



No. AKP MD - 012 /2020

29th, May 2020

Subject: Annual General Meeting of Shareholders for 2020 with protection measures with regard to Coronavirus Disease 2019 (COVID-19).

To President
The Stock Exchange of Thailand

Board of Directors of Akkhie Prakarn Public Company Limited had recently resolved to hold the 2020 Annual General Meeting of Shareholders on Friday, 3rd, July 2020 at 10.00 a.m. at Conference Room No.792, Moo 2, Soi 1c/1 Bangpoo Industrial Estate, Sukhumvit Road, Bangpoomai, Samutprakarn, Samutprakarn 10280. as per the agendas according to previous notification to the Stock Exchange of Thailand.

In this regards, the Company has already posted the invitation letter of the AGM 2020 and supporting documents on the Company's website in order to provide an opportunity for shareholders to study all information prior to the date of meeting in pursuance with the principles of good corporate governance. The shareholders can found the above information at www.akkhie.com since 29th, May 2020 onward.

Due to the spread of the COVID-19 virus in Thailand, the AGM has a large gathering of people so the company is very concerned about the risk of infection at the shareholders' meeting. Therefore, we have drawn up the measures below.

1. Requesting the cooperation of the shareholders in the proxy voting instead of attending the AGM meeting in person

1.1 Shareholders who are in a high-risk situation e.g., traveled to and from any high-risk countries, announced by the Ministry of Public Health, Including any other countries that will be additionally indicated, including the person who closes contact with someone who traveled to and from the high-risk countries within 14 days before the date of the AGM, 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's **precaution by not attending the meeting**. The company suggests these people 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 COVID-19 due to the crowding the meeting day, which the number of attendees is unpredictable and for your hygiene, the Company requests cooperation from all shareholders even if you are not in a high-risk category to appoint an independent director to act as your proxy. (Mr.Sakchai Wongchaisuriya Or Miss.Benjawan Prasansap)

The shareholders may use the proxy form and attach the required document as explained in Attachment 4 of the notice of the AGM that earlier sent to the shareholders and submits the proxy document to the following address. The company requests cooperation from all shareholders in sending letters granting a proxy to the company by June 29th, 2020.

Company Secretary Department
Akkhie Prakarn Public Company Limited
No. 792, Moo 2, Soi 1c/1 Bangpoo Industrial Estate, Sukhumvit Road,
Tambol Bangpoo mai, Amphur Mueang Samutprakarn, Samutprakarn 10280
Or E-mail: suwanna@akkhie.com

1.3 Shareholders wishing to submit questions relating to the meeting agenda in the form "Questionnaire Form Regarding the Company In advance before the annual general meeting of shareholders" (https://www.irplus.in.th/Listed/AKP/general_meeting/agm_20191112112200_T.pdf)

Questions can be sent up until June 29th, 2020. through the following channels:

- (1) Submit together with a proxy
- (2) E-mail: suwanna@akkhie.com
- (3) Fax: 02 323 0724

2. For those shareholders who will attend the AGM

In order to prevent and reduce the risk of the spread of COVID-19, the Company prepares several measures that could add to the usual registration process on the AGM day. The Company would like to inform and request all shareholders' cooperation with the following measures.

2.1 Screening measures, as suggested by the Department of Disease Control: Everyone attending the AGM must be screened before entering the meeting area. Anyone who fails to pass the screening, i.e. shows symptoms of fever or has a body temperature of 37.5 degrees Celsius or higher and/or has any respiratory symptoms or has traveled to and from the high-risk countries with in 14 days before the date of AGM, will be denied the entry. In this regard, various measures for controlling and screening participants may change according to government practice, which may be announced.



The shareholders who are denied the entry to the AGM can use proxy voting by assigning an independent director to vote on their behalf

2.2 Measures upon venue arrangement and registration to reduce risk from crowding as follow:

- 1) The registration will open at 08.30 a.m.
- 2) Queuing at the screening point and check-in will keep a distance of one meter from each other.
- 3) The space between seats in the meeting room will be 1-2 meters apart. This measure will reduce the number of seats available in the meeting room. If the prior attendees take all positions, the Company will request your cooperation to consider giving the proxy to attend the meeting on his/her behalf instead.
- 4) Every attendee must wear a facemask at all times throughout the participation period.
- 5) For the safety and well-being of all participants, **NO microphone will be available** for participants who wish to ask questions at the Meeting. Participants will be asked to submit their written questions to the Company's staff to further submit to the Chairman of the Meeting.
- 6) **Snack, coffee, and tea will NOT be provided, and snacking in the Meeting area is not allowed** in order to minimize direct contact and to reduce the risk of spreading the Virus.
- 7) **The printed copies of Annual Report 2019 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.

If there are many people travel to attend the AGM or many people arrive at the venue at the same time, such event could delay the screening and registration processes, the Company hereby apologizes for any inconvenience that may cause to the participants.

In addition, if the situation has changed or there are additional government regulations preventing the meeting from being held on the said date and place, the company will inform the shareholders through the Stock Exchange of Thailand and the website (www.akkhie.com)

Please be informed and ask for cooperation in strict compliance with this guideline.

Yours sincerely,

Mr.Vanchai Luengviriya
President & CEO