

**Guideline to the Shareholders for Attending the 2022 Annual General Meeting of Shareholders  
in respect to the Outbreak of the Coronavirus Disease 2019 (COVID-19)**

Chememan Public Company Limited (the "Company") has set up the guideline for the shareholders to attend the 2020 Annual General Meeting of Shareholders in respect to the outbreak of the Coronavirus Disease 2019 (COVID-19) as follows:

1. The Company recommends shareholders to consider appointing the Independent Director of the Company to act as proxy to attend and vote on your behalf, in order to prevent the spread of COVID-19. For your convenience, Proxy Form B is attached to this invitation letter. Shareholders can complete the form and submit the proxy form together with supporting documents to the Company by 20 April 2022.
2. The Company provides opportunity for the entitled shareholders to submit suggestions and/or questions, prior to the meeting, on the issues relating to the agenda of 2022 Annual General Meeting of Shareholders until 20 April 2022 via email: [ir@chememan.com](mailto:ir@chememan.com) or by post. All suggestions and/or questions submitted should be accompanied by the shareholder's name and surname as well as contact number.

Proxy Form and/or questions or suggestions relating to the agenda of 2022 Annual General Meeting of Shareholders are to be submitted to: Company Secretary of Chememan Public Company Limited, 195/11-12 Lake Rajada Office Complex 2, Floor 10-11, Rajadapisek Road, Klongtoey, Bangkok 10110.

3. For shareholders who wish to attend the meeting in person, the Company has set up measures and guideline to prevent the spread of COVID-19 as follows:
  - 3.1 All meeting attendees are required to fill in the screening form before entering the meeting venue. The Company reserves the right to deny entry to anyone who has traveled to/from the disease infected zones as notified by the Ministry of Public Health within 14 days prior to the meeting date, including those who have had close contact with those who have traveled to/from the disease infected zones within 14 days prior to the meeting date, and to anyone showing risky symptoms such as fever, cough, sneezing and running nose. The Company would ask for your cooperation to strictly follow the recommendations from our staffs or attendee will be denied from entering the meeting. Shareholders who have been denied entry to the meeting can still appoint the Company's Independent Directors as their proxies to attend the meeting and vote on their behalf by completing the proxy form prepared by the Company. Please also note that attendees must not conceal their health information or travelling record.

- 3.2 All attendees must have their body temperature checked before entering the meeting. The Company reserves the right to deny entry to those with fever (having body temperature higher than 37.5 degree Celsius) or with fever symptoms. Attendees who have passed the health screening are requested to put on a registration sticker as well as prepare and wear face mask at all times during the meeting.
- 3.3 The Company will arrange the seating with appropriate social distancing at a minimum of 1 meter placement from each other. This will limit the number of available seats in the meeting room to approximately 50 seats. When the seats are fully occupied, the remaining shareholders coming in person will be asked to assign their proxy to the Company's Independent Director to attend the meeting and vote on their behalf.
- 3.4 To lower the risk of the spread of COVID-19, the Company will not prepare microphone for questions asking. Attendees who wish to ask questions in the meeting can write down and submit their questions to the Company's staffs who will hand over the questions to the Chairman of the meeting.
- 3.5 There will be no serving of food, coffee or tea and no eating allowed in the meeting venue in order to minimize personal direct contact in which may risk the infection of the disease.
- 3.6 In case there are any changes in the situation or additional government measures relating to the meeting, the Company will inform all shareholders via the Company's website at [www.chememan.com](http://www.chememan.com)

The Company sincerely hopes to receive kind cooperation from all shareholders for the safety and health of all shareholders.