



บริษัท เอ็นเอฟซี จำกัด (มหาชน)
NFC PUBLIC COMPANY LIMITED

ทะเบียนเลขที่ 0107538000495
Registration No. 0107538000495

เลขที่ 88 อาคาร เอสซี กรุ๊ป ชั้น 3 ถนนเดอะพาร์คแลนด์ แขวงบางนาเหนือ เขตบางนา กรุงเทพฯ 10260
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NFC 057/2020

7 April 2020

Subject Guideline for the Shareholders for attending the Annual General Meeting of Shareholders for the year 2020 in regards to the outbreak of New Coronavirus 2019 (COVID-19)

To Director and Manager
The Stock Exchange of Thailand

According to the situation of the outbreak of New Coronavirus 2019 (COVID-19), NFC Public Company Limited (“the Company”) gives priority to the guidelines for convention the Annual General Meeting of Shareholders of listed company under the situation of the outbreak of New Coronavirus 2019 (COVID-19) recommended by the Securities and Exchange Commission and the Company will follow the instruction of the Department of Disease Control, Ministry of Public Health, regarding the prevention and control of the Coronavirus 2019 (COVID-19) for meeting, seminar and other related activities, dated 11 February 2020, that there must be a screening point, provide sufficient handwash or hand sanitizer station, provide sufficient sanitary masks to the shareholders, and provide the instruction to all shareholders attending the meeting to always wear a sanitary mask throughout the meeting. In this regard, the Company reserves the right to announce any other measures as deemed appropriate with the future circumstance.

The Company concerns about the health of all shareholders attending the meeting and the society, thus, to avoid risk of the outbreak of the New Coronavirus 2019 (COVID-19), the Company would like to inform such guidelines as follows:

1. The Company may reserve the right to not allow any shareholders considered to be in a high-risk situation for instance, the shareholders who have recently returned from the high-risk country (pursuant to the announcement of the Ministry of Public Health), continuous of the outbreak of the Coronavirus, or contacted with any person who has travel record from such countries, and it has not exceeded the 14-day period as from the returning date, any shareholders with suspicious symptoms to have been infected from the Coronavirus 2019 (COVID-19) as such having a symptom of respiratory system, high fever (over than 37.5 degree Celsius). The Company would like to ask for all shareholders’ corporation, especially those who are considered to be in a high-risk category, to give a proxy to other person or the Company’s independent director to attend and vote on his behalf, as per the procedures prescribed in this invitation letter.

2. The Company will set up a screening point for checking every attendee's temperature at the entrance to the meeting room. In the event that any shareholders are detected to be in a high-risk category, the Company may reserve the right to not allow such shareholders or proxy to enter the meeting room. In this regard, the shareholders attending by themselves can exercise their voting rights by giving a proxy to other persons or the Company's independent director to attend the meeting and vote on their behalf. The staffs at the registration point will give assistance on documents and stamp duty. All shareholders can submit questions in relation to the agendas as usual.
3. For the shareholders who have passed the screening point and wish to attend the meeting, the Company shall identify a sticker marked clearly before attending the meeting. The Company would like to seek the corporation as follows:
 - Please wash hands with hand sanitizer before attending the meeting.
 - Always wear a sanitary mask throughout the meeting
 - Avoid unnecessarily touching facial area
 - Avoid touching other people's belongings
 - If you have a fever, cough, sneeze, have a runny nose, smother, kindly leave the meeting room
4. The Shareholders who have questions or concerns regarding the financial statement or the Company's performance. Questions can be sent via email : secretaryoffice@nfc.co.th or finacc@nfc.co.th, The Company will clarify and send email back to Shareholders.
5. The Shareholders who are inconvenient to attend the meeting can watch the video record of the Annual General Meeting via the Company's website at www.nfc.co.th select the Investor Relations page.

Please kindly be informed accordingly.

Sincerely Yours,

(Mrs. Bongkot Rungkornpaisarn)
Chief Corporate Affairs Office
NFC Public Company Limited