

The Precautionary Measures and Guidelines for Holding the 2020 AGM under the Circumstance of Coronavirus Disease 2019 (COVID-19) (Revised Version)

The Company is well aware of and concerned over the risk of the infection at the shareholders' meeting as well as the health and safety of the meeting attendants, and therefore, kindly asks shareholders to be informed and established the understanding the precautionary measures as follows:

- 1. Request for Shareholders' cooperation to grant a proxy to the Company's Independent Director to attend the meeting on behalf of Shareholders**
- 2. To facilitate the shareholders who will not attend the meeting, there will be live broadcast of the AGM via the Company's website www.thaioilgroup.com.** The shareholders could log in with ID card number or the 10-digit shareholder registration number indicated in the notification of meeting previously distributed to Shareholders.
3. Shareholders are welcome to submit relevant questions regarding the meeting and agenda items prior to the meeting date via the following channels:
 - 3.1 Mail: by enclosing together with proxy form and using the reply paid envelope as attached with invitation letter (no P.O. stamps required)
 - 3.2 Email: ir@thaioilgroup.com
 - 3.3 Investor Relations tel. 02-797-2961 or Corporate Secretary and Governance Section tel. 02-797-2999 ext. 7310, 7312-7314, 02-797-2961
 - 3.4 Fax: 02-797-2973
4. In case that any shareholder still wants to attend the meeting in person, the Company would like to request all meeting attendants for cooperation to follow the Company's measures as follows to prevent and reduce the risk of the spread of COVID-19:
 - 4.1 Since the Company needs to limit the number of the meeting attendants, the shareholders are, therefore, requested to reserve the meeting seat in advance by using the meeting attendance reservation form (Attachment 3) and send to the Company within June 8, 2020 via fax number 02-797-2973, or email at company_secretary@thaioilgroup.com, or using the reply paid envelope as attached with invitation letter (no P.O. stamps required). Please be present at the meeting venue at least 30 minutes prior to the meeting time, otherwise the Company may need to allocate your seat to other shareholders.
 - 4.2 The Company shall conduct health screening, in compliance with the guidance of Department of Disease Control, at the meeting entrance. For those being identified with fever or respiratory symptom, the Company reserves the right to deny entry into the meeting. In case that the aforementioned person is a shareholder, a proxy can be granted to the Company's Independent Director to attend the meeting.
Each attendant will be required to stand at any queuing line for health screening, documents check and registration, with approximately at least one meter space from each other.

- 4.3 The Company reserves the right to deny attendants' entry into the meeting for those who recently visited or returned from any countries specified as Disease Infected Zone by Ministry of Public Health less than fourteen (14) days, as well as attendants who have had close contact with those identified with high-risk situations less than fourteen (14) days, having high fever or showing any sign of respiratory symptoms.
- 4.4 Attendants will be seated with a designated seat number and an appropriate social distancing at the minimum of 1.5 meters from each other. Moreover, since the Company needs to limit the number of meeting attendants, the seat is limited to 100 seats. When the seats are fully occupied, the shareholder or the proxy holder who has not reserved the seat in advance as stated in 4.1 can view the live broadcast at any location outside the meeting venue. The venue will be sanitized and cleaned with ozone treatment prior to the meeting. **The Company kindly requests all meeting attendants to prepare and wear a facemask at all times.**
- 4.5 The Company is to provide "thaichana" QR Code for the meeting attendants to register before entering into and after leaving the meeting venue. The shareholders can also check the attendant density of the meeting venue through www.thaichana.com and search for "Energy Complex" as supporting information before attending the meeting.
- 4.6 The meeting attendants shall be required to fill in the health declaration form (see attachment 4) and requested not to conceal the health information or traveling record.
- 4.7 On the meeting day, the Company kindly requests shareholders, who wish to ask questions, to write down and submit the question at the registration counter or in the meeting room instead of speaking through microphone. Paper note and pen shall be provided for shareholders' convenience. The meeting will be efficiently held to control the meeting time. For the questions that are not addressed during the meeting, the Company will post the answers in the website as soon as possible.
- 4.8 Neither lunchbox nor coffee or tea will be served at the meeting; also, eating and drinking are strictly prohibited in the meeting venue in order to minimize the risk of the disease infection.

If many attendants are present at the same time, there may be delay in screening and registration for the meeting. The Company hereby apologizes for any inconvenience that may arise.