



24 July 2020

Subject Guidelines for shareholders to attend the Annual General Meeting of Shareholders for the year 2020 and protocols for questions in the meeting

To President, The Stock Exchange of Thailand

The Annual General Meeting of Shareholders of Thai Rayon Public Company Limited (“the Company”), which will be held on Thursday, 30 July 2020 at 15.00hrs. at Sukhumvit Grand Ballroom and View, Level 3, JW Marriott Hotel Bangkok, No.4 Sukhumvit Road, Soi 2, Klongtoey, Bangkok 10110.

Due to the spread of Coronavirus 2019 (COVID-19), the Company is aware and deeply concerned for the health and the safety of shareholders and all relevant parties participating in the meeting. Considering this, the Company strongly requests all shareholders, even who are not at risk, to give proxy to the Company's independent directors instead of attending in person. The Company also requests all attendees to strictly follow the sanitation protocols while attending the Annual General Meeting of Shareholders for 2020 and to follow protocols for questions in the meeting.

Guidelines and Sanitation protocols for attending the meeting:

1. The Company will open for registration at 13.00hrs.
2. All attendees will be subject to screening and temperature check at entrance of hotel as well as at the entrance of meeting hall. In case anyone does not pass the screening &/or temperature check then the concerned person should authorize independent directors to attend the meeting on his or her behalf.
3. The main meeting hall has been arranged to maintain about one-meter distance between seats. As such, the meeting hall will be able to accommodate only 100 seats. The Company reserves the right to arrange the seating number on a first come first serve basis upon registration.
4. All meeting attendees must sit only in designated place and must not move to another place throughout the meeting.
5. All meeting attendees must keep a face mask on at all times (except when drinking water only).
6. Please avoid touching face (eyes, nose, and mouth) with unwashed hands
7. Please avoid sharing or touching items with others.
8. Must not eat any food or snacks at all time while in the meeting venue or the meeting hall.
9. If any meeting attendees have any symptoms of fever, cough, runny nose, sore throat, or shortness of breath, then Company will ask such meeting attendee to leave the meeting venue.



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Thai Rayon Public Company Limited

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Procedures for Question Submission to Keep the Meeting Concise (if possible not exceed 1.5 Hours)

1. Any shareholders and proxies who have questions are requested to write down their questions on the slips and submit them to the staff for collection. The Company shall only provide answers to the questions related to the agenda items where voting is involved.
2. A summary of questions and answers, both those submitted in advance and during the meeting in relation to the agenda items of this meeting, will be suitably covered in the minutes of the Annual General Meeting of Shareholders, which will be published on the Company's website i.e. www.thairayon.com

The Company sincerely thanks all shareholders and proxyholders and seek their cooperation on this matter for maintaining good health and safety.

Please be informed accordingly.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Pramod", is written over a light blue circular stamp.



Mr. Pramod Khandelwal
Vice President (Finance & Commercial)



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