

**Instructions for disease prevention and control the Corona Virus 19 (COVID-19)**  
**for the Annual General Meeting of Aqua Corporation Public Company Limited for 2021.**

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The AGM involves a large number of people and crowds are conditions for the spread of the Corona Virus 19 as well as other respiratory tract diseases. Such diseases are contracted via touch and being in close proximity to sick persons. Therefore, Aqua Corporation Public Company Limited has provided the following instructions to all the attending shareholders to enable the prevention control of the Corona Virus 19.

1. Persons already with illness should NOT attend the AGM.
2. Persons attending must bring masks and sanitizing hand gel for their own personal use. Also wash hands with soap as often as possible and wear masks at all times.
3. Persons who have become aware of their own illness should seek medical treatment immediately, and must stop all group activities and leave.
4. In the event that a sick person is seen attending the AGM, whether through coughing and/or sneezing, these persons should be advised to seek medical care urgently.
5. In the event that such person with sickness is identified, especially those without protective masks, you should keep clear and stay a good distance from them.
6. Aqua Corporation Public Company Limited strongly suggests that shareholders should consider providing a proxy to the Board's Independent Director instead of attending. (Proxy Form is attached item 8.)

**Guidelines for appointment of proxy holder, registration and documents required  
in order to attend the shareholders' meeting**

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**Appointment of proxy holder**

**Proxy form to use**

In the event that a shareholder is not able to attend the shareholders' meeting in person, such shareholder may appoint any other person as proxy holder to attend the meeting. The Company has provided shareholders with the Proxy Form B which provides the proxy grantor with the right to determine how the proxy holder votes on each agenda.

**Filling out the Proxy Form**

*Proxy Form*

No. (1) – (2) The Proxy Form sent to shareholders together with the notice of the shareholders' meeting has been pre-printed individually with the information of each shareholder regarding the name, nationality, address and the number of shares held.

No. (3) A shareholder may appoint only one proxy holder to attend and vote at the shareholders' meeting, and may not split the shares and appoint multiple proxy holders to cast votes separately. The appointment of the proxy holder must be for the exact number of shares held by the proxy grantor and cannot be an appointment for less than the total number of shares held. In the event that several proxy holders are appointed, the Company shall allow only the proxy holder who holds the original Proxy Form to attend and vote at the shareholders' meeting. The name, age and address of the proxy holder are to be provided correctly in full. In the event that the shareholder wishes to appoint the Independent Director as proposed by the Company, the relevant information has already been pre-printed and the shareholder is requested to mark  of the name of only one person who is the desired proxy holder.

No. (4) for each agenda, the shareholder shall indicate, by marking , whether to give the proxy holder the right to consider and vote on behalf of the proxy grantor as deemed appropriate or to require the proxy holder to vote on each agenda as determined by the proxy grantor. In the latter case, the shareholder is requested to indicate the desired voting for each agenda by marking one of , whether Approve or Disapprove or Abstain. Please note that the vote for each agenda may not be split.

