



SET 2021/05

April 19, 2021

Subject: Measures and Guideline for holding the 2021 Annual General Meeting of Shareholders under the Circumstance of Coronavirus 2019 (revised version)

To: President
The Stock Exchange of Thailand

Due to the outbreak of the Coronavirus Disease 2019 (COVID-19), with kind concern for the health and safety of all meeting attendees and staff, the Company, therefore; provided the Precautionary Measures and Guidelines for holding the Annual General Meeting of Shareholders under the Circumstance of Coronavirus 2019 (COVID-19), which is compliance with measure issued by the Department of Disease Control, Ministry of Public Health as follows:

1. Shareholders are required to grant Proxy to the Company's Independent Directors to attend the Meeting instead of participating in persons.

1.1 Shareholders can grant a proxy to the Company's Independent Directors to attend and vote at the Meeting by using a proxy form as sent to shareholders together with the invitation letter in a QR code format or downloading via the Company's website (Pre-casting the vote for each agenda is recommended) and sending back the proxy form together with related documents or evidence as enclosure no.6 to the Company within April 28, 2021 to the address below:

Corporate Secretary

**TEAM Consulting Engineering and Management Public Company Limited
151 Nuan Chan Road, Nuan Chan Sub-district, Bueng Kum District,
Bangkok 10230, Thailand.**

1.2 To recognize how importance of the shareholders as well as to promote good corporate governance, the Company provides Shareholders more options for submitting written questions relating to the agendas in advance, using the form provided (download via the Company's website). The Company shall record questions and answers in the AGM Minutes of Meeting by which Shareholders are required to indicate their name and surname. Shareholders are welcome to send them with the proxy form, appointing the Company's Independent Director as their proxies, or choosing channels as follows:

- **Registered Mail:** To Corporate Secretary, TEAM Consulting Engineering and Management Public Company Limited 151 Nuan Chan Road, Nuan Chan Sub-district, Bueng Kum District, Bangkok 10230
- **Email:** cs@team.co.th
- **Facsimile:** +662 509 9090

2. In case of Shareholders who wish to attend the Meeting in person, the Company would like to request your kind cooperation to strictly follow the Company's measures and guidelines to prevent and minimize the risk of COVID-19 spread as follow:

2.1 Please indicate your wish to attend the meeting in advance, using the form provided (download via the Company's website), and submit the form to the Company by Wednesday, April 28, 2021.

2.2 The Company has organized the meeting venue to avoid crowded meeting area with the appropriate social distancing of 1.5-2 meters in various areas, which are temperature-screening points (G floor), document-checking points, and registration counters, **and to comply with the Regulation Issued under Section 9 of the Emergency Decree on Public Administration in Emergency Situations B.E. 2548 (2005) (No.20), issued on 16 April B.E. 2564 (2021), the Company, therefore; has limitedly the number of attendances by not over 50 persons (including the Company's Directors, Executives, and staff)** Once the seats are fully occupied, Shareholders, who attend the meeting in persons, are required to grant a proxy to the Company's Independent Directors to attend the Meeting instead of participating in persons.

2.3 All attendees are required to fill in the COVID-19 Infection Risk Screening Form and requested to pass the temperature screening point before entering the meeting. All attendees who have a body temperature of 37.5 degrees Celsius or higher will not be allowed to attend the meeting. Attendees who passed the health screening are requested to put on a sticker marked clearly, and the Company would like to request all attendees to prepare and wear a facemask at all times and clean whose hands by using the alcohol-based hand sanitizer gel, provided by the Company at the meeting areas.

2.4 The Company reserves the right to not allow any attendees who do not pass the temperature-screening or do not complete the COVID-19 Infection Risk Screening Form to enter the Meeting.

2.5 The Company reserves the rights to not allow any attendees who have recently visited or returned from any disease infected zones as notified by the Ministry of Public health, including those who have had close contact with those who have visited or returned from any disease infected zones or **being found of having risky symptoms such as** fever, cough, sore throat, runny nose, loss of sense of smell or taste, shortness of breath, patient with pneumonia, including those who have contacted with confirmed COVID-19 case, or traveled to or resided in Maximum Control Areas in the period of 14 days prior to the meeting to attend the Meeting. Those who cannot attend the meeting due



to the reason explained above are able to appoint the company's Independent Director as their proxies to attend and vote at the Meeting. Please also note that concealment of health information or traveling record could be considered as a violation of the Communicable Diseases Act B.E. 2558.

2.6 To minimize the risk of COVID-19 spreading, the microphone will not be available for asking questions at the meeting. Attendees, who wish to ask any questions, are able to submit their written questions to the Company's staff to submit them to the Chairman of the Board of Directors.

3. The Company would not serve any food at the Meeting in order to minimize the risk of the infection of COVID-19 spreading.

4. The meeting room would be cleaned a day in advance.

5. If there are any changes in the situation or additional AGM-related measures from the Government Official, the Company will inform Shareholders via the Company's website at www.teamgroup.co.th

The Company would like to apologize for any inconvenience that may occur, especially if a high number of meeting attendees cause a delay in the health screening and registration process.

Please be informed accordingly.

Yours Sincerely,

(Dr. Aphichat Sramoon)

Chief Executive Officer

TEAM Consulting Engineering and Management PCL.