

**Guidelines for attending the 2020 annual general meeting of shareholders of the Company  
Under the coronary epidemic situation 2019 (COVID-19)**

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According to the pandemic of COVID-19, the Company is concerned for the health and benefits of all Company's shareholders. Therefore, the Company would like to explain the guidelines for attending the meeting as follows :

**1. Requesting co-operation from the shareholders to grant proxy to the directors instead of attending the meeting.**

Shareholders who have a risk, such as returning or having contacts with people traveling Countries or Territories designated by the Ministry of Public Health, shareholders with fever or symptoms related to the respiratory system or symptoms that may be suspected of being ill, request to **"not attend the meeting"**. The Company recommends shareholders to appoint an independent director of the Company as specified in the statement of the proxy procedure in the notice of the meeting by using the proxy form as delivered with the meeting invitation letter and send back to : Company Secretary BT Wealth Industries PLC., 593/3 Soi Ramkhamheang 39 Kwang Wangthonglang Khet Wangthonglang Bangkok 10310. Shareholders can send questions about the meeting agenda to the Company or send to Email: ir@btw.co.th if any.

**2. In the case that the shareholders wish to attend the meeting**

To comply with the recommendations of The Securities and Exchange Commission and The Department of Disease Control, Ministry of Public Health about Coronary Virus Disease 2019 (COVID-19) prevention and control for organizing conferences, seminars or other similar activities, dated 11 February 2020, and all participants must comply with the Communicable Disease Act B.E. 2015 including recommendations or other guidelines that may be announced in the future. The Company would like to explain the guidelines for attending the AGM as follows

- 2.1 The Company set up the temperature measurement point for initial screening. Therefore, all shareholders are requested to co-operate in screening before registration.
  - If the initial assessment finds that shareholders' temperatures equal to 37.5 degrees Celsius or higher, or if they are sick, the Company reserves the right. **"Not allow to attend the meeting"** and recommend shareholder to appoint an independent director of the company which the company will provide convenience in documents and duty stamp.
  - The shareholders who pass the screening request to clearly stick the sticker prepared by the Company - register for the meeting - clean hands with alcohol gel - wear a mask before entering the meeting room.
- 2.2 The company needs to arrange a meeting place to have a distance from the government announcement, which makes the number of seats in the meeting room limited to around 50 seats. Shareholders who exceed this amount may therefore not be able to attend the meeting. The company requests shareholders to appoint an independent director of the company to attend the meeting instead.
- 2.3 During Meeting: The participants who are admitted to the meeting must wear a mask at all times , avoid using / touching things with others and refrain from eating food in the meeting room. If you feel like fever or become sick, please leave the meeting room immediately
- 2.4 After Meeting: Avoid touching your eyes, nose and lips with unwashed hands. The Company encourages the participants to wash your hands after the meeting finished and before leaving the meeting place.

- Notes**
1. The Company prepares alcohol gel for cleaning hands at the specified point of service.
  2. Drinks and snacks are arranged in a Box Set, which can be received after the meeting.
  3. Line up for screening, registration, and seating arrangements in the meeting room will spacing about 1 meter for 1 person.
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