

**Guidelines for Attending the Annual General Meeting of Shareholders  
of PM Thoresen Asia Holdings Public Company Limited  
in regards to the Outbreak of Coronavirus 2019 (COVID-19)**

With kind concerns over the health of all meeting attendees, the Company would like to inform the guidelines for attending the 2021 Annual General Meeting of Shareholders which we seek cooperation from the shareholders and proxies per below:

**1. Shareholders are requested to appoint the Company's Independent Director as proxy instead of attending the meeting in person**

For health and safety and to reduce the risk of the spread of COVID-19, the Company requests for the shareholders cooperation to consider appointing the Independent Director as proxy by fill in the proxy form B. and send the proxy form using the enclosed envelope and send to the Company within Monday, 19 April 2021.

**2. In case the Shareholders wish to submit questions related to the agenda in advance**

The shareholders are requested to send questions in writing and please specify your name, telephone number and email address (if any) in the form that is sent together with the notice of the meeting per Enclosure 13 and send to the Company within Monday, 19 April 2021 via the following channels.

2.1. By post: attached the form in the postal envelop provided by the Company

2.2. By email : pemiga\_c@thoresen.com

2.3. By facsimile : +66 (0) 2 657 1040

**3. In case the Shareholders wish to attend the meeting in person**

The Company would like to ask for your kind cooperation regarding to the guidelines for attending the 2021 Annual General Meeting of Shareholders in order to prevent the risk of the spread of COVID-19.

3.1. There will be a screening point to measure the body temperature before entering the meeting venue. For those being identified with the respiratory symptoms, the Company reserves the right to deny entry into the meeting room. In case the aforementioned shareholders present at the venue, such shareholder may grant proxy to the Independent Director to attend the meeting on their behalves, by fill in the proxy form B. The Company seeks for your kind cooperation to strictly follow the recommendations of our staffs at the screening point.

3.2. Attendees are required to fill in the form for health screening for being infected or possibly infected of Coronavirus Disease 2019 (COVID-19). Please note that concealment of health information or traveling record could be considered a violation of the Communicable Diseases Act B.E. 2558.

- 3.3. Attendees are required to register their check-ins and check-outs via QR Code linked with Thai Chana mobile platform. This measure is intended to facilitate the disease-control tracking in an event that any attendees are infected with COVID-19.
- 3.4. The Company will arrange seats with social distancing once the number of attendees reaches the limit, additional shareholders or proxies will not be able to enter the meeting room.
- 3.5. The Company will only allow the registered shareholders and proxies to attend the shareholders meeting and will not allow anyone accompanying them to enter the meeting room.
- 3.6. All attendees must sit only in their designated seats and shall not move to another seat throughout the duration of the meeting.
- 3.7. All attendees are required to wear face masks at all time.

The snack boxes and drinking water will be provided. However, to ensure hygiene for all, all attendees are requested to refrain from eating food in the meeting venue.

#### **Protocol for questions submission in the meeting room**

**Any shareholders and proxies who have questions are requested to write down their questions with neat handwriting in the form that are provided at the registration desks and put in the prepared questions box or submit them to our staffs before the consideration of such agenda.** Only questions related to the agenda items where voting is involved will be addressed in the meeting. To ensure hygiene for all, microphones will not be provided for shareholders and proxies during Q&A sessions. The Company shall keep its meeting short, concise and following the agenda that is in accordance to the law. A summary of the questions and answers that were not addressed in the meeting, will be attached to the minutes of the 2021 Annual General Meeting of Shareholders, which will be disclosed on the Stock Exchange of Thailand's portal and published on the Company's website within 14 days of the date of the shareholders meeting.

The above-mentioned guidelines are subject to change in accordance with the guidelines, rules, and/or regulations issued by the Ministry of Public Health and/or other concerned authorities. If there are any changes in the situation or to the above-mentioned guidelines, the Company will inform the shareholders via the Company's website at [www.pnthoresenasia.com](http://www.pnthoresenasia.com).

Please be informed accordingly. Your kind cooperation to the above-mentioned guidelines would be highly appreciated.