

Subject: Ask for cooperation in implementing measures and guidelines for the General Meeting of Shareholders for the year 2021

To: Shareholders

According to the Board of Directors of the Navakij Insurance Public Company Limited (“the Company”) has resolved to call the Annual General Meeting of Shareholders for the year 2021 (No. 89) held on Tuesday, 27 April 2021 at 3.00 p.m. at the Grand Hall, the Bangkok Club, 28th Floor, Sathorn City Tower, Sathorn, Bangkok.

The Navakij Insurance Public Company Limited (“the Company”) recognizes the health of shareholders and attendees of the Annual General Meeting of Shareholders. Under the circumstances of the coronavirus infection (COVID-19) pandemic, the Company has set measures and guidelines for the general meeting of shareholders according to the Department of Disease Control, Ministry of Public Health. The shareholders and attendees are requested to strictly adhere to the following measures and guidelines.

1. Shareholders are requested to cooperate to grant proxy to the Company's directors or independent directors only instead of attending the meeting by themselves.

1.1 Shareholders can authorize the directors or independent directors to attend and vote on their behalf by using proxy form (Form B) which the company has published on the website of the company and sent to the shareholders in the form of a QR code, with the invitation to the annual general meeting of shareholders for the year 2021 and submit it with supporting evidence to the Company Secretary, the Navakij Insurance Public Company Limited, 100/47-55, 90/3-6 Sathorn Nakorn Tower, North Sathorn Road, Silom, Bangrak, Bangkok 10500 or by email [office\\_president@navakij.co.th](mailto:office_president@navakij.co.th).

1.2 The Company will provide the shareholders who give proxies and do not attend the meeting in person, the Facebook Live conference broadcast via [www.facebook.com/navakijinsurance](https://www.facebook.com/navakijinsurance).

2. The Company has the meeting venue cleaned in advance and will limit the number of to **25 seats** for appropriate social distancing. Once the seats are fully occupied, the Company asks for the cooperation of the shareholders who attend the meeting in person in appointing to the Company's directors or independent directors instead.

3. All attendees are strictly required to follow the conduct of the Annual General Meeting of Shareholders to prevent and reduce the risk of COVID-19 virus spread as follows:

3.1 To follow the instructions of the screening point at the entrance of the meeting venue by measuring body temperature and filling in the screening form.

3.2 The Company reserves the right not to allow shareholders or proxies with the following risks to enter the meeting venue and asks for granting proxy to the directors or independent directors to attend the meeting instead.

- Those who fail to follow staff instructions at the screening point or do not respond the health screening form.

- Those who travel abroad or are close to the one who travels abroad less than 14 days before the meeting date.
- Those who live in epidemic-prone areas or in close contact with people in high-risk areas.
- Those who have a body temperature of 37.5 Celsius or more or symptoms of respiratory disease such as cough, sore throat, sneezing or a runny nose, etc.

**Please note that concealment of health information or travel history could be considered as an offense under the Communicable Disease Act B.E. 2558.**

- 3.3 Attendees who passed the health screening are requested to put on a registration sticker, check-in and check-out via “Thai Chana” application, wear their own sanitary throughout the meeting and also clean the hands with alcohol gel on a regular basis.
- 3.4 All attendees are requested not to have food during the meeting. **The Company does not serve food and drinks to reduce the risk of epidemic.**
- 3.5 The Company does not provide a microphone for inquiries. Attendees shall write their questions on the papers provided and send them to the Company staff to forward it to the Chairman of the Board.

4. The Company will conduct the meeting in accordance with the agenda of the meeting concisely to complete the meeting in a short time.

The Company appreciates the cooperation of all shareholders and attendees and apologizes for any inconvenience caused by the above measures and practices. If the situation changes or there are additional requirements from government agencies related to organize the shareholders' meeting, the Company will notify the shareholders via the Stock Exchange of Thailand system and the Company's website. ([www.navakij.co.th](http://www.navakij.co.th)).

Please be informed accordingly.