



**Measures and Guidelines to prevent the outbreak of the Coronavirus Disease 2019  
for the 2020 Annual General Meeting of Shareholders**

Due to the ongoing situation of the Coronavirus Disease 2019 (COVID-19) outbreak, RS Public Company Limited (the "Company") has a deep concern about the health and safety of shareholders and would like to inform the shareholders of the Measures and Guidelines to prevent the outbreak of the Coronavirus Disease 2019 for the 2020 Annual General Meeting of Shareholders as follows:

1. **The Company would like to seek cooperation from shareholders to appoint the Company's independent director as proxy holders to attend and vote at the meeting on their behalf.** This can be done by submitting the duly executed Proxy Form and required documents to "Legal Affairs of RS Public Company Limited, No. 27 RS Group Bldg., Tower A, Prasert-Manukitch Road, Sena Nikhom, Chatuchak, Bangkok 10900" **at least 2 business days prior to the meeting date.**
2. **Shareholders are welcome to submit any questions** regarding the agenda items prior to the meeting via the following channels:
  - Email address: [patchareem@rs.co.th](mailto:patchareem@rs.co.th); or
  - Mail to "Legal Affairs of RS Public Company Limited, No. 27 RS Group Bldg., Tower A, Prasert-Manukitch Road, Sena Nikhom, Chatuchak, Bangkok 10900".
3. **In case shareholders still wish to attend the meeting in person,** the Company would like to request for cooperation from shareholders to strictly comply with the Measures and Guidelines to prevent the outbreak of the Coronavirus Disease 2019 as follows:
  - 3.1 Shareholders / proxy holders must clear screening by having their body temperature measured and completing the COVID-19 screening questionnaire. The Company shall arrange for qualified medical personnel to screen all the attendees before they enter the meeting venue. If the Company has found that attendees have any of the following exposures:

- having body temperature of 37.5 degrees Celsius or higher, or
- having respiratory system symptoms such as coughing, sore throat, runny nose, and shortness of breath or difficulty breathing, or
- the answers in the questionnaire indicate a risk of COVID-19 infection.

The Company reserves the right to not allow such shareholders / proxy holders to attend the meeting. However, shareholders can appoint the Company's independent director as proxy holders to attend the meeting on their behalf.

- 3.2 The Company shall allow only registered shareholders / proxy holders to attend the meeting. **Any accompanying person shall not be allowed to enter the meeting room.**
- 3.3 The Company shall organize physical distance of at least 1 meter to reduce attendees' congestion in relevant areas e.g. screening points, document-checking points and registration areas, as well as having limited the number of shareholders for elevator usage in each round.
- 3.4 The Company shall arrange the seats in the meeting room with physical distance between each seat of at least 1 meter. Each registered attendee will be assigned a specific seat number and must strictly occupy the assigned seat to facilitate the disease-control tracking in an event that any attendees are infected with COVID-19.
- 3.5 Attendees must wear a face mask at all times.
- 3.6 The Company shall not serve tea and coffee, but bottles of water and snack will be provided in the complimentary snack boxes. The Company kindly requests all attendees not to eat food or snack in the meeting room and meeting venue areas.
- 3.7 The Company shall provide attendees with hand sanitizer gel at the screening points, registration areas and in the meeting room.
- 3.8 The Company shall clean the meeting venue prior to the meeting date according to the disease prevention measures as prescribed by the government.

In case there are any changes in the situation or additional AGM-related measures that come from the government, the Company shall inform the shareholders via the Company's website ([www.rs.co.th](http://www.rs.co.th)). In the event that there are many attendees or the meeting venue is crowded by attendees who arrive at the same time, a delay in screening and registration for the meeting might occur. The Company hereby apologizes for any such inconvenience that may arise.

Sincerely yours,

RS Public Company Limited