



THIP-SET/034/2020

May 25, 2020

Subject: Notification of the 2020 Annual General Meeting of Shareholders on the Company's website

Attention: Director and Manager

The Stock Exchange of Thailand

Attachment: Measure to prevent and control further spread of Coronavirus 2019 (COVID-19) and Guidelines for attending the meeting in the situation of Coronavirus (COVID-19) outbreak

Thantawan Industry Public Company Limited ("the Company") had resolved to hold the 2020 Annual General Meeting of Shareholders on Friday 26 June, 2020 at 10:00 am. at the meeting room, 39th floor of Suntowers Building B, 123, Vibhavadi Rangsit Road, Chomphon, Chatuchak, Bangkok, 10900, Thailand.

The Company had published the Invitation of the 2020 Annual General Meeting of Shareholders with all relevant documents, the 2019 Annual Report and the Measure to prevent and control further spread of Coronavirus 2019 (COVID-19) and Guidelines for attending the meeting in the situation of Coronavirus (COVID-19) outbreak at www.thantawan.com under Investor Relations item since May 25, 2020 for consideration.

Please be inform accordingly

Sincerely Yours,

(Mr.Detbordin Riensubdee) (Mrs.Pojanard Prinyapatpakorn)

Authorized Directors



OFFICE

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Tel. + 66 2273 8333 Fax. + 66 2273 8282 , 273 8484 Website : www.thantawan.com

FACTORY

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**Measure to prevent and control further spread of Coronavirus 2019 (COVID-19)
and Guidelines for attending the meeting in the situation of Coronavirus (COVID-19) outbreak**

Thantawan Industry Public Company Limited (“the Company”) is concerned about the health of every shareholders attending the meeting, and therefore, to reduce the further spread of COVID-19, the Company would like to inform the shareholders of guideline for attending the 2020 Annual General Meeting of Shareholders as follows;

1. The Company would like to ask every shareholder, even those who are not in a risk group, to appoint an independent director of the Company as their proxy to attend and vote at the meeting on their behalf. In this regard, all shareholders who have appointed such proxies are able to maintain the right to vote at the meeting in accordance with any relevant laws and regulations. As for the shareholder who wish to exercise their voting rights through a proxy, please use a proxy form provided by the Company or download the proxy form via the Company's website (the Company encourages the shareholders to pre-cast the vote for each agenda) and send it back together with other related documents to the Company through Company Secretary, addressing 123, 32th Sun Towers Building A, Vibhavadi-Rangsit Road, Chomphon, Chatuchak, Bangkok, 10900 within Monday June 22, 2020 so as to avoid the gathering of many people.
2. The Company has organized the meeting venue to avoid crowded meeting area with appropriate social distancing of 1-2 meters in the following areas: temperature-screening points, document-checking points and registration counters, as well as the seating arrangement, which may result in significant restrictions on the number of seats available in the meeting room. In this regard, the number of seats available in the meeting room will be approximately 35 seats. After registration, each attendee will be assigned a seating number and required to sit as specified for the prevention of the disease or following up in case of any unforeseen circumstances. In the event that the seats are fully occupied, The Company will reserve the area for seating but Shareholders must grant proxy the Company's independent directors to attend the meeting instead.
3. In case of shareholders who wish to attend the meeting in person, the Company would like to request your cooperation to strictly follow the Company's measures and guidelines to prevent and minimize the risk of COVID-19 outbreak as follows;
 - 3.1 All attendees are required to fill in the COVID-19 Health Declaration Form before entering the venue. For the attendees who have recently visited or returned from any disease infected zones as notified by the Ministry of Public Health, including those who have had close contact with those who have visited or returned from any disease infected zones, or those who show any respiratory symptoms such as fever, cough, sore throat, sneezing, runny nose, or any other sign or indication of COVID-19 infection, the Company requests cooperation in not allowing those in the risk group to attend the meeting. In the regard, the Company would like to ask for you for restrict cooperation in following the recommendations from our staff at the health screening point, or will be asked to not enter the meeting room. For those who cannot attend the meeting due to the reasons explained above, may consider appointing the Company's Independent Directors as their proxies to attend and vote at the meeting on their behalf. Please also note that concealment of health information or traveling record could be considered as the violation of the Communicable Disease Act B.E. 2558.
 - 3.2 All attendees must go through the detector at the health screening point before entering. Attendees who have body temperature of 37.5 degrees Celsius or higher will not be allowed to attend the meeting. Attendees who passed the health screening process will be requested to put on a registration sticker, wear a face-mask throughout the meeting (please bring your own face-mask) and wash your hands by using the hand sanitizer provided at the meeting areas.

- 3.3 The Company requests cooperation in not allowing any attendees, who do not pass the health screening or do not complete the COVID-19 Health Declaration Form to enter the meeting.
- 3.4 To prevent further spread of the disease, if the shareholders have any questions, the Company requests that you write the questions on paper instead of asking questions through the microphone and submit it to the Company's staff in order to pass it on to the Company's Chairman of the Board of Directors.
4. Shareholders are welcomed to submit written questions relating to the agendas in advance. In this regard, please submit the questions together with other information as stated below to the Company from Tuesday June 9, 2020 to Monday June 22, 2020.

