

Head Office : 21/3 ถนนบ้านพลอง ตำบลมาบตาพุด อำเภอเมือง จังหวัดระยอง 21150
Rayong 21/3 Banplong Road, Maptaphut, Muang, Rayong 21150
Tel. 0 3869 1408-10 Fax. 0 3869 2028
E-mail : info@qualitechplc.com www.qualitechplc.com

Branch Office : 1/37 หมู่ 1 ตำบลหนองซาก อำเภอบ้านมิ่ง จังหวัดชลบุรี 20170
Banbueng 1/37 Moo 1 Nongchak, Banbueng, Chonburi 20170
Tel. 0 3810 9651-2 Fax. 0 3810 9653

ACC1/20-036

June 12, 2020

Subject: Precautionary Measures and Guidelines for shareholders to attend 2020 Annual General Meeting of Shareholders under the Circumstance of Coronavirus 2019 (COVID-19)

To: The President
The Stock Exchange of Thailand

Regarding the arrangement of this 2020 Annual General Meeting of Shareholders shall be held under the circumstance of the spread of Coronavirus 2019 (COVID-19) Qualitech Public Company Limited ("Company") has concerns about the health of the attendees. Therefore, Company has established the guidelines for attending 2020 Annual General Meeting of Shareholders on Wednesday, 15 July 2020 at 01.30 p.m. at Salon B Room, 2nd Floor, Swissotel Bangkok Rachada. No.204 Rachadapisek Road, Huay Kwang District, Bangkok, which is in accordance with the recommendations of the Department of Disease Control, Ministry of Public Health and related laws as follows:

- 1. Request for Shareholder's cooperation to grant a proxy to the Company's Independent Director to attend the meeting on behalf of Shareholders.** To prevent and reduce the risk of the spread of Coronavirus 2019 (COVID-19) and for the hygiene of shareholders. The Proxy Form B shall be applied with supporting documents refer to the instruction shown in the invitation letter to the 2020 Annual General Meeting of Shareholders. Please return all required documents to "Company Secretary, Qualitech Public Company Limited No.21/3 Banplong Road, Map Ta Phut Subdistrict, Muang Rayong District, Rayong Province 21150"
- 2. In the event that Shareholders intend to submit the questions prior to the meeting.** Shareholders are requested submit the questions include their name, surname, telephone number, email address (if any) in the following channel: Email: info@qualitechplc.com within 3 July 2020. Company will gather the questions to answer on the meeting date. The questions and answers will be completely recorded in the minutes of the meeting
- 3. In the event that Shareholders or Proxies intend to attend the meeting in person,** Company would like to request attendees to follow the measures as follows:

3.1 Company shall set up health screening area before entering the meeting with protective equipment in front of the meeting room. In case of encountering who being identified as having risk, Company reserves the right to deny entry into the meeting. You can grant a proxy to the Company's Independent Director to attend the meeting on behalf of Shareholders.

3.2 Company shall not allow shareholders or proxies to attend the meeting for those who having a history of traveling to/ returning from high-risk country according to the Ministry of Public Health's announcement; Area outside the territory which is the dangerous communicable disease areas less than 14 days before the meeting date, including those who are in close contact with people who having a history of traveling to/ returning from high-risk country less than 14 days before the meeting date, or having a fever (with a body temperature of 37.5 degrees Celsius or more) or showing any sign of COVID-19 or respiratory symptoms.

3.3 Company kindly requests the attendees to wear the face mask at all time during the meeting for your safety and surrounding.

3.4 Company shall not provide microphones for inquiries during the meeting in order to comply with the precautionary measures to prevent the spread of Coronavirus 2019 (COVID-19) If the attendees have questions about the agenda of 2020 Annual General Meeting of Shareholders, kindly write down the questions on the paper and sent to company staff.

3.5 Company shall prepare the seats in the meeting room to be spaced not less than 1.5 meter to reduce the congestion of the attendees.

3.6 Company kindly asks all meeting attendees to refrain from eating food and beverages in the meeting room. However, Company will give snacks to the attendees for bring back after the meeting is finished.

If there are many attendees or attendees who arrives at the same time, there may cause delays in screening and registration to attend the meeting. Company hereby apologizes for any such inconvenience that may occur.

Please be informed accordingly. Your cooperation in this regard will be highly appreciated.

Yours Sincerely,

(Mr.Domdej Sripinproach)
Managing Director