



บริษัท วิจิตรภัณฑ์ปาล์มออยล์ จำกัด (มหาชน)

VICHITBHAN PALMOIL PUBLIC COMPANY LIMITED

2044 ถนนเพชรบุรีตัดใหม่ แขวงบางกะปิ เขตห้วยขวาง กรุงเทพฯ 10310

2044 PHETBURI EXTENSION ROAD, BANGKAPI HUAYKWANG BANGKOK 10310

No. 059/2021

22 April 2021

Subject Precautionary Measures and Arrangement of the 2021 Annual General Meeting of Shareholders under the COVID-19 Outbreak

To President of the Stock Exchange of Thailand

Enclosure Precautionary Measures and Guidelines for the Attendees for the 2021 Annual General Meeting of Shareholders of Vichitbhan Palmoil Public Company Limited under the COVID-19 Outbreak

Vichitbhan Palmoil Public Company Limited ("the Company") has set the convention of the 2021 Annual General Meeting of Shareholders ("the 2021 AGM") on 27 April 2021 at 1.00 p.m. at Royal Jasmine Room, L Floor, Jasmine City Hotel Bangkok, No. 2 Sukhumvit 23 Road, Klongtoey-Nue Sub-District, Wattana District, Bangkok Metropolis.

As the current situation of the COVID-19 outbreak is widespread and more severe, the Company has concerned for the safety and well-being to all shareholders, employees and all relating persons. Therefore, the Company strongly requests your cooperation to strictly follow the Precautionary Measures and Guidelines for the Attendees for the 2021 AGM due to the COVID-19 Outbreak Situation as per attached and also published on the Company's website. The Company hereby apologizes for any inconvenience that may occur during the meeting due to the strict safety procedures and thank you for all your kind cooperation in this matter.

Your acknowledgement of these matters would be appreciated.

Sincerely yours,

(Mr. Krisada Chavananand)

Managing Director



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(Attachment)

Precautionary Measures and Guidelines for the Attendees for the 2021 Annual General Meeting of Shareholders of Vichitbhan Palmoil Public Company Limited under the COVID-19 Outbreak

The Vichitbhan Palmoil Public Company Limited ("the Company") would like to state the guidelines for attending the 2021 AGM as follows:

1. The Company requests shareholders to consider appointing the Company's Independent Directors as their proxies without attending the meeting in person, irrespective of whether the shareholders are considered to be in the high-risk group. This is to alleviate the congestion of the crowd at the meeting which would also mitigate the risk of the COVID-19 spread. The shareholders may use the proxy form delivered by the Company, in which the shareholders are able to cast vote on every agenda in advance and submit it along with accompanying documents for proxy appointment to the Company Secretary Office, Vichitbhan Palmoil Public Company Limited, the Chavananan building, No. 2044, New Petchaburi Road, Bangkapi Sub-District, Huay Kwang District, Bangkok 10310 by Monday, April 26, 2021.
2. As for shareholders who intend to participate in the Meeting in person, the Company requests all of them to strictly follow the disease control procedures, as below:
 - 2.1 All participants must be checked a body temperature. Anyone who has a body temperature of 37.0 degree Celsius or higher will not be allowed to enter to the meeting venue.
 - 2.2 If participants including their followers show some respiratory disease symptoms such as having a fever, coughing, sneezing with running nose or fall within the surveillance according to the announcements of the Ministry of Public Health or other relevant regulatory bodies, they will be denied to enter the Meeting room in all circumstances. In addition, all participants are requested to strictly follow the suggestion of the officers at screening points.
 - 2.3 Participants in the meeting must be seated with appropriate social distancing, by leaving alternate seats free on both sides with a 1.5 meters distance, which will significantly reduce the number of seats available in the Meeting room at 50 seats (including the Company's staffs) and the foremost registered shareholders will have the right to attend the meeting. When the seats are fully occupied, no more participants will be allowed to enter the Meeting room.
 - 2.4 All participants must sit only in their designated zone and must not move to another zone throughout the duration of the meeting.



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- 2.5 All participants must wear face masks at all times while attending the Meeting, and clean their hands with alcohol gel, provided by the Company at several points.
- 2.6 For the shareholders who are unable to pass the screening or unable to attend the meeting because the prepared seats are fully occupied, please appoint the independent directors as proxies. In this respect, the Company will facilitate you with the stamp duty. In case the person unable to attend the meeting is the proxy, such proxy will not be able to assign a sub-proxy to the independent directors of the Company.
- 2.7 To minimize the risk from the spread of virus, the Company will not prepare microphone for asking questions in the meeting room, if you wish to ask questions at the meeting, please send your questions to the Company's staff in order to further forward them to the Chairman or the Company Secretary.
- 2.8 The Company will not provide any food, snack or beverage. In order to minimize the risk from the spread of virus, please refrain from eating all kinds of food in the meeting area.
- 2.9 The Company will not distribute the 2020 Annual Report in hard-copy at the meeting to reduce the mutual physical contact for the utmost safety all meeting participants.
- 2.10 The Company will clean the meeting venue properly in accordance with the guidelines from the Ministry of Public Health, including providing alcohol gel in several spots around the meeting area.

The Company will conduct the meeting concisely and control the meeting-time to limit the shareholders' exposure time.

All shareholders are advised to spare time for screening prior to entering the Meeting venue, which will take longer time than usual. The Company wishes to thank all shareholders, and apologize for any inconveniences that may occur during the Meeting due to the strict disease control procedures.

Due to the uncertainty of the COVID-19 outbreak situation, the Company reserves the rights to change meeting date, time, venue and/or other measures relating to the 2021 Annual General Meeting of Shareholders as appropriate. Should there be any of the said changes, the Company will notify the shareholders via a disclosure channel of the SET, the Company's websites or other channels specified by the laws accordingly.