



## **Measures and Guidelines for the Annual General Meeting of Shareholders for 2022 during Coronavirus outbreak 2019 (COVID-19)**

Due to the coronavirus 2019 outbreak (COVID-19), the Company is concerned about this situation and would like to inform you about the following measures and practices in attending the Annual General Meeting of Shareholders in 2022 as follows:

1. Request for cooperation from shareholders to grant proxy to the independent directors of the Company instead of attending the meeting in person as the meeting with will be limited only to 50 seats according to social-distancing measure. To prevent and reduce the risk of the spread of COVID-19 and health of the shareholders, we ask for the cooperation from shareholders to grant proxy to the independent directors of the company to attend the meeting and vote instead. Shareholders may send a proxy to the company to the following address:

The Office of Company Secretary  
Right Tunnelling Public Company Limited  
292, Moo 4, Bangna-Trad Road (km. 26)  
Bang Bo Sub-district, Bang Bo District  
Samut Prakan, 10560

2. Inquiry Proposal Form for Shareholders wishing to submit questions in advance on matters included in the agenda and/or suggestions useful to the business operations can be submitted in advance to the Company by 18 April 2022 via the following channels:

2.1 Letter: can be sent together with the power of attorney at the above address.

2.2 Email: [cs@rtco.co.th](mailto:cs@rtco.co.th)

3. Shareholders wishing to attend the meeting in person

The Company would like to inform its shareholders about the guidelines in attending the meeting and ask for their cooperation in order to prevent and reduce the risk of the spread of COVID-19 as follows:

3.1 The Company will provide COVID-19 pre-screening in accordance with the Department of Disease Control guidelines. Shareholders who wish to attend the meeting must follow the procedures as follows:

(1) Complete the COVID-19 Screening Questionnaire

(2) Provide evidence of non-detected COVID-19 test results no later than 24 hours before entering the meeting room by presenting a photo of the results of the ATK test together with an ID card or providing the full name and a clear date and time of the test.

The Company reserves the rights not to allow shareholders or their proxies who do not comply with Clause 3.1 or, who have a fever or who have symptoms of fever (with body temperature 37.5 °C or higher), or who have symptoms of respiratory symptoms, or who are traveling to areas or places vulnerable to COVID-19 infection according to the announcement of the Ministry of Health to attend the meeting.

3.2 Participants must register before entering or leaving the conference venue by checking in through the ThaiChana or MorChana application or by registering on the form provided at the venue.

3.3 Keep 1.5m distance when lining up at the pre-screening, document verification, and the registration.

3.4 Seats in the meeting room are separated at least 1.5 meters from each other. The number of seats in the meeting room can accommodate only 50 shareholders and/or proxies. When all seats are full, the attendees are not allowed to attend. Therefore, it is necessary to request the cooperation from shareholders to grant proxy to the independent directors of the company to attend the meeting and vote instead.

3.5 Meeting room and the surroundings are cleaned and disinfected with the ozone before the date of the meeting.

3.6 The participants are requested to wear a mask of the meeting at all time.

3.7 In order to reduce the risk the pandemic, microphones are not provided for inquiry. There will be papers provided to the attendees. Shareholders may inquire by sending questions to the company staff.

3.8 Foods and Drinks are not allowed at the meeting area to reduce the risk of COVID-19.

3.9 Should there be additional requirements from government agencies in regards to the Annual General Meeting of Shareholders, the Company shall inform the shareholders through the Company's website ([www.rtco.co.th](http://www.rtco.co.th)) and The Stock Exchange of Thailand.

*(Translation)*

It is therefore informed and strictly cooperated in compliance with the above measures and practices. If there are a large number of people attending or presenting at the venue at the same time, there may be delays in pre-screening process and registration. The Company apologize for any inconvenience this occasion may cause.

Sincerely Yours,

Right Tunnelling Public Company Limited