

Guidelines for attending the Annual General Meeting of Shareholders 2020.

Under the situation of the outbreak of the Coronavirus Disease 2019 (COVID-19)

1. The company encourages shareholders to appoint an independent director. (as in detail attachment 5) and should proceed according to the regulations and procedures (as in detail attachment 6), including opening channels for attend the meeting and sending questions regarding the Annual General Meeting of Shareholders in advance which promotes the use of shareholders' rights to attend meetings in accordance with the principles of corporate governance.
2. In the case that the shareholders would like to attend the Annual General Meeting by themselves. The shareholders must comply with the following guidelines for attending the meetings of the company:
The company has prepared a screening point for the shareholders and relevant parties at the meeting venue on the 21 fl., Crowne Plaza Bangkok Hotel. By professional nursing staff and professional nursing assistants There is a screening procedure as follow,
 - a) Inquire about preliminary risk information/fill in the health declaration form
 - b) Check the fever
 - c) Service with alcohol gel for disinfection
 - d) Confirmation Stickers Passing Screening

The company reserves the right to not allow or refusing to allow shareholders or persons involved in the meeting having a body temperature exceeding 37.5 degrees or found a risk of the spread of COVID-19, participated in the meeting. However, shareholders who come to the meeting place will meet the screening point at the front of the hotel entrance as well, which is a measurement of the hotel.

3. All participants must bring their own face masks and must wearing a face mask at the meeting and keeping a social distancing. Shareholders, who do not wear masks will not be allowed to enter the hotel area.
4. In order to reduce and prevent the chance of the spread of the Coronavirus Disease 2019 (COVID-19), the company has arranged a seat with a space between the appropriate persons at least 1-1.5 meters which will make the number of seats in the meeting room limited to 40 seats and when the seats are full. The company ask for the shareholders not able to enter the meeting room. Fill out the proxy form for the independent directors of the company instead of attending the meeting.
5. If shareholders wish to attend the meeting themselves, please inform the company at least 3-5 days in advance via email ir@bizalignment.com Specify first name, last name, contact number and the number of shares held on the date specified, the list of shareholders entitled to attend the meeting (Record Date).
6. the company will do its utmost to prevent any adverse effect on the health of shareholders, employees, directors. Therefore, the company would like to request the cooperation from all shareholders in strictly implementing the various measures and guidelines specified by the company. Which may cause inconvenience at some stages of attending the meeting. The company apologizes for the inconvenience that may occur at this opportunity.