendees to ask questions at the meeting. The Attendees may submit their written questions to the Company's staff who will further submit these to the Company's Chairman of the Board of Directors.
- Neither lunchboxes, nor eating, nor coffee, nor tea, will be allowed at the meeting in order to minimize the risk of spreading COVID-19.
- Printed copies of the Company's 2019 Annual Report and the 2019 Sustainability Report will not be provided at the meeting to reduce the possible transfer of COVID-19 between the Attendees by touch and for the health and safety of the Attendees. In this regard, the Attendees may request to receive the Company's 2019 Annual Report and the 2019 Sustainability Report by filling out the Request Form in *Enclosure 9*.
- The Attendees shall be required to fill out a COVID-19 Screening Form. Attendees must not conceal their health information or travel record from the Company, as detailed in *Enclosure 13*.
- If there are any changes in the situation or additional related measures from governmental authorities, the Company will inform shareholders via the Company's website (www.pcsgh.com).

In order to comply with the government's policy and to prevent the spread of the COVID-19, therefore, at the 2020 Annual General Meeting of Shareholders, the Company will not arrange the transfer from Bangkok. However, the shareholder may consider appointing an independent director as proxy to attend the Meeting on behalf. The Company, therefore, notifies the guideline for the Meeting and the method for appointment of proxy as usual.

In the case that many Attendees arrive at the meeting at the same time, there may be a delay in screening and registration for the meeting. The Company hereby apologizes in advance for any such inconvenience that may arise. Please be informed accordingly.

Yours sincerely,

P.C.S. Machine Group Holding Public Company Limited