



**Precautionary Measures and Guidelines for Holding the Annual General Meeting of Shareholders under the Circumstance of Coronavirus Disease 2019 (COVID-19) Outbreak**

**Glow Energy Public Company Limited (the “Company”)** has set out the **Precautionary Measures and Guidelines for Holding the Annual General Meeting of Shareholders under the Circumstance of Coronavirus Disease 2019 (COVID-19) Outbreak** in accordance with disease prevention measures annexed to Announcement of the Bangkok Metropolitan Administration (BMA) no. 20<sup>1</sup> as follows:

1. Due to the Company’s good corporate governance awareness, in terms of rights and equitable treatment of shareholders, the Company would disclose 2021 Annual General Meeting of Shareholders, together with related documents on the Company’s website [www.glow.co.th](http://www.glow.co.th) on Investor Relations section and send the Invitation Letter and Proxy form B. in advanced as scheduled.

**2. Shareholders are required to grant Proxy to the Company’s Independent Directors to attend the Meeting instead of participating in persons.**

2.1 Shareholders can grant a proxy to the Company’s Independent Directors to attend and vote at the Meeting by using proxy form or downloading via the Company’s website (Pre-casting the vote for each agenda is recommended) and sending back the proxy form and related documents or evidence at the Company Secretary and Corporate Governance of Global Power Synergy Public Company Limited addressed 555/2 Energy Complex Building B, 18th Floor, Vibhavadi – Rangsit Road, Kwaeng Chatuchak, Khet Chatuchak, Bangkok 10900.

2.2 **Channels for submitting written questions in advance.** Shareholders are welcomed to submit written questions relating to the Agendas in advance and the Company shall record questions and answers in the AGM Minutes of the Meeting. The channels as follows :

- Postal : **sending back together with the proxy form** at the Company Secretary and Corporate Governance of Global Power Synergy Public Company Limited addressed 555/2 Energy Complex Building B, 18th Floor, Vibhavadi – Rangsit Road, Kwaeng Chatuchak, Khet Chatuchak, Bangkok 10900.
- Email : [company-secretary@gpscgroup.com](mailto:company-secretary@gpscgroup.com)
- Facsimile : 0-2140-4601

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<sup>1</sup> If the BMA announces additional disease prevention measure, the Company will further notify the shareholders.

3. The Company will procure the meeting room to be cleaned with disinfection and ozone sterilized a day in advance.

4. Attendees will be assigned to a seat with appropriate social distancing at 1.5 meters from each other. The number of seat will be limited upon prescription of the disease prevention measures specified by the government to prevent the spread of COVID-19 annexing to announcement of the Bangkok Metropolitan Administration. After the procedure of the Registration, each attendee will be assigned a seating number and required to sit as specified for the sake of the disease prevention or following up in case of any unforeseen circumstances. When the seats are fully occupied, no more participants will be allowed to enter the meeting venue and Shareholders, who attend the meeting in persons, are required to grant proxy to the Company's Independent Directors to attend the Meeting instead of participating in persons.

5. **In case of shareholders who wish to attend the Meeting in person**, the Company would like to request your cooperation to strictly follow the Company's measures and guidelines to prevent and minimize the risk of COVID-19 virus spreading as follows:

5.1 All Attendees are required to fill in the COVID-19 Screening Form before entering the meeting venue, strictly follow the recommendations from the medical officer. For those Attendees who have recently visited or returned from any disease infected zones as specified in the Notification of the Ministry of Public Health, including those who have had close contact with those who have visited or returned from any disease infected zones, or being found of having risky symptoms such as fever, cough, sore throat, sneezing, runny nose, or do not follow the recommendations from the medical officer, will not be allowed to attend the meeting. For those who cannot attend the meeting due to the reasons explained above are able to appoint the Company's Independent Directors as their proxies to attend and vote at the meeting. The Attendees are also strongly advised not to conceal their health information or traveling record to the Company.

5.2 All Attendees must go through thermoscan infrared camera at the health screening point before entering into the meeting. Attendees who have body temperature of 37.5 degrees celsius or higher will not be allowed to attend the meeting. **Attendees who passed the health screening point are requested to put on a registration sticker, prepare and wear your facemask at all time and clean your hands by using the alcohol-based hand sanitizer gel, provided by the Company around the meeting areas.**

5.3 **The Company reserves the rights to not allow any Attendees, who do not pass the health screening or do not completed the COVID-19 Screening Form to enter the meeting.**

5.4 To minimize risk of the COVID-19 spreading, the Company will not prepare microphone for asking questions at the meeting. Attendees, who would like to ask questions, will be asked via QR Code – provided at the meeting and the Company shall record questions and answers in the AGM Minutes of the Meeting.

**6. The Company will not serve food and beverages at the meeting** in order to minimize risk of the infection of COVID-19 spreading.

7. Please cooperate to install Thai Chana and Mor Chana applications and register via QR Code before attending the meeting.

8. Printed copies of the Annual Report 2020 (56-1 One Report), Integrated Sustainability Report, and Financial Report will not be provided at the meeting for sanitation and in order to minimize personal direct contact, and to reduce any environmental impact

9. If there are any changes in the situation or additional AGM-related measures from the Government Official, the Company will inform shareholders via the Company's website ([www.glow.co.th](http://www.glow.co.th)).

In this regard, the implementation of the above measures and guidelines may cause delay in the screening and registration. The Company would like to apologize for any inconvenience that may occurs.

Yours Sincerely,

Glow Energy Public Company Limited