



**Preliminary Measures and Guidelines for attending the 2021
Annual General Meeting of Shareholders
during the outbreak of the Coronavirus Disease 2019**

Due to the ongoing situation of the Coronavirus Disease 2019 (COVID-19), Allianz Ayudhya Capital Public Company Limited (the "Company") is deeply concerned over the risk of infection at the shareholders' meeting. The Company, therefore kindly asks the shareholders to be informed and cooperate with the following measures:

1. Following the government measures regarding the meeting arrangement with the restriction to maximum of 200 seats, the Company, therefore, request the shareholders' cooperation to grant a proxy to the Company's Independent Director or Non-Executive Director to attend and vote at the meeting by sending the proxy form at least 3 business days prior to the meeting date to:

Corporate Secretary (Legal Department)

**Allianz Ayudhya Capital Public Company Limited,
14th Floor, Ploenchit Tower, No. 898 Ploenchit Road,
Khwaeng Lumpini, Khet Pathumwan, Bangkok 10330.**

2. Shareholders are welcomed to submit any questions regarding the agenda items prior to the meeting via the following channels:

- Email address: cs@azay.co.th ; or
- Registered mail to :

Corporate Secretary (Legal Department)

**Allianz Ayudhya Capital Public Company Limited,
14th Floor, Ploenchit Tower, No. 898 Ploenchit Road,
Khwaeng Lumpini, Khet Pathumwan, Bangkok 10330**

3. **In case that any shareholder or proxy-holder still want to attend the meeting in person**, the Company would like to request the attendees for cooperation to strictly comply with the Measures and Guidelines to protect against the outbreak of the Coronavirus Disease 2019 as follows:

- 3.1 The Company shall conduct health screening at the meeting entrance and each attendee shall complete the COVID-19 screening questionnaire. If the Company has found that any attendee has any of the following exposures, the Company reserves the right to deny the entry into the meeting:

- having body temperature of 37.5 degrees Celsius or higher,
- coughing, sore throat, runny nose, lost sense of smell or taste and shortness of breath or difficulty breathing, or
- any attendee who has traveled to or from countries or provinces affected by the COVID-19 outbreak during in the period of 14 days prior to the meeting date or has been in contact with a confirmed COVID- 19 patient, or been to a public space or place where people are gathered, which have been confirmed cases of COVID-19 in the past 1 month.

In case that the aforementioned shareholder presents at the venue, such shareholder may grant the proxy to the Company's independent director or non-executive director to attend the meeting. For information of Company's independent director and/or non-executive director is as Attachment No. 5 of the 2021 AGM invitation Letter.

- 3.2 The Company shall allow only registered shareholders / proxy holders to attend the meeting. **Any accompanying person shall not be allowed to enter the meeting room.**

- 3.3 The Company shall organize physical distance of at least 1 meter to reduce attendees' congestion in relevant areas e.g. screening points, document-checking points and registration counter, as well as having limited the number of shareholders for elevator usage in each round.
- 3.4 The Company shall arrange the seats in the meeting room with physical distance between each seat of at least 1.5 meters. Each registered attendee will be assigned a specific seat number and must strictly occupy the assigned seat to facilitate the disease-control tracking in an event that any attendees are infected with COVID-19.
- 3.5 Attendees who pass the screening process shall be put on a registration sticker. Attendees must wear a face mask at all times.
- 3.6 The Company shall not serve tea and coffee or snacks at the meeting to minimize personal direct contact in which may risk the infection of the disease. The company will provide bottles of water to the attendees.
- 3.7 The Company shall provide attendees with hand sanitizer gel at the screening points, registration counter and in front of the entrance to the meeting room.
- 3.8 For sanitary reasons, the Company will not provide microphone to shareholders during Q&A sessions. The Company requests that the attendees, who wish to ask questions, write down on the slips of paper and drop these into the question box.
- 3.9 Printed copy of the Annual Registration Statement / Annual Report 2020 (Form 56-1 One Report) shall not be provided at the meeting to minimize personal direct contact, and to reduce any environmental impact. Shareholders may download the Form 56-1 One Report via QR Code displayed in the Meeting Invitation of which distributed to the Shareholders or download via QR Code provided at registration counter area.

In case there are any changes in the situation or additional AGM-related measures that come from the government, the Company shall inform the shareholders via the Company's website (www.ayud.co.th). If there are many attendees or they arrive at the venue at the same time, there may be delay in screening and registration for the meeting. The Company hereby apologizes for any such inconvenience that may arise.

Please be informed accordingly.

Sincerely yours,

Allianz Ayudhya Capital Public Company Limited