

ACC1/20-014

11 March 2020

Subject: Guidelines for shareholders to attend the Annual General Meeting of Shareholders 2020 to prevent the spread of new type of coronavirus disease 2019 (COVID-19)

To: The President
The Stock Exchange of Thailand

Regarding the Ministry of Public Health announced that the coronavirus disease 2019 or COVID-19 is a dangerous communicable disease and currently spreading rapidly in many countries around the world. Qualitech Public Company Limited ("Company") concerns about shareholders with this epidemic situation. Therefore, Company would like to explain the guidelines for attending the upcoming Annual General Meeting of Shareholders 2020 as stated below:

1. Shareholders who travelling to/ returning from a high-risk country or closely contact with someone who travelling to/ returning from a high-risk country (China mainland, Hong Kong, Macau, Taiwan, Singapore, Japan, South Korea, Italy, Iran, France, Germany and other countries as the Department of Disease Control, Ministry of Public Health declare to be an additional risk country) for 14 days before the meeting date or have any suspected symptoms to be the coronavirus disease 2019 (COVID-19) Company requests your cooperation to grant your proxy to another person as request or the independent director of Company to attend the meeting and vote on your behalf. (The details of the Proxy form A-C shall be enclosed in the invitation letter)

2. Company will provide the screening of the participant(s) by taking the temperature together with observing to indicating the participant(s) that is in fever or respiratory symptoms before attending the meeting and provide handwashing point or alcohol gel in front of the meeting room. Company recommends shareholders to wear a hygienic mask during the meeting to reduce the spread of various diseases in the respiratory system. In the event that the participant(s) has a fever (body temperature 37.5 degrees Celsius or more) or suspected symptoms, Company reserves the right to not allow the participant(s) attending the meeting. Shareholders are still able to exercise the right to vote by grant a

proxy to the independent director of Company and can submit a question regarding the meeting agenda as usual.

3. According to the questions, Company has given the opportunity to the shareholders to express your opinions or submit questions relating to the agenda of Annual General Meeting of Shareholders 2020 in advance via email info@qualitechplc.com until Friday of 3 April 2020 (please specify shareholder's name-surname for inquiries)

Company are pleased to inform you that Company will provide sanitation measures adequately for this shareholder meeting in order to ensure that all participants are confident in their health and sincerely hope to receive your kind cooperation in the implementation of preventive measures for the spread of coronavirus disease 2019 (COVID-19) from all attendees as well.

Your cooperation in this regard will be highly appreciated.

Sincerely yours,

(Mr.Domdej Sripinproach)

Managing Director