

## **Measures in conducting the Meeting under the situation of the outbreak of COVID-19**

### **1. Encourage for proxy voting instead of attending the AGM in person**

1.1 Shareholders who might be of risk e.g. those recently traveled to and from any high-risk countries announced by the Ministry of Public Health and those in close contact with someone who traveled to and from the high-risk countries within 14 days before the date of the AGM, those having fever and/or showing any respiratory symptoms or other symptoms suspected of being infected with COVID-19, are requested to follow the Department of Disease Control, Ministry of Public Health's precaution **by not attending the meeting in person** and instead are suggested to appoint the Company's independent director as their proxy to attend and vote on their behalf.

1.2 To prevent and reduce the risk of spreading and contacting COVID-19, the Company requests cooperation from all shareholders, even those not in a risk category, to appoint an independent director to act as proxy.

Shareholders who would like to appoint a proxy may use a proxy form and attach the required documents as explained in the Attachment 8 of the Notice of the AGM that was sent to shareholders earlier. In order to facilitate the Meeting, the Company requests cooperation from all shareholders to **submit the proxy form and the required documents to the Company within 28 April 2020** to the following address:

Office of the Company Secretary and Shareholder Engagement  
Finansia Syrus Securities Public Company Limited  
999/9 18<sup>th</sup> Floor, The Offices at CentralWorld  
Rama I Road, Pathumwan, Bangkok 10330 Thailand

1.3 To facilitate shareholders who appoint an independent director in accordance with clauses 2.1 and 2.2 and submit their proxy forms to the Company within Tuesday, 28 April 2020, shareholders can watch live broadcast of the AGM via Zoom application (as specified in the attachment). The Company allows shareholders who appoint an independent director to register and verify their identification during 13 - 27 April 2020. Upon receiving proxy forms, shareholders will be contacted via the registered email which will be used to access the live broadcast on the AGM date. In addition, during the live broadcast, the Company reserves the right to maintain the votes in accordance with the proxy forms submitted by shareholders prior to the AGM in order to facilitate the meeting.

1.4 Shareholders may submit questions in accordance with the meeting's agendas in advance until 28 April 2020 at 17.00 hours through the following channels:

- (1) Submit to the Company at the address as stated in clause 2.2
- (2) Email: [companysecretary@fnsyrus.com](mailto:companysecretary@fnsyrus.com)
- (3) Fax: 02 658 9110

### **2. Shareholders who will attend the AGM in person**

The Company requests cooperation from shareholders who would like to attend the Meeting in person to follow the following measures strictly:

2.1 Shareholders must pass the screenings at the entrance of MBK Tower and in front of the meeting venue.

Shareholders who show symptoms of fever (have a body temperature of 37.5 degrees Celsius or higher) or have any respiratory symptoms such as cough, sore throat, sneeze, runny nose, will be denied entry into the AGM. Shareholders can appoint another

person or an independent director to vote on their behalf. (Staff at the registration point will provide documents and duty stamps)

2.2 Shareholders must wear hygienic masks at all time during their attendances and will be allocated in seats as organized by the Company to ensure social distancing as specified by the Department of Disease Control (1-meter distance between each seat). In this regard, due to limitation of the venue, seats may not be adequate to accommodate excessive number of shareholders. The Company requests cooperation from shareholders to consider appointing an independent director to vote on their behalf instead of attending the Meeting in person. Staff at the registration point will provide documents and duty stamps.

2.3 The Company ensures that the meeting venue has been through the process of cleaning and spraying of disinfectant during the night before the AGM.

2.4 Tea and coffee will not be served for attendees.

2.5 Questions during the meeting will be delivered in written manner only.

The Company would like to apologize for the potential delay at the screening and registration process on the meeting date.

## **Attachment: Guideline regarding the live broadcast of the 2020 Annual General Meeting of Shareholders**

To facilitate shareholders, the Company provides live broadcast of the 2020 Annual General Meeting of Shareholders for shareholders who appoints an independent director as proxy and submit their proxy form to the Company within Tuesday, 28 April 2020. Shareholders can watch the live broadcast after the following procedures:

### **Meeting preparation (13 - 27 April 2020)**

1. Prepare the following devices/programs:

- PC, notebook, tablet, android smart phone version 4.4.2 or higher, or IOS smart phone version 10.3.3 or higher
- Firefox, Chrome, or Safari internet browser

How to find out your current version of operating system

- Android: Settings > About phone > Software information or Android version
- iOS: Setting > General > About > Version

2. Go to URL: [finansia.1-to-all.com](http://finansia.1-to-all.com) in your internet browser to access the registration page

3. Fill in the information in the registration page and click “Register”

4. Upon completion, your request will be pending until the Company can verify your identification and receives your proxy form.

The link to access the live broadcast will be sent to you via your registered email.

- Remark:
- 1) Registration manual can be downloaded at <http://ManualRegisterWebinar.1-to-all.com>
  - 2) User manual of Zoom Webinar can be downloaded at <http://ManualStartWebinar.1-to-all.com>
  - 3) The live broadcast of the 2020 Annual General Meeting of Shareholders will be delivered in Thai only.
  - 4) Registration manual and user manual of Zoom Webinar can be accessed through the Company’s website at <http://www.fnsyrus.com> in “Investor Relations” section under “Annual General Meeting of Shareholders” topic.
  - 5) Only shareholders who appoints an independent director as proxy shall be allowed to watch the live broadcast.

### **Procedures in the case the live broadcast is not working**

1. In the event that the live broadcast screen stops, shareholders should try to log in to the system again.

2. In the case the procedure in 1. has been done but shareholders still cannot access the live broadcast, please contact the Company’s staff at 02 032 3655-7 to be advised on the solution.