



**Procedures for the Annual General Meeting of Shareholders
of Berli Jucker Public Company Limited for safeness during
the spread of the Coronavirus 2019 (COVID-19)**

As this Annual General Meeting of Shareholders will be held during the spread of the Coronavirus 2019 (COVID-19), the Company therefore introduces screening and preventive measures against the risk concerning the Coronavirus (COVID-19), which the Company kindly asks all shareholders and proxies attending the meeting to follow strictly. These procedures involve additional processes and steps which may delay your meeting attendance or cause inconveniences. In addition, the Company shall keep this meeting short and concise to diminish the length of time that a large number of people gathers in one place, and enforce social distancing measure in accordance with law and regulations at the time of the meeting. As a result, this would give a limitation on the venue may not be able to accommodate a large number of people.

The Company would like to request shareholders for cooperation as follows:

1. To proxy independent directors as your proxies without attending the meeting in person, as per the Proxy Form, Enclosure No. 11.
2. To submit questions prior to the meeting by using the form attached as per Enclosure No. 8 via e-mail to comsec@bjc.co.th or by post to the following address, by 2 July 2020:
“Corporate Secretary Division 14th Floor, Berli Jucker Public Company Limited, Berli Jucker House, 99, Soi Rubia, Sukhumvit 42 Road, Phrakanong, Klongtoey, Bangkok 10110”.
3. Given the limitation of the venue, the Company shall not allow attendants of shareholders or proxies to enter into the meeting hall or the additional seating area.
4. To ensure hygiene for all in this Annual General Meeting of Shareholders, the Company kindly requests the meeting attendees to refrain from eating food in the meeting hall. Drinking water is allowed as provided by the Company. The Company will provide snack to shareholders or proxies prior to their departure only.

Pre-meeting Procedures

1. The Company has set up screening counter and QR Code (in-out) or register in the registration book at the designated spot in the meeting venue.
2. Shareholders and proxies arriving at the screening counter must wear face masks at all times.
3. The Company will conduct thermal screening before entering the meeting venue.
4. All meeting attendees must fill out the Coronavirus (COVID-19) Screening Form, attached with this Enclosure No. 8. The Company kindly requests you to provide accurate information for the purpose of preventing the spread of Coronavirus (COVID-19).
5. The Company reserves the right to not allow any persons in any of the following symptoms to enter into the meeting:
 - 5.1) Any person with a body temperature of 37.5 degrees Celsius and above;
 - 5.2) Any person having symptoms of fever, cough, sore throat, runny nose, lost sense of smell, shortness of breath, or pneumonia;



- 5.3) Any person who has been in contact with a confirmed Coronavirus (COVID-19) patient or has been required by their profession to engage with tourists, be in a crowded place, or be in contact with a large number of people in the period of 14 days prior to the meeting.
- 5.4) Any person who transited/traveled from risk countries or the area affected by the spread of Coronavirus (COVID-19).

Any shareholders or proxy holders who are not allowed to enter into the meeting may submit their questions to the staff of the Company. Those will be summarised and incorporated to the minutes of the meeting as its integral part.

Procedures for Attending the Meeting in the Main Meeting Hall and the Additional Seating Area

To maintain hygiene and ensure the safety of all meeting attendees, the Company kindly request shareholders and proxies wishing to attend this Annual General Meeting of Shareholders who have passed the screening process for their cooperation in observing the following procedures:

1. The Company has prepared seating in the meeting hall by maintaining the social distancing measure in accordance with law and regulations enforced at the time of the meeting. In addition, the Company prepares extra seating space for shareholders and proxies who can not be in the main meeting hall.
2. All meeting attendees must sit only in their designated zone and must not move to another zone throughout the meeting.
3. All meeting attendees must keep a face mask on at all times (except when drinking water only).
4. Please avoid touching face (eyes, nose, and mouth) with unwashed hands
5. Please avoid sharing or touching items with others.
6. Must not eat any food or snacks at all time while in the meeting venue or the meeting hall.
7. If it appears that any meeting attendees have any symptoms of fever, cough, runny nose, sore throat, or shortness of breath, the Company kindly requests such meeting attendee to leave the meeting venue.