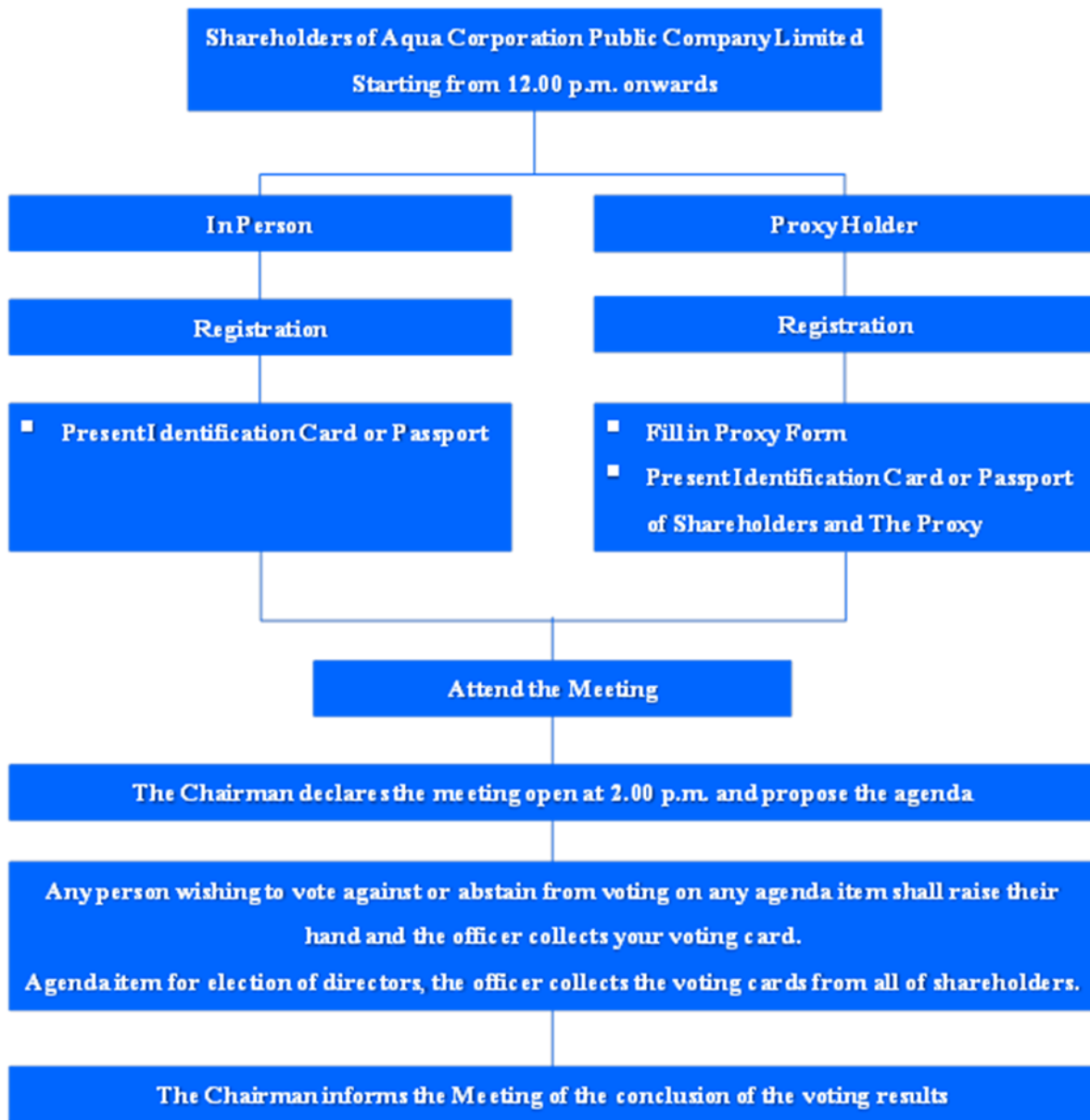
*Signature* both the proxy grantor and the proxy holder are to sign the proxy form as indicated.

*Stamp duty* Stamp duty of Baht 30 is to be affixed to the proxy form (as required by the relevant laws).

*Annex to the Proxy Form*

In the event that there are items tabled for consideration outside of the agenda, the proxy grantor may indicate the details of such items, consisting of the item no., the item heading, and how the vote is to be cast in the Annex to the Proxy Form as attached.

**Procedures for Attending the Annual Ordinary General Meeting of Shareholders**



**Remark :** As for the proxy holder whose proxy grantor has already voted in the Proxy Form, the proxy holder shall not be required to vote again.

**Documents or Evidence Showing an Identity of the Shareholder or  
a Representative of the Shareholder Entitled to Attend the Meeting**

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The policy of the Board of The Stock Exchange of Thailand, dated 19th February 1999, relating to good practices for holding of a shareholders' meeting, aims to establish guidelines for listed companies to follow. This will create confidence to shareholders, investors and all relevant parties.

Accordingly, the Company believes that an inspection of documents or evidence showing an identity of the shareholder or a representative of the shareholder entitled to attend the meeting which should be observed by the shareholders, would cause transparency, fair and benefits to the shareholders. However, the Company reserves the right to waive any of these requirements for some of the shareholders on a case by case basis, at the Company's sole discretion.

**1. Natural person**

**1.1 Thai nationality**

- (A) Identification card of the shareholder (personal I.D. or identification card of government officer or identification card of state enterprise officer); or
- (B) In case of proxy, copy of identification card of the shareholder and copy of identification card or passport (in case of a foreigner) of the proxy.

**1.2 Non-Thai nationality**

- (A) Passport of the shareholder; or
- (B) In case of proxy, copy of passport of the shareholder and copy of identification card or passport (in case of a foreigner) of the proxy.

**2. Juristic person**

**2.1 Juristic person registered in Thailand**

- (A) Copy of corporate affidavit, issued within 30 days by Department of Business Development, Ministry of Commerce; and
- (B) Copy of identification Card or passport (in case of a foreigner) of the authorized director(s) who sign(s) the proxy form including copy of identification card or passport (in case of a foreigner) of the proxy.

**2.2 Juristic person registered outside of Thailand**

- (A) Copy of corporate affidavit; and
- (B) Copy of identification Card or passport (in case of a foreigner) of the authorized director(s) who sign(s) the proxy form including copy of identification card or passport (in case of a foreigner) of the proxy.

A copy of the documents must be certified true copy. In case of any documents or evidence produced or executed outside of Thailand, such documents or evidence should be notarized by a notary public.

A shareholder or a proxy may register and submit the required documents or evidence for inspection at the meeting starting from 12.00 a.m. onwards.