



SISB PUBLIC COMPANY LIMITED
498/12, Soi Ramkhamhaeng 39 (Tepleela 1),
Wangthonglang, Wangthonglang, Bangkok 10310 Thailand
Tel: +66 (0)2 158 9090 | Fax: +66 (0)2 158 9091 | sisb.ac.th

22 June 2020

Subject: Measures and guidelines for the Annual General Meeting of Shareholders under the pandemic coronavirus 2019 (COVID-19)

Attention: President of The Stock Exchange of Thailand

According to SISB Public Company Limited (the "Company"), the Annual General Meeting of Shareholders for 2020 will be held on 13 July 2020 at 10:00 am at multi-purpose hall, 3rd floor of Singapore International School of Bangkok at address no. 498/11, Soi Ramkhamhaeng 39 (Tepleela 1), Wangthonglang Sub-district, Wangthonglang District, Bangkok 10310

In this regard, the Company has set measures and guidelines for the Annual General Meeting of Shareholders under the pandemic situation of coronavirus 2019 (COVID-19) as follows

1. Request cooperation from shareholders to grant proxy to the independent directors of the Company instead of attending the meeting in person by sending a proxy letter and proxy document (details of the proxies as specified in the enclosure no.10)
2. Shareholders can submit questions in advance. Please specify the question, your name, last name, telephone number, email via e-mail: csecretary@sisb.ac.th with the proxy. The Company will answer questions via the company's website.
3. In case the shareholders still wish to attend the meeting in person, the shareholders must strictly comply with the measures issued by government and accept the risk of which the Company does not wish to occur. Therefore, the Company seeks cooperation from shareholders for the followings
 - 3.1 The Company will set up screening points in accordance with the guidelines of the Department of Disease Control at the entrance and front of the meeting room. All attendees must fill out the attached questionnaire for screening for COVID-19 before entering the meeting venue. In the event that you conceal health information and travel history, it is considered violation of the Communicable Disease Act 2015. In this regard, queuing maintains a distance of 1 meter at the screening point, check point of document and registration point.
 - 3.2 In the case that the Company detected persons with a body temperature of 37.5 degrees Celsius or more or those traveling to or returning from countries that are in dangerous contagious area outside the Kingdom announced by of Ministry of Public Health for less than 14 days from the returned date or being close contacts with persons traveling to or returning from the country of respective area for less than 14 days from the return trip or with fever or having symptoms that may be suspected to be infected with COVID-19, the Company reserves the right to not allow shareholders and proxy holders to enter the meeting room.
 - 3.3 The Company will arrange chairs at a distance at least 1 meter. The meeting can accommodate the shareholders and proxy holders approximately 200 seats. Kindly be seated at numbered and not to move chairs provided for preventive reason. In case seats are full, the shareholders and proxy holders can attend in prepared area to view via live broadcasting.

- 3.4 On the meeting day, the Company requests the attendees to ask questions in writing to replace using microphone. The meeting will be conducted within 2 hours.
- 3.5 The Company will spray disinfectant and carry out deep cleaning before the meeting and requests all attendees to wear masks at all time.
- 3.6 Snack will not be provided and eating food in the meeting area is not allowed. If the situation changed in accordance to additional requirements from government regarding the shareholders' meeting, the Company reserves the right to inform the change via the company website (www.sisb.ac.th) and other media as appropriate.

In case many attendees arrive at the same time causing delays in screening and registration, the Company shall apologize for any inconvenience caused.

Please be informed accordingly.

Yours faithfully,

Mr. Yew Hock Koh
Chief Executive Officer



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Health questionnaire for screening for COVID-19 before attending
the Annual General Meeting of Shareholders Year 2020 of SISB Public Company Limited

Under pandemic of coronavirus disease 2019 (COVID-19), SISB Public Company Limited has implemented health questionnaire for screening and please provide information below

First and last name _____

Phone number _____

1. Have you had any of these illnesses in the last 14 days? Please check by the symptoms that appear.

	Yes	No
Fever	___	___
Runny nose	___	___
Dyspnea	___	___
Cough	___	___
Sore throat	___	___
Muscle aches	___	___

2. Have you entered an area at risk of infection or contacting people with the following risks?

Are you close to people who are infected or care providers in hospitals or suspects under diagnosis of COVID-19 infected?	Yes ___	No ___
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3. Please state the name of the province resided in Thailand or the name of the city and country in which you resided during the past 14 days in the table below.

Signature _____ Date _____