



**International Research
Corporation Public Co., Ltd.**

บมจ.เลขที่ 0107546000024

EM-IRCP 06-63

March 16, 2020

Subject: Announcement of COVID-19 prevention policy of Shareholders No. 2/2020

To: Director and Manager
The Stock Exchange of Thailand

The Extraordinary General Meeting of Shareholders No. 2/2020 of International Research Corporation Public Company Limited (the "Company") was scheduled to be held on Thursday, March 26, 2020 at 14.00 hrs. at Lancaster Meeting Room 4-5, 2nd Floor, Lancaster Hotel, 1777 New Petchburi Road, Huaykwang, Bangkok. And according to the epidemic of COVID-19, the Company would like to inform our prevention policy with adhered to suggestion of Department of Disease Control, Ministry of Public Health for the upcoming Extraordinary General Meeting of Shareholders as stated below:

1. For the shareholders who traveled to/from the high risk countries or have been in contact with people who traveled to/from the high risk countries within 14 days before the date of the meeting or having conditions reasonably suspected of being infected with the Coronavirus Disease (COVID-19), please consider to appoint a person as deemed appropriate to act as your proxy or appoint the Independent Director of the Company to attend and vote on your behalf according to the procedures provided in the notice for the protection of right of the Shareholders to participate and vote in the meeting.
2. Screening of the participant(s) by taking the temperature and observing by our staffs to indicate the participant(s) that in(are) in fever and/or respiratory symptoms before meeting.

In case of participant(s) has(have) one of the following symptoms including, but not limited to, fever, cough, sore throat, sneezing and runny nose, participant(s) would be suspended meeting attendance. Accordingly, participant(s) could grant the proxy to the independent director of the Company instead in order to vote on your behalf. The registration staff will facilitate the documents and stamp duty for your convenience.

3. The Company will provide a handwashing point or alcohol gel adequately in the meeting place. Especially in areas with a lot of common uses such as meeting rooms, registration points, food and beverage service points, etc.,
4. The Company will emphasize the venue's staff to clean equipment and a lot of common uses areas regularly
5. The Company will arrange the venue, meeting room to be spacious enough for avoiding of crowded.

To ensure the safety and preventing the epidemic of COVID-19 for participant of Extraordinary General Meeting. Please strictly following the suggestion below.

- In case that the participant(s) has(have) symptoms of COVID-19 disease or any symptoms stated in 2. Above, please refrain attending the meeting.
- If the participant notices any other participants having fever, coughing, sneezing or abnormal nasal discharge, please advise those participants to contact our staffs at registration point immediately.



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- Participant should prepare your own hygienic mask and wearing for all the time of the meeting for the safety of your own and all of participants.
- Participant should wash your hands with soap and/or alcohol gel sufficiently and appropriately.

Please be informed accordingly.

Sincerely yours,

Mr. Dan Hetrakul
Chief Executive Officer

Office of the Chief Executive Officer

Tel. 0-2171-8601 Ext. 111