



Announcement of COVID-19 prevention policy for Annual General Meeting 2020

According to the epidemic of COVID-19, the Company would like to inform you of our prevention policy with adhered to suggestion of Department of Disease Control, Ministry of Public Health for the upcoming Annual General Meeting 2020 as stated below:

1. The Company will disclose its Invitation Letter for the 2020 Annual General Meeting of Shareholders, together with related documents on the Company's website www.navanakorn.co.th as well as sending by postal mail to shareholders in advance.
2. Kindly requests Shareholders' cooperation in **giving their proxy authority to NNCL's Independent Director.**
3. Shareholders are welcome to submit relevant questions prior to the meeting. Shareholders are requested to include their name, telephone number, email address (if any) in the following channel: E-mail: secretary@navanakorn.co.th or send their questions together with the proxy form. The Company will provide answers to the questions on the Company's website.
4. In case there are shareholders who wish to attend the Meeting in person, these shareholders are required to strictly comply with relevant laws and measures stipulated by the government entities. Your attendance to the Meeting can not to be used as an exemption of liabilities that may incur from violation of any provisions of laws. In addition, you also agree to bear any risks and impact from participating the meeting, including agreeing to take care of your own health and welfare. The Company wishes to avoid any impact that affects your health and welfare and would like to request your cooperation to strictly comply with the following measures.

4.1 The Company shall conduct health screening, in compliance with the guidelines of the Department of Disease Control, at the meeting room entrance. Attendees shall be required to truthfully fill in the COVID-19 Screening Questionnaire attached herewith regarding possible infection of Coronavirus Disease 2019 in advance before entering the venue. Please note that concealment of health information or traveling records is considered a violation of the Communicable Diseases Act B. E. 2558. The Company has organized appropriate social distancing of 2 meters in various areas, e. g. , temperature- screening points, document- checking points and registration counters.



4.2 The company reserves the right to deny attendees' entry into the meeting, specifically those who are identified with a body temperature of 37.5 degrees Celsius or higher or those who have recently visited or returned from any disease infected zones as stated by the Ministry of Public Health in less than fourteen (14) days from international travel, including those who have had close contact with people who have visited or returned from any disease infected zones in less than fourteen (14) days from international travel. It also includes those having a fever or showing any signs of COVID-19 infection or respiratory symptoms.

4.3 In case of participant(s) has (have) one of the following symptoms including, but not limited to, fever, cough, sore throat, sneezing and runny nose, participant(s) would be suspended meeting attendance. Accordingly, participant(s) could grant the proxy to the independent director of the Company instead in order to vote on your behalf. The registration staff will facilitate the documents and stamp duty for your convenience.

4.4 The Company will arrange the seat with appropriate social distancing at the minimum of 1-2 meters from each other. This will reduce the number of seats available in the meeting room. In the event that the seats are all taken by the prior attendees, the Company will request for your cooperation to consider giving a proxy to attend the meeting on his/her behalf instead.

4.5 The Company requests that every shareholder who passed through the screening point and would like to attend the 2020 Annual General Meeting of Shareholders to follow these recommendations:

- Wear a facemask
- Wash your hands with soap or hand sanitizer
- Avoid touching your face (eyes, nose and lips) whenever possible
- Avoid touching or sharing personal items with others
- Please leave the Meeting if you develop a fever, cough, runny nose, sore throat or breathing difficulties

4.6 On the day of the meeting, to ensure the conciseness of the meeting, the Company kindly requests shareholders who wish to ask questions to write them down and submit them in the question box, instead of speaking through the microphone. Paper and pens will be provided by our staff. The answers will be published on the Company's website within one week after the meeting.



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4.7 Neither meal nor will be served at the meeting in order to minimize the risk of spreading the disease.

4.8 The Company will provide a handwashing point or alcohol gel adequately in the meeting place. Especially in areas with a lot of common uses such as meeting rooms, registration points etc.

4.9 The Company will emphasize the venue's staffs to clean equipment and a lot of common uses areas with liquid detergent, cleanser and/or 70%-alcohol regularly.

Printed copies of the 2019 Annual Report will not be provided at the meeting for sanitation and in order to minimize personal direct contact, and to reduce any environmental impact.

In case there are any changes in the situation or additional AGM-related measures that come from the Government entities, the Company may inform Shareholders via the Company's website (www.navanakorn.co.th) and other media channels as appropriate.

The Company hereby apologizes for any such inconvenience that may arise.

Sincerely yours,
Nava Nakorn Public Company Limited

Investor Relation

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