

## **Measures and Guideline for Holding the Annual General Meeting of Shareholders under the Circumstance of Coronavirus 2019**

### **Before the meeting**

1. Shareholders are required to grant Proxy to the Company's Independent Directors to attend and vote at the Meeting by using proxy form (Pre-casting the vote for each agenda is recommended) and sending back the proxy form and related documents or evidence to the Company through business reply envelope to

**Corporate Secretary and Governance, Global Green Chemicals Public Company Limited  
555/ 1 Energy Complex, Building A, 4th Floor, Vibhavadi Rangsit Road, Chatuchak, Chatuchak,  
Bangkok 10900.**

The Information of Independent Directors for Appointment of Proxy and Procedures for Registration and Appointment of Proxy are details in the attachment 3,4 and 5 of the Invitation to Attend the Annual General Meeting of Shareholders for the year 2020 (Full) which can be download from the Company website at [www.ggcplc.com](http://www.ggcplc.com)

2. The Company provides Shareholders more options for submitting written questions relating to the Agendas in advance. The Company shall record questions and answers in the AGM Minutes of Meeting by which Shareholders are required to indicates their name and surname. Shareholder are welcome to send the question in advance through The Company email at [corporategovernance@ggcplc.com](mailto:corporategovernance@ggcplc.com) or [ir@ggcplc.com](mailto:ir@ggcplc.com)

3. The meeting room would be cleaned with disinfection and ozone sterilized one day in advance

### **On the Meeting day (Friday, June 5, 2020)**

4. The Company has organized the meeting venue to avoid crowded meeting area with appropriate social distancing of 1-2 meters in various areas, which are escalators (does not allow to use elevator) temperature- screening points, document- checking points and registration counters and **limited number of available seats in the meeting room for approximately 100 seats with specific seating number for each attendee. Therefore, each attendee is required to sit as specified for the benefit of disease prevention or following up in case of any unforeseen circumstances.** Once the seats are fully occupied, Shareholders are required to grant proxy to the Company's Independent Directors to attend the Meeting instead of participating in persons.

**5. 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 virus spread as follows:**

5.1 All Attendees are required to fill in the COVID-19 Infection Risk Screening Form before entering the venue, and for those 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 being found of having risky symptoms such as fever, cough, sore throat, sneezing, runny nose, shortness of breath, Anosmia or Ageusia will not be allowed to attend the Meeting. For those who cannot attend the meeting due to the reasons explained above are able to

appoint the Company's Independent Directors as their proxies to attend and vote at the Meeting. Please also note that concealment of health information or traveling record could be considered as the violation of the Communicable Diseases Act B.E. 2558.

5.2 All attendees must go through body temperature screening point and the silver nanoparticle disinfection unit to help reduce the risk of COVID-19 transmission (CoviClear) including check -in / Check-out via QR Code "Thai Chana" Attendees who passed the health screening are requested to put on a registration sticker, prepare and wear your facemask at all time and clean your hands by using the alcohol based hand sanitizer gel, provided by the Company at the meeting areas.

5.3 The Company reserves the rights to not allow any attendees, who do not pass the health screening or do not completed the COVID-19 Infection Risk Screening Form to enter the Meeting

**6. Guidelines for answering questions in the meeting room in order to conduct the meeting in short time tighten and reduce the risk of spreading the disease (No more than 2 hours)**

6.1 Microphone will NOT be available to ask questions at the meeting. Attendees, who wish to ask any questions, are able to submit their written questions to the Company's staff to submit it to the Company's Chairman of the Board of Directors.

6.2 The Company will summarize the questions and answers submitted in advance and inquire on the date of the meeting, compiled in the minutes of the shareholders' meeting, which will be published through the Company's website within 14 days from the date of the meeting.

6.3 While waiting for the counting of votes which result from collection in each meeting room. The Chairman may proceed to other agenda. However, the voting results for each agenda will be announced to the attendees before the end of the meeting.

**7. The Company would not serve food and beverages at the Meeting** in order to minimize risk of the infection of COVID-19 disease spreading.

8. The company requests that all attendees comply with the measures and guidelines at the Annual General Meeting of Shareholders for the year 2020 under the situation of Coronavirus 2019 (COVID-19) and the recommendations of medical staff at the screening point. The company will takes care of each point strictly

9. If there are any changes in the situation or additional AGM- related measures from the Government Official, the Company will inform Shareholders via the Company's website ([www.ggcplc.com](http://www.ggcplc.com))

The Company would like to apologize for any inconvenience that may occurs.

Yours Sincerely,

Global Green Chemicals Public Company Limited

May 25, 2020