

March 31, 2020

Re: Precautionary Measures for Holding the Meeting under the spread of the Coronavirus 2019 (COVID-19)

To: The President
The Stock Exchange of Thailand

According to TPBI Public Company Limited ("the Company") resolved to hold the 2020 Annual General Meeting of Shareholders on April 25, 2020 at 01.30 p.m. at 5 floor, Seminar Room, Head office, TPBI Public Co., Ltd. 42/174 Moo 5, Soi Srisatian Niwes, Raiking, Sampran, Nakhon Pathom 73210, Thailand. The Company would like to inform that the 2020 Annual General Meeting of Shareholders is still scheduled on the same date, time and place.

However, the Company is deeply concerned for the safety and wellbeing of shareholders the risk of the infection which the Ministry of Public Health has declared a dangerous communicable disease under the Communicable Disease Act 2015, which the Company has complied with "Recommendations for Prevention and Control of Coronavirus 19 (COVID-19) for meetings, seminars or other similar activities" of the Department of Disease Control, Ministry of Public Health, including "guidelines for organizing a general meeting of shareholders of listed companies Under the epidemic situation of Coronavirus 2019 (COVID-19) "of the Stock Exchange of Thailand Which can summarize the guidelines for the practice as follows

Guidelines for attendees of the shareholder meeting of the Company regarding the epidemic of new species of Coronavirus 2019

1. To reduce the risk of spreading and safety of shareholders. The Company requests for Shareholders' cooperation, **even if shareholders are not in risk groups**, to consider guidelines for granting a **proxy to Independent Director** of the Company instead of attending the meeting in person.
2. **Shareholders in risk groups** such as just traveling from foreign countries which are categorized as epidemic countries or who have had close contact with someone who has traveled to or from the high-risk countries as listed above less than 14 days or who having a fever or having respiratory symptoms as specified in Clause 3 below that any other symptoms suspected of being infected with COVID-19, request for shareholders' cooperation to **giving a proxy to Independent Director** to attend the meeting on behalf of shareholders.

by sending a proxy form to Company Secretary Department, TPBI Public Company Limited, 42/174 Moo 5, Soi Srisatian Niwes, Raiking, Sampran, Nakhon Pathom 73210, Thailand
Tel: (+66)2-429-0354-7 ext. 501 within April 20, 2020

3. The Company will set up screening points in front of the head office, and the Company expect good cooperation from the shareholders in using thermometer for fever measurement that must have a body temperature not exceeding 37.5 degrees Celsius and answering questionnaire at screening points. **In case of being found shareholders having risky symptoms such as fever, cough, sore throat, sneezing, runny nose, the Company would ask good cooperation from the shareholders to NOT attend the meeting**, however, the shareholders are able to authorize Independent Director to attend the meeting on your behalf. Please note that concealment of health information or traveling record is considered a violation of the Communicable Diseases Act B. E. 2558.
4. Shareholders should provide masks and alcohol gels for their own use and strictly follow hygiene principles such as washing hands frequently with water and soap or alcohol gel and **wear a mask all times when attending the meeting and during the Company's area.**
5. **If any shareholders feel sick or start to get sick and having symptoms as specified in Clause 3** above, the Company would ask good cooperation from the shareholder **to not attend the meeting immediately** for safety of such shareholders and others.
6. If any shareholders observe other shareholders having fever, cough, sore throat, sneezing, runny nose, the shareholders should directly inform or request such shareholders to inform staff of the Company at the first aid point immediately.
7. Please avoid being close with the patient having especially any symptoms as specified in Clause 3 above.
8. **Please forward your questions in advance** to ir@tpbigroup.com or to facsimile number (+66)2-429-0354-7 ext. 501 from March 24, 2020 to April 10, 2020.
9. Neither lunchbox nor coffee or tea will be served at the meeting in order to minimize risk of the infection of disease.
10. The Company prepare 1 snack box in a fully enclosed package per person and doesn't eat in the meeting room absolutely in order to minimize risk of the infection of disease.
11. The Company reserves the right to amend or adjust the guideline for shareholder meeting of the Company to be in line with the latest situation of the epidemic of new species of Coronavirus 2019. The Company will provide the updated guideline through the Company's website: www.tpbigroup.com



As the above guidelines, the Company would like to apologize for the inconvenience, especially if a high number of meeting attendees cause a delay in the screening and registration to attend the meeting.

The Company shall closely follow the spread of the Coronavirus 2019 (COVID-19) circumstance and should there be any further information, the Company shall inform The Stock Exchange of Thailand immediately.

Please be informed accordingly

Respectfully yours,

(Mr. Kamol Borrisuttanakul)

Chief Financial Officer