Guidelines for submitting questions in advance

1. Must be shareholders of the Company who have the right to attend the Annual General Meeting of Shareholders determined on the record date.
2. The following information must be included when submitting the question;
 - 2.1 Name-surname, current address, telephone number and e-mail (if any) of the shareholders and the number of shares held.
 - 2.2 Questions relating to the agenda of the 2020 Annual General Meeting of Shareholders (specify agenda and questions)

Channel for submitting questions (Accept only the questions that the Company receives no later than Monday June 22, 2020)

1. By e-mail: info.panadda@thantawan.com
2. By registered mail to
Company Secretary of Thantawan Industry Public Company Limited
123, 32nd Suntower Building A, Vibhavadi-Rangsit Road, Chomphon, Chatuchak, Bangkok, 10900
5. The company will not be providing food and beverages at the meeting room and kindly ask you for cooperation in refraining from eating in the meeting area in order to minimize risk of the disease outbreak.
6. As this situation is under a highly strict monitoring, the Company may consider adjusting any measures in this connection in line with any additional measures to be issued or determined by the government after the date of this notification. In this regard, the Company will inform shareholders on the Company's website. (www.thantawan.com)

As the above measures and guideline, the Company would like to apologize for any inconvenience that may occur, especially if a high number of meeting attendees cause a delay in the health screening and registration process.

Please be informed accordingly

Sincerely Yours,

Thantawan Industry Public Company Limited

Contract info: The Company's Secretary

Tel. 02-273-8333 Ext.3235

แบบแสดงข้อมูลเพื่อการคัดกรองโรคไวรัสโคโรนา 2019 (COVID-19)

ก่อนการเข้าร่วมประชุมสามัญผู้ถือหุ้น ประจำปี 2563 ในวันศุกร์ที่ 26 มิถุนายน 2563

ณ ห้องประชุม อาคารชั้นทาวเวอร์ บี ชั้น 39 เลขที่ 123 ถนนวิภาวดีรังสิต แขวงจอมพล เขตจตุจักร กรุงเทพมหานคร 10900

COVID-19 Health Declaration Form

Before attending Annual General Meeting of Shareholders 2020 on Friday June 26, 2020

at Meeting Room, Sun Towers building B, 39flr, 123, Vibhavadi Rangsit Road, Chomphon Subdistrict, Chatuchak District, Bangkok 10900.

ขอความร่วมมือท่านให้ข้อมูลที่ถูกต้องเป็นความจริง เพื่อประโยชน์ในการคัดกรองผู้ติดเชื้อไวรัสโควิด 19

Please provide accurate and truthful medical statements for the benefit of screening for COVID-19.

ชื่อ - สกุล (Name-Surname) _____ หมายเลขโทรศัพท์ (Mobile Phone Number) _____

1. ท่านมีไข้ ≥ 37.5 °C หรือไม่ Do you have a fever? (≥ 37.5 °C) ใช่ (Yes) ไม่ใช่ (No)

2. ท่านมีอาการดังต่อไปนี้หรือไม่ Do you have any of these symptoms?

ไอ Cough ใช่ (Yes) ไม่ใช่ (No)

เจ็บคอ Sore throats ใช่ (Yes) ไม่ใช่ (No)

น้ำมูกไหล Runny nose ใช่ (Yes) ไม่ใช่ (No)

เหนื่อยหอบ Shortness of breath ใช่ (Yes) ไม่ใช่ (No)

3. ท่านมีประวัติการเดินทางมาจากต่างประเทศ หรือมาจากพื้นที่ ที่มีการระบาดของโรคติดเชื้อไวรัสโคโรนา 2019 ใน 14 วันที่ผ่านมาหรือไม่

Have you travelled / transited from any countries or areas with COVID-19 outbreak within the past 14 days?

ใช่ (Yes) มาจากประเทศ/พื้นที่ (I have travelled to): _____

ไม่ใช่ (No)

4. ท่านมีประวัติสัมผัสใกล้ชิดกับผู้ป่วยที่ต้องสงสัยโรคติดเชื้อไวรัสโคโรนา 2019 หรือไม่

Have you been in physical contact with suspiciously COVID-19 infected patients?

ใช่ (Yes)

ไม่ใช่ (No)

หมายเหตุ

- บริษัทขอสงวนสิทธิ์ไม่อนุญาตให้เข้าพื้นที่หากพบว่าท่านอยู่ในกลุ่มเสี่ยง เช่น มีไข้ ≥ 37.5 °C หรือมีอาการอย่างใด อย่างหนึ่งตามที่บริษัทฯ ระบุไว้หรือมีประวัติการเดินทางมาจากต่างประเทศหรือพื้นที่ที่มีการระบาดของ COVID-19 หรือ มีประวัติสัมผัสใกล้ชิดกับผู้ป่วยที่ต้องสงสัยการติดเชื้อ COVID-19 โดยท่านสามารถมอบอำนาจให้แก่กรรมการอิสระของบริษัทฯ เข้าร่วมประชุมแทน ด้วยการกรอกและส่งหนังสือมอบอำนาจแบบ ข. ให้แก่เจ้าหน้าที่บริษัทฯ พร้อมปฏิบัติตามคำแนะนำของกองควบคุมโรค กระทรวงสาธารณสุข
- แบบคัดกรองฉบับนี้ผู้ถือหุ้นทุกท่านจะต้องกรอกข้อมูลก่อนเข้าห้องประชุม

Remark

- The Company reserves the right to deny the entry into the area if you are in a risk group such as having fever (≥ 37.5 °C); or having any of the symptoms which listed above; or recently travelling / transiting from a foreign country or an area with COVID-19 outbreak; or having a close contact with suspiciously COVID-19 infected patients. Under such circumstances, you may proxy the Company's independent director to attend the meeting on your behalf, by filling the Proxy Form B and submit to our staff and kindly follow the guideline of the Department of disease control, Ministry of Public Health, Thailand.
- All shareholders must fill the screening form before entering the meeting room.

ลงชื่อ/Signed _____