

## Enclosures No. 13

### **Precautionary Measures and Guidelines for attending the 2022 Annual General meeting of Shareholders, regarding the outbreak of Coronavirus 2019 (COVID-19)**

Due to the ongoing situation of COVID-19 in Thailand, Sub Sri Thai Public Company Limited (“the Company”) is concerned over the risk of the infection at the shareholders’ meeting. SST, therefore, kindly asks shareholders to be informed and cooperate with the following measures:

#### **The Company would like to request your cooperation as follows:**

1. In this regard, shareholders do not wishing to appoint a proxy to the independent directors of the company, shareholders are able to use the Proxy Form A (General Form) or Form B (Specified Items Form). in accordance with Enclosure No. 10. The names and details of the independent directors proposed to be proxies at the Annual General Meeting of Shareholders for the year 2020 appear in Enclosure No. 10 of the invitation letter of the meeting. With the documents. Supporting the proxy according to Enclosure 9 showing the intention to vote. And delivered to the company's head office at Ms.Patcharee Boonnak Company secretary on Tuesday April 26, 2022

#### **Head office address**

Sub Sri Thai Public Company Limited  
No. 2044 / 25-27 New Petchburi Road, Bangkapi Subdistrict  
Huay Kwang, Bangkok 10310

The list and information of the independent directors proposed by the Company to be the shareholders' proxies in the 2022 Annual General Meeting of Shareholders are provided in Enclosure 11 of the Notice of the Meeting.

2. Shareholders who have questions or concerns regarding the financial statements or the company's performance. Questions can be sent via email: sst@subsriThai.co.th, The Company will clarify and send email back to shareholders or sending questions in advance for the 2022 Annual General Meeting of Shareholders by post to the company's head office attended Ms.Patcharee Boonnak, the Company Secretary, No. 2044 / 25-27, New Phetchaburi Road Bangkapi Subdistrict, Huai Khwang District, Bangkok 10310 in advance of the meeting date or within April 26, 2022, the date of the Company must receive the documents by informing the details of shareholders as follows:

- 1) Name-Surname
- 2) Phone number
- 3) Email / reply address
- 4) Questions and agendas that need to be sent

#### **Pre-meeting protocol**

In the case that any shareholder or proxy-holder still wants to attend in person, The Company’s would like to request attendees for cooperation as follows:

1. The Company’s shall conduct health screening, in compliance with the guidelines of Department of Disease Control, at the meeting entrance. Attendees shall be required to comply with following measures.
  - (1.1) Fill in the health screening form for being infected or possibly infected of COVID-19. Please note that concealment of health information or traveling record could be considered a violation of the Communicable Diseases Act B.E. 2558.
  - (1.2) Present proof of being vaccinated against COVID-19 of at least 2 doses.

For those who does not comply with the health screening measures specified in 1. or being identified with respiratory symptom, The Company's reserves the right to deny entry into the meeting. In case that the aforementioned shareholder presents at the venue, such shareholder may grant a proxy to the Company's Independent Director to attend the meeting. Each attendee will be required to stand at any line for health screening, documents check and registration, with a minimum 1 meter space from each other.

- 2. Attendees will be assigned to a seat with appropriate social distancing at the minimum of 1 meter from each other.** The Company's reserves the right to arrange seating when the seats are fully occupied, no more participants will be allowed to enter the meeting venue. To protect shareholder voting right, Shareholders who attend the meeting in persons, are required to grant proxy to the Company's Independent Directors to attend the Meeting instead of participating in persons.
3. The venue will be sanitized and cleaned with Alcohol prior to the meeting.
- 4. The Company's kindly requests everyone to prepare and wear a facemask at all times.**
- 5. Neither lunchbox nor coffee or tea will be served at the meeting in order to minimize personal direct contact in which may risk the infection of the disease.**
- 6. Printed copies of 56-1 One report 2021 will not be provided at the meeting.**
7. If there are any changes in the situation or additional AGM-related measures from the Government Official, The Company's will inform Shareholders via the Company's website ([www.subsrihai.co.th](http://www.subsrihai.co.th)) or SET's website.

**Protocol for question submission to keep the meeting concise (Not exceeding 1 hour 30 minutes)**

1. Any shareholders and proxies who have questions are requested to write down their questions on the slips that will be provided in the meeting hall and submit them to the staff. Only questions related to the agenda items where voting is involved will be addressed in the meeting hall.
2. A summary of questions and answers, both those submitted in advance and during the meeting, will be attached to the minutes of the Annual General Meeting of Shareholders, which will be disclosed on the SET Portal and published on the Company's website within 14 days of the date of the Annual General Meeting of Shareholders.
- 3. For the safety and well-being of attendees, NO microphone will be available to ask questions at the meeting.** Attendees can submit their written questions to the Company's staff to submit it to the Company's Chairman of the Board of Directors provided in the meeting.
4. While the votes are being counted, which may take longer than usual as they must be collected from both the meeting hall and the additional seating area, the Chairman of the meeting will proceed to the subsequent agenda items. However, the vote results on all agenda items will be announced before the meeting ends.

**To make inquiries or request further information, please visit [www.subsrihai.co.th](http://www.subsrihai.co.th) or contact Mrs. Oranood Konggun Tel. 02 - 318 - 5514 - 5**