

Safety protocols for the 2020 Annual General Meeting of Shareholders of the GMM Grammy Public Company Limited during the outbreak of the novel coronavirus 2019 (COVID-19)

As this Annual General Meeting of Shareholders will be held during the outbreak of the novel coronavirus 2019 (COVID-19) and concerns about the health of meeting attendants, the Company is, therefore, introducing screening and preventive measures against COVID-19, which all shareholders and proxies attending the meeting are requested to following strictly. While the Company seeks to keep its meeting short and concise to decrease the duration that a large number of people gather in one place, these protocols involve additional processes and steps that may delay your meeting attendance or cause inconveniences. In addition, arrangements will be made to enforce social distancing and maintain a two-meter distance between individuals at all times, the venue may not be able to accommodate a large number of people.

The Company would like to request your cooperation as follows:

1. You are requested to appoint independent directors as your proxies without attending the meeting in person. To do so, please complete the Proxy Form B and give all vote instructions, and submit it along with accompanying documents for proxy appointment in the envelope enclosed with the Notice (No stamp needed) to the Company Secretary, GMM Grammy Public Company Limited, 41st Floor, GMM Grammy Place, Sukhumvit 21 Road (Asoke), Khlongtoeinuea, Wattana, Bangkok 10110 by Tuesday, June 30, 2020.
2. You are requested to submit questions in advance prior to the 2020 Annual General Meeting of Shareholders, as per criteria of submission of questions in advance (Enclosure 8)
3. You are requested to indicate your wish to attend the meeting in advance, using the request form for attending the 2020 Annual General Meeting of Shareholders (Enclosure 11) and submit the form to the Company via e-mail at cs@gmmgrammy.com or by placing the completed form in the envelope enclosed with the Notice (No stamp needed) to the Company Secretary, GMM Grammy Public Company Limited, 41st Floor, GMM Grammy Place, Sukhumvit 21 Road (Asoke), Khlongtoeinuea, Wattana, Bangkok 10110 by Tuesday, June 30, 2020.
4. Given the limitation of the venue, followers of shareholders will not be allowed to enter the meeting hall or the additional seating area.
5. To ensure hygiene for all, you are requested to refrain from dining at the meeting venue. Drinking water will be provided in the meeting. Snacks boxes will be given out only on leaving the meeting at the exit of the GMM Grammy Place Building.

Pre-meeting protocol

1) Screening

1. The screening point will be located at the entrance of GMM Grammy Place Building, which is an open area without air conditioning.
2. Shareholders and proxies who arrive at the screening point must wear face masks at all times. The Company reserves the right to deny entry to the individual who does not wear a mask to enter the building
3. All meeting participants must fill out the COVID-10 screening form, attached herewith as Enclosure 12, and are requested to provide accurate information to prevent COVID-19 transmission.
4. All meeting participants must undergo thermal screening before entering the GMM Grammy Place Building.
5. The Company reserves the right to deny entry to individuals in any of the following categories as diagnosed by the Company provided on-site medical professionals.
 - 5.1 Any individual with a body temperature of 37.5 degrees Celsius and over
 - 5.2 Any individual showing symptoms of fever, cough, sore throat, runny nose, lost sense of smell, shortness of breath, of pneumonia
 - 5.3 Any individual who has been in contact with a confirmed COVID-19 patient or has been required by their profession to engage with tourists, be in a crowded place or be in contact with a large number of people in the period of 14 days prior to the meetingAny shareholders or proxies who are denied entry may submit their questions to staff, which will be included in the summary attached to the minutes of the 2020 Annual General Meeting

of Shareholders. Shareholders may also authorize independent directors to be their proxies by filling out Proxy Form B and giving clear vote instructions.

Protocol for attending the meeting in the hall and the additional seating area

To maintain hygiene and ensure the safety of all meeting participants, the Company would like to request the cooperation of any shareholders and proxies wishing to attend the 2020 Annual General Meeting of Shareholders who have passed the screening in observing the protocol below.

1. The seating in Auditorium Hall, 21st floor, which has been assigned the main meeting hall, has been arranged to maintain a two-meter distance. As such, the meeting hall will be able to accommodate only approximately 30 seats, and once the seats are filled, no more shareholders and proxies will be allowed inside the meeting hall. However, an additional seating area, where meeting participants can watch the live stream of the meeting, will be arranged and maintained a two-meter distance.
2. All attendees must sit only in their designated zone and must not move to another area throughout the meeting.
3. All attendees must keep a face mask on all times
4. All attendees are requested to avoid touching their face (eye, nose, and mouth) with unwashed hands.
5. All attendees are requested to avoid sharing personal items with others.
6. All attendees must not eat any food or snacks throughout the entire duration of the meeting while in the meeting venue or the meeting hall.
7. Any attendees with any symptoms of fever, cough, runny nose, sore throat, or shortness of breath are requested to leave the meeting venue.

Protocol for question submission to keep the meeting concise

1. Any shareholders and proxies who have questions and requested to write down their questions on the slips that will be provided in the meeting hall and submit them to the staff.
2. A summary of questions and answers, both those submitted in advance and during the meeting, will be attached to the minutes of the 2020 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 of Shareholders.
3. To ensure hygiene for all the attendees microphones will not be provided for shareholders and proxies during Q&A sessions.
4. While the votes are being counted, which may take longer than usual, as they must be collected from both the meeting hall and additional seating area, the Chairmen 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.

Other relevant information

The Company will provide a designated zone as well as equipment as an additional measure for disease control and prevention, as per the recommendations of the Department of Disease Control, the Ministry of Public Health on hosting meetings, dated February 11, 2020, as follows

1. Physicians and nurses will be stationed on-site to provide first aid and consultation to the meeting attendees as well as give a diagnosis and quarantine those suspected of being infected.
2. Hand gel and sanitizers will be sufficiently provided across the venue, especially in areas of common use, such as toilets.
3. High-touch equipment and surfaces will regularly sanitize.
4. PR materials on recommended practices for the prevention of COVID-19 transmission will be prepared.

To make inquiries or request further information, please contact (Office hour 9.00 a.m.-6.00 p.m.)

- Mrs. Somsuda Ruampumsuk (Corporate Secretary) Tel. 02 669 9291 or
- Miss Nattakan Jittinapat (Assistant Manager, Corporate Secretary) Tel. 02 669 9712

References:

The 2020 Annual General Meeting of Shareholders is organized in accordance with the following recommendations and guidelines:

1. Recommendations of COVID-19 control and prevention for meetings, seminars, or other activities of similar nature, issue by the Department of Disease Control, the Ministry of Public Health, dated February 11, 2020
2. Guidelines on hosting annual general meetings of shareholders for listed companies during the COVID-19 outbreak, issued by the Stock Exchange of Thailand
3. SEC News No.39/2020, dated March 2, 2020, entitled “SEC consults relevant agencies to solve issue around holding annual general meeting of shareholders during the outbreak of COVID-19.”
4. COVID-19 prevention and control measures for place involving a large gathering of people, such as concerts, meetings, seminars, and sporting events.