## Guidelines for attending the 2020 Annual General Meeting of Shareholders regarding the outbreak of the new Coronavirus 2019 (COVID-19)

The company deeply concerned for the safety and well-being of all shareholders who will be participating in the meeting. Therefore, the Company strongly requests your cooperation to strictly follow the precautionary measures and guidelines for holding the Annual General Meeting of Shareholders under the circumstance of coronavirus 2019 (COVID-19) outbreak.

## Meeting by proxy

Shareholders are able to appoint the Company's independent director as proxy to attend and cast votes on their behalf. Please send the proxy together with evidences to Namyong Terminal Plc. at 1168/52 (Lumpini Tower 19<sup>th</sup> floor), Rama IV Road, Thungmahamek, Sathorn, Bangkok 10120 Thailand.

## Meeting by person

- 1. Only 80 seats will be available in the meeting room by arranging the seat with appropriate social distancing measures, shareholders who want to attend the meeting in person can inform the Company that in advance via <a href="mailto:csmyt@namyongterminal.com">csmyt@namyongterminal.com</a> until Monday 5 October 2020.
  - If the seats are all taken by the prior attendees, shareholders to grant a proxy to the Company's Independent Directors to attend the Meeting instead of participating in persons.
- 2. The Company will set Health screening, body temperature and hands sanitizer for all attendees prior to attend the meeting.
- 3. Shareholders who are at high risk of COVID-19 infection, i.e. having recently returned from any high risk countries less than 14 days or suffering any respiratory symptom, are entitled to vote in the meeting by proxy to their proxy holder or independent director, (details as attachment no. 8 and attachment no. 13)
- 4. Shareholders who will attend the meeting should bring sanitary mask and wear it along the meeting.

## Sending questions in advance

Shareholders can submit relevant questions of 2020 AGM 's agenda in advance until Monday <u>5 October</u> <u>2020</u> through 3 channels :

1. Email : csnyt@namyongterminal.com

2. Fax : 66 (0) 2285 6642

3. The Company 's website at : IR Contact