



No.ZEN 2564-007

April 12, 2021

Re: Notification on cancellation of venue and change of the method for convening the 2021 Annual General Meeting of Shareholders to be electronic meeting (E-AGM)

Dear: The President and Manager
The Stock Exchange of Thailand

Refer to the resolutions of the Board of Directors' Meetings No. 2/2021 held on February 23, 2021 that determined to hold the 2021 Annual General Meeting of Shareholders (AGM) on Monday, April 26, 2021 at 10.00 a.m. at The Ballroom, 3rd Floor, The Grand Fourwings Convention Hotel, 333 Srinakarin Road, Hua Mak Subdistrict, Bang Kapi District, Bangkok 10240.

According to the current situation of the epidemic of COVID-19, there is increasing severity and widespread trend across the country. The Company is deeply concerned for the safety and well-being of shareholders; therefore, to prevent the risk of the infection of COVID-19, the Company's Chief Executive Officer, who was authorized by the Board of Directors meeting, determined to change the method for convening the AGM 2021 meeting to electronic meeting (E-AGM) in accordance with criteria specified in the laws on electronic meetings.

The date of the meeting and other meeting details such as time, agenda items and record date for determining shareholders entitled to attend the 2021 AGM remain the same according to resolution of the Board of Directors' Meeting No. 2/2021 held on February 23, 2021 and in accordance with the 2021 AGM invitation letter that has been sent to shareholders. However, any shareholders who are unable to attend the E-AGM can authorize any of the independent directors as specified and notified in the invitation letter to attend the meeting and cast their votes instead. The guidelines and procedures for attending the E-AGM are shown in the enclosed details below.

Please be informed accordingly.

Yours sincerely,

(Mr. Boonyong Tansakul)
Chief Executive Officer

The guidelines and Procedures for attending the Annual General Meeting of Shareholders via Electronic Media (E-AGM)

The Company would like to inform the guidelines and procedures for attending the 2021 Annual Ordinary General Meeting of Shareholders through electronic devices (E-AGM) as follows:

1. Encourage to grant proxy

1.1 Due to the outbreak of COVID-19, the Company is deeply concerned over the situation. In this regard, the Company encourages the shareholders to consider granting proxy to the Company's independent directors to attend and vote in the Meeting and send the proxy form and supporting documents (pursuant to the enclosure of the 2021 AGM invitation letter, item no.7) to the Company prior to the date of the Meeting. Please return the completed Proxy Form with a certified copy of ID card or the affidavit to the Company by using below address or by scanning or taking photos and send them to Email: corporatesecretary@zengroup.co.th, within 19 April 2021:

Zen Corporation Group Public Company Limited
Corporate Secretary Department
662 Soi Onnuch 17 Suanluang Bangkok 10250
Telephone : 0-2019-5000
(Proxy Form)

1.2 In the event that the shareholders wish to appoint other persons apart from the Company's independent directors as their proxies, please return the completed Proxy Form with a certified copy of ID card or the affidavit to the Company by using address stated in 1.1 above or by scanning or taking photos and send them to Email: corporatesecretary@zengroup.co.th within 19 April 2021.

2. For the shareholders who wish to attend the electronic meeting by themselves or appoint other persons apart from the Company's independent directors as their proxies to attend the electronic meeting

2.1 Identity Verification of the Shareholders or Proxies

The shareholders or proxies must register via QR code or Link (starting date 15 April 2021), or must submit the registration form, and a copy of the identification card or passport of the shareholders and proxies (in case that the shareholders appoint proxies), in order to have their identity verified by sending them to the address as stated in 1.1 above or by scanning or taking photos and send them to Email: corporatesecretary@zengroup.co.th within 19 April 2021.

2.2 Attending the E-AGM

After the shareholders or proxies have their identity verified under 2.1 and the Company has checked the list of shareholders according to the shareholders registration book on the record date and the shareholders and proxies have confirmed their identity with the Company afterwards within the specified date, the individual link to attend the E-AGM including the system access manual will be sent to the email that the shareholders or proxies have registered with the Company for use in attending the shareholders' meeting via electronic meeting (E-AGM) through the system of OJ International Company



Limited (at least one day prior to the 2021 Annual Ordinary General Meeting of Shareholders through electronic devices (E-AGM)). Suggested to apply 1 email to 1 shareholder/proxy.

In this connection, the registration program and the vote counting of the Company can be used with computers, notebooks, tablets or mobile phones via web browsers: Internet Explorer, Chrome with 4G internet or basic home internet. Additionally, the system supports both E-Meeting and E-Voting, whether by the shareholders themselves or by appointing proxies.

In case of any inquiries regarding the request to attend the electronic meeting, please contact OJ International Company Limited by Tel. 097 087 2591 or by Email: phannapas@ojconsultinggroup.com

3. Submission of questions in advance

If you would like the Company to clarify the matters stated in the agenda or other information of the Company, please forward your questions in advance to the address stated in 1.1 or by Email: corporatesecretary@zengroup.co.th

Acceptance for the invitation of online meeting of Zen Corporation Group Public Company Limited

(1) I/we Nationality ID card number

Address

(2) Being a shareholder of Zen Corporation Group Public Company Limited

Holding the total amount of shares

Wishing to attend the meeting and electronic voting (E-AGM) for the 2021 Annual General Meeting of Shareholders with the intention to attend the meeting by

Attend the meeting by myself

Proxy to (Mr. / Mrs. / Miss.).....

ID card number attended the above meeting

(In case of proxy, the proxy form must be enclosed detail in Attachment 1, clause 1)

(3) Information for sending guideline to attend the meeting

Email.....(Please specify)

Tel. (Please specify)

(4) Register via QR Code or Link (Starting date 15 April 2021) or sending this form to the Company or scanning or taking photos and send them to Email: corporatesecretary@zengroup.co.th within 19 April 2021



<https://zen.thekoble.com/agm/emeeting/index/1>

Signed..... Shareholder

(.....)