Procedures for Question Submission to Keep the Meeting Concise (Under 1.5 Hours)

1. Any shareholders and proxies who have questions are requested to write down their questions on the slips and submit them to the staff for collection. The Company shall only provide answers to the questions related to the agenda items where voting is involved.
2. A summary of questions and answers, both those submitted in advance and during the meeting in relation to the agenda items of this meeting, will be attached to the minutes of the Annual General Meeting of Shareholders, which will be published on the Company's website.
3. While the votes are being counted, which may take longer than usual as they must be collected from both the main meeting hall and the additional seating area, the meeting moderator will proceed to the subsequent agenda items. However, the vote results on all agenda items will be announced before the meeting ends.

**Others**

The Company will provide a designated zone as well as equipment as an additional measure for disease control and prevention, as per the recommendations of the Department of Disease Control, the Ministry of Public Health on hosting meetings as follows:

- Hand gel and sanitizers will be sufficiently provided.
- High-touch equipment and surfaces will be regularly sanitized.
- PR materials on recommended practices for the prevention of the transmission will be prepared.

References: The Annual General Meeting of Shareholders No. 1/2020 is organized in accordance with the following recommendations and guidelines:

1. Disease Preventive Measures from government of Thailand to prevent the spread of the Coronavirus (COVID-19) as per attachment of Notification of Bangkok Metropolitan Administration Re: Order to Temporarily Close Down Places (No. 11) dated 14 June 2020;
2. Guidelines on Hosting Annual General Meetings of Shareholders for Listed Companies during the spread of Coronavirus (COVID-19), issued by the Stock Exchange of Thailand;
3. SEC News No. 39/2020, dated 2 March 2020, entitled “SEC consults relevant agencies to solve issues around holding annual general meetings of shareholders during the outbreak of COVID-19”



CORONAVIRUS (COVID-19) SCREENING QUESTIONNAIRE

The Company processes this questionnaire to prevent the risks and spread of Coronavirus (COVID-19) for the Annual General Meeting of Shareholders No. 1/2020. The questionnaire will be disposed of no later than 14 days from the meeting date unless it is necessary to be retained for a longer period of time.

1	Name-Last name	Tel:
<input type="checkbox"/> Shareholder or <input type="checkbox"/> Proxy		

2	Do you currently have any of the following symptoms? Tick any that apply:	
1. Cough/ Sore Throat	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Runny Nose	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Loss of sense of smell	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Shortness of breath or Difficulty breathing	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Patient with pneumonia	<input type="checkbox"/> Yes <input type="checkbox"/> No	

3	During the past 14 days, do you have any of the following history?	
1. Contacted or been closed with confirmed patients or person who is suspected to have Coronavirus (COVID-19)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Engaging in occupations related to tourists, crowded place or in contact with many people	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Transited/traveled from foreign country or the area affected by the spread of Coronavirus (COVID-19)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

4	Signature
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Please fill in the COVID-19 Screening form to provide accurate information for the purpose of preventing COVID-19 transmission

For Staff

<input type="checkbox"/> Not Suspicious	<input type="checkbox"/> Doubt of being infected with Coronavirus (COVID-19). Recommend patients to visit doctor at clinic to diagnose and strictly comply with doctor's instruction.
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Question Form Prior to the Annual General Meeting of Shareholders No. 1/2020

Thursday 9 July 2020, at 13.30 hours

Held at Grand Ballroom, Rajpruek Club, North Park, No. 100 Moo 3,

Vibhavadi - Rangsit Road, Tungsonghong, Laksi, Bangkok 10210

Attention: Company Secretary, Berli Jucker Public Company Limited

I,

Please indicate with ✓ in the blank ()

() being a shareholder of Berli Jucker Public Company Limited

() being a proxy of, who is a shareholder of Berli Jucker Public Company Limited

have question(s) of agenda for the Annual General Meeting of Shareholders No. 1/2020 as follows:

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Remarks: When completing the aforementioned form, please submit it to the Company within 2 July 2020 at 17.00 hours via;

- via e-mail at Comsec@bjc.co.th or,
- by post to the Corporate Secretary Division, 14th Floor, Berli Jucker Public Company Limited
Berli Jucker House, 99 Soi Rubia, Sukhumvit 42 Road, Phrakonong, Klongtoey, Bangkok 10110

To make inquiries or request further information, please contact Group Company Secretary Department at 02-367-1111 Ext.1892, 1095