



**Preventive Measure and Guidelines for Attending
the Extraordinary General Meeting of Shareholders No.1/2021
regarding the COVID-19 spread**