# <u>Measures and guidelines on prevention of the spread of the Coronavirus Disease 2019</u> (COVID-19) for the 28<sup>th</sup> Annual Ordinary General Meeting of Shareholders of Bangkok Bank Public Company Limited

Bangkok Bank Public Company Limited ("the Bank") is concerned about the health and safety of shareholders and attendees of the 28<sup>th</sup> Annual Ordinary General Meeting of Shareholders which will be held on April 12, 2021; hence, the Bank has established measures and guidelines for the attending of shareholders' meetings in accordance with regulations and recommendations of the authorities to provide hygienic protection for attendees and to prevent the spread of COVID-19. In this regard, the Bank will conduct a screening process, arrange for social distancing measures, limit the number of people in a meeting room, arrange for registration before entering and exiting the Bank's building, and use an application that the authorities require.

As the Bank has limited space and has to arrange the meeting venue with sufficient distance between the participants as well as limit the number of participants in accordance with the regulations and measures of the authorities to prevent the spread of COVID-19, the meeting rooms of Bank may only be able to seat limited number of shareholders, which may cause inconvenience to the shareholders. Therefore, the Bank would like to request the cooperation of shareholders to authorize either the Chairman of the Board of Directors, the Chairman of the Audit Committee, or the President as a proxy holder to attend the meeting on your behalf. Shareholders can specify your proxy holder and also cast your vote on each agenda item in the proxy form and send it together with the relevant documents (as specified in the Guidelines for proxy holder appointment in Reference Document No.6 of the Invitation Letter to the shareholders, meeting) to the Bank using the enclosed prepaid envelope (no postage required).

A shareholder may send any question relating to the agenda of this meeting to the Corporate Secretary in advance by email to <u>apichart.ramyarupa@bangkokbank.com</u>, by mail to Mr. Apichart Ramyarupa, Bangkok Bank Public Company Limited, 25<sup>th</sup> floor, 333 Silom Road, Silom Sub-District, Bang Rak District, Bangkok 10500, or by fax to 0-2231-4890 before the date of the shareholders' meeting. Please also provide the contact information of the shareholder together with the question(s). The Bank will record questions and answers in the minutes of the shareholders' meeting as appropriate.

#### Measures and guidelines for the meeting

1. The Bank will provide hygienic protection in the meeting room by cleaning and disinfecting one day prior to the meeting.

2. Before entering the Bank's building, shareholders / proxy holders must register and clear screening by having their body temperature measured and present their information in the Mor Chana application to the Bank staff. In case shareholders / proxy holders do not have the Mor Chana application, they must complete the enclosed COVID-19 screening questionnaire and submit it to the Bank staff.

The Bank reserves the right not to allow shareholders / proxy holders with a body temperature of 37.5° C or higher, those who show respiratory symptoms such as coughing, sore throat, runny nose, and shortness of breath, or those whose answers in the questionnaire indicate a risk of COVID-19 infection to enter the building. However, shareholders who are not allowed to enter the building can authorize other people as proxy holders to attend the meeting and cast their votes on each meeting agenda item in the proxy form. If shareholders have any questions relating to any agenda item, they can provide their questions to the designated Bank staff. The Bank will record the questions and answers in the minutes of the shareholders' meeting as appropriate.

3. Registration starts at 13:00 hrs. <u>The Bank will not provide souvenirs, snacks or beverages to reduce</u> the risk of direct contact with items handled by others. 4. The Bank has limited the number of people in the screening and registration areas to reduce congestion and has a waiting area for shareholders / proxy holders before entering the screening and registration areas with social distancing space of 1 meter, which will be indicated with markers. Shareholders / proxy holders are requested to maintain social distancing space as designated by the Bank.

5. Shareholders / proxy holders must wear a face mask at all times when they are in the Bank building.

6. The Bank has prepared hand sanitizer gel for shareholders / proxy holders at the screening and registration areas and in the meeting rooms.

7. The Bank has arranged the seats in the meeting rooms with a social distancing space of 1.5 meters and a designated number. Each shareholder /proxy holder will be provided a seat number upon completion of the registration process. Shareholders /proxy holders are requested to sit at their designated seat number for the purpose of tracking in case any attendee is found to be infected with COVID-19.

8. The Bank will not use microphones for making inquiries or expressing opinions in meeting rooms to reduce the risk of direct contact with items handled by others. If shareholders wish to inquire or express an opinion, please write your questions or comments on the paper provided in advance by the Bank and give to the Bank staff for further collection and forwarding to the Corporate Secretary.

Such measures and guidelines are subject to change as announced or specified by the authorities.

### Coronavirus Disease 2019 (COVID-19) screening questionnaire

## For the 28th Annual Ordinary General Meeting of Shareholders which will be held on April 12, 2021

#### at Bangkok Bank Head Office

The Bank would like to request cooperation from shareholders or proxy holders in accurately answering the following questions to help prevent the spread of COVID-19.

Name - Surname	Phone number
1. Do you have a body tem	aperature of 37.5° C or higher?
Yes	□ No
2. Do you have any of the	following symptoms? (You can choose more than one answer)
Yes, I have	<ul> <li>Coughing</li> <li>Sore throat</li> <li>Shortness of breath</li> </ul>
No, I do not have	any aforementioned symptoms.
3. Have you traveled to an outbreak, within the past 14 days?	nother country or province, or returned from an area with a COVID-19
☐ Yes (Specify cou ☐ No	ntry / province / infected area)
4. Have you come into clo COVID-19 within the past 14 days	ose contact with anyone who has, or is suspected of being infected with,
Someone in my h	re close contacts who have had flu at the same time. ousehold has returned from abroad. close contact with an infected person (within one meter more than five minutes)
□ No	
5. Do you work closely w	ith foreigners?
Yes No	
6. Have you or your famil	y members visited a crowded / congested area during the past 14 days?
Yes, I have	Controlled areas according to the announcement / order of the Centre for COVID-19 Situation Administration (CCSA)
	Boxing stadium / sports stadium Pub / entertainment venue
	Meetings / social activities Other (specify)
L No	