

## **The Precautionary Measures and Guidance for Holding the Meeting Under the Pandemic of Coronavirus Disease 2019 (COVID-19)**

**For the Annual General Shareholders' Meeting No. 1/2020 of Charoen Pokphand Foods Public Company Limited**

As the arrangement of this Annual General Shareholders' Meeting is **under the pandemic of Coronavirus Disease 2019 ("COVID-19")**, the Company has therefore determined the precautionary measures and guidelines for holding the meeting according to guidance of **the order of the Center for COVID-19 Situation Administration No. 3/2563, issued under Section 9 of the Emergency Decree on Public Administration in Emergency Situations B.E. 2548 (2005) (No. 2) ("Order of CCSA")**. These measures and guidelines may cause inconveniences. Details are as follows:

1. **Request for shareholders' cooperation to grant a proxy to the Company's independent director instead of attending the Meeting in person** by sending Proxy Form B and related documents, using reply paid envelope which has been sent together with the invitation letter, to
  - Company Secretary Office,
  - Charoen Pokphand Foods Public Company Limited,
  - 313, 15<sup>th</sup> Floor C.P. Tower, Silom Road, Bangrak,
  - Bangkok 10500
  
2. To submit relevant questions prior to the Meeting, shareholders can submit via the following channels:
  - 2.1 Mail: enclose together with proxy form by using the reply paid envelope as attached with invitation letter to
    - Company Secretary Office,
    - Charoen Pokphand Foods Public Company Limited,
    - 313, 15<sup>th</sup> Floor C.P. Tower, Silom Road, Bangrak,
    - Bangkok 10500
  - 2.2 Email: [csoffice@cpf.co.th](mailto:csoffice@cpf.co.th)
  - 2.3 Facsimile: 0-2638-2139

and the Company will publish questions and answers via our website.
  
3. **In case that any shareholder intends to attend the meeting in person**, to reduce the risk of the spreading COVID-19, the Company would like to inform about the Company's guidance for holding the Meeting as follows:
  - 3.1 The Company reserves the right to deny entry into the meeting of shareholders or proxy-holders having risk or being identified with fever or respiratory symptom (shareholders, who attend in person, can grant a proxy to the Company's independent director to attend the meeting on behalf of shareholders).
  - 3.2 According to the order of CCSA relating to seating arrangement, number of seats available in the meeting room will be less than 50 seats. When the seats are fully occupied, shareholders or proxy-holders will not be allowed to enter into the meeting (shareholders, who attend in person, can grant a proxy to the Company's independent director to attend the meeting on behalf of shareholders).
  - 3.3 The Company reserves the right to prohibit entry of any individual accompanied shareholders or proxy-holders into the meeting.
  - 3.4 The Company **kindly requests all meeting attendants to prepare and wear a facemask at all times**. Otherwise, the Company reserves the right to prohibit entry of any individual without facemask.
  - 3.5 The Company **will not provide microphones for questioning**. Attendants who wish to ask questions will be requested to submit their written questions to the designated officers.
  - 3.6 **In order to reduce unnecessary contact which can cause spreading of disease, no foods and drinking water will be served and no printing documents will be distributed whereas eating and drinking are strictly prohibited in the meeting venue.**
  - 3.7 The meeting attendants shall be required to fill in the health declaration form. Please note that concealment of health information or travelling record could be considered a violation of the Communicable Disease Act B.E. 2558.
  - 3.8 Prior to the Meeting, in case that CCSA or relevant government agencies announce or issue additional shareholders' meeting measures which the Company has to comply with, the Company may have to change the abovementioned measures or guidelines accordingly.