

30 March 2020

**Subject:** Notice of Change of location for the 2020 Annual General Meeting of Shareholders and Precautionary Measures for Holding the Meeting under the spread of the Corona virus Disease (COVID-19)

**To:** Shareholder

Due to the Bangkok Metropolitan Administration's Announcement Ordering the Temporary Closure of Various Places (No. 4) date March 27, 2020 under the spread of the Corona virus (COVID-19), which the continuously repaid increase of infections. Resulting in the first meeting place was within the scope of being closed. The Company's Board of Directors at the meeting No. 2/2020 held on March 27, 2020 has passed a resolved to change of the venue the 2020 Annual General Meeting of Shareholders on Friday, 24 April 2020 at 14.00 hrs. from Parichart Hall, 3<sup>rd</sup> Floor, Golden Tulip Sovereign Hotel, Bangkok, No. 92 Soi Saengcham, Rama 9 Road, Huaykwang District, Bangkok to the main meeting room, 3<sup>rd</sup> Floor, Harn Engineering Solutions Public Company Limited, No. 19/7-8 Soi Soonvijai, Rama 9 Road, Bangpapi, Huaykwang, Bangkok 10310. The time and agendas of the Meeting remain the same in all respects the same as informed in the invitation letter.

The Company is deeply concerned for the safety and wellbeing of shareholders the risk of the infection. Therefore, the Company kindly asks shareholders to be informed of the precautionary measures for holding the Meeting under such circumstance and cooperate with the following measures:

**1. Shareholders are requested to grant a proxy to Company's Independent Directors to attend the Meeting instead of participating in persons.**

1.1 Shareholders can grant a proxy to the Company's Independent Directors to attend and vote at the Meeting, as the procedures in Annex 6 (The Company recommends Shareholders to use Proxy Form B (Attachment 2) and pre-cast the votes for each agenda) and sending back to Corporate Governance Department, Harn Engineering Solutions Company Limited, 19/20-22 Soi Soonvijai, Rama 9 Road, Bangkapi, Huaykwang, Bangkok 10310 within Tuesday, April 23, 2020.

1.2 Shareholders are welcome to submit written questions which related to the agendas in advance, with the proxy form or sending to email: varinkan.t@harn.co.th or wasukan.b@harn.co.th, which the Company shall recorded the questions and answers in the AGM Minutes of the meeting.

1.3 In case of Shareholders wish to attend the Meeting in persons, the Company would like to request your cooperation to follow the Company's measures, all attendees must be pass screening before entering the meeting area, please note that concealment of health information or traveling record could be considered as the violation of the Communicable Diseases Act B.E. 2558.

**2. The Company has organized the meeting venue to avoid crowded meeting area**, with appropriate social distancing of at least 1 meters in all areas such as the entrance area, temperature-screening points, document-checking points, registration counters and seats in the meeting room, The Shareholders must wear a facemask for the duration of time in the meeting room, The Company will not serve tea and coffee but will arrange bottled water instead to prevent the disease spread.

The Company would like to apologize for the inconvenience, especially if a high number of meeting attendees causes a delay in the screening and registration to attend the meeting.

Please be informed accordingly and trusts that all shareholders will respect and strictly follow these measures.

Sincerely yours,



Mr. Thakol Nunthirapakorn  
Chairman

**Map of the Meeting Venue The 2020 Annual General Meeting of Shareholders (Change)  
the main meeting room, 3rd floor, Han Engineering Solutions PLC.**

**Friday, April 24, 2020 at 14:00 hrs.**

