

-Translation -

March 22, 2021

Re : Dissemination of the Notice of Annual General Meeting of Shareholders No. 28/2021 on the Company's Website and Forwarding Questions Relating to the Meeting

Dear Shareholders

Minor International Public Company Limited

Attachment Precautionary Measures and Guidelines for Holding the Annual General Meeting of Shareholders No. 28/2021 under the Circumstance of COVID-19

Please refer to the resolution of the Board of Directors Meeting No. 1/2021 on February 25, 2021 of Minor International Public Company Limited ('the Company') to hold the Annual General Meeting of Shareholders No. 28/2021 on April 22, 2021 at 13.00 hrs., at Grand Riverside Ballroom, 10<sup>th</sup> Floor, AVANI+ Riverside Bangkok, to consider matters as detailed in the previous notification.

The Company would like to inform that the Company has disclosed the Notice of Annual General Meeting of Shareholders No. 28/2021 and supporting documents on the Company's website at <https://www.minor.com/en/investor-relations/shareholders-meeting/invitation-to-shareholders-meeting> since March 22, 2021 for shareholders consideration prior to the meeting.

Shareholders can send questions related to the agenda of the 2021 Annual General Meeting of Shareholders in advance by registered mail from March 22, 2021 to April 21, 2021 (before 12.00 hrs.) as below address:

Minor International Public Company Limited  
Office of Corporate Secretary  
88 The Parq Building, 12<sup>th</sup> Floor, Ratchadaphisek Road,  
Sub district Klongtoey, District Klongtoey, Bangkok 10110

Email to [corp\\_secretary@minor.com](mailto:corp_secretary@minor.com).

Please be informed accordingly,

Sincerely yours,

-Signed-

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(Ms. Somsri Ruchdaponkul)  
VP of Corporate Governance

## **Precautionary Measures and Guidelines for Holding the Annual General Meeting of Shareholders No. 28/2021 under the Circumstance of COVID-19**

For the safety and well-being of attendees, Minor International Public Company Limited (the “**Company**”) would like to inform the Company’s Precautionary Measures and Guidelines for Holding the AGM under the Circumstance of COVID-19, detailed as follows:

### **Before the Meeting**

1. The Company **encourages the shareholders to consider granting proxy to the Company’s independent directors to attend and vote in the Meeting**, by using the proxy form sent to shareholders, and send the proxy form with a certified copy of related documents or evidence to the Company prior to the date of the Meeting at the following address:


Proxy Form, Minor International Public Company Limited, Corporate Secretary Department  
88 The Parq Building, 12<sup>th</sup> Fl. Ratchadaphisek Road, Klongtoey Subdistrict, Klongtoey District, Bangkok 10110.

Details of independent directors to be proxy for Shareholders and Guidelines for Registration, Proxy Appointment and documents required in order to attend the Shareholders Meeting are described in the Attachment 10 and 12 in the Full Version of the Invitation to Attend the AGM, which can be downloaded via the Company’s website [www.minor.com](http://www.minor.com).

2. The **shareholders can submit questions relating to the Agendas or any matters relevant to the Company in advance** with the shareholders’ name-surname to the address indicated above or to [corp\\_secretary@minor.com](mailto:corp_secretary@minor.com). The Company shall record questions and answers in the AGM Minutes of the Meeting.

### **The Meeting Day (April 22, 2021)**

3. The Company has organized the Meeting venue to avoid being overcrowded with appropriate social distancing of at least 1.5 meters. This will significantly reduce **the number of seats available for the shareholders and/or proxy holders (“Attendees”)** in the Meeting room (approximately 150 seats) with specific seating number for each attendee. Therefore, each attendee is required to sit as specified for the benefits of the disease prevention or following up in case of any unforeseen circumstances. Once the seats are fully occupied, no more attendees will be allowed to enter the meeting venue. To protect shareholder voting rights, 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.

4. The Company would provide Shareholders that do not attend the Meeting in persons, the Meeting Broadcast (live Broadcast) via  or [https://app.inventech.co.th/MINT\\_AGM/](https://app.inventech.co.th/MINT_AGM/)

5. The Company’s measures and guidelines to prevent and minimize the risk of COVID-19 virus spread are as follows:

- 5.1 Before entering the venue, all Attendees are required to
  - go through thermoscan at the health screening point (body temperature not over 37.5°C)
  - check in and check out via Thai-Cha-Na or Mor-Cha-Na Application

- fill in the COVID-19 Screening Form (note that concealment of health information or traveling record could be considered as the violation of the Communicable Diseases Act B.E. 2558)
- 5.2 The Company reserves the rights to not allow any attendees, who do not pass the health screening including those attendees who are identified with a body temperature of 37.5°C or higher, and/or those who have recently visited or returned from any disease infected zones as notified by the Ministry of Public Health, including those who have had close contact with people: who were infected; and/or who have visited or returned from such infected zones in less than fourteen (14) days, and/or those who are showing any respiratory symptoms such as fever, cough, sneezing, runny nose, sore throat or breathing difficulties to enter the Meeting. Granting proxy to the Company's independent directors to attend and vote in the Meeting can be considered for those attendees.
- 5.3 **Attendees have to prepare and wear the facemask at all times** and wash their hands with alcohol hand sanitizer provided at the Meeting areas.
6. Protocol for questions and answers to keep the Meeting concise and to help minimize the risk of COVID-19 virus spreading
- 6.1 Attendees, who wish to ask any question are able to submit their written questions to the staff to submit the questions to the Chairman.
  - 6.2 The Company will summarize the questions and answers that were submitted in advance and during the Meeting as attachment in the AGM Minutes of the Meeting.
7. The Company will **not provide snacks, coffee and tea** for the Attendees. **Eating is not allowed** at the Meeting in order to minimize risk of the infection of disease spreading. And **there will not be any souvenir provided** at this Meeting.
8. **The printed copies of Annual Report 2020 (56-1 One Report) and any other printed documents will NOT be provided** in order to minimize personal direct contact and for safety and well-being of all participants.
9. The Company would like to request your cooperation to strictly follow the Company's Precautionary Measures and Guidelines for Holding the Annual General Meeting of Shareholders No. 28/2021 under the Circumstance of COVID-19 and recommendations from staffs at each checking-point.
10. If there are any changes in the situation or additional AGM-related measures from the Government Official, the Company will inform Shareholders via the Company's website [www.minor.com](http://www.minor.com).

The Company reserves the rights to change or modify the abovementioned measures, or to undertake any actions as the Company deems necessary or appropriate in order to conduct the Meeting in compliance with the government's measures to prevent the spread of COVID-19 which are in force on the Meeting date. The Company would like to apologize for any inconvenience that may occur if any action taken by the Company causes a delay in the health screening and registration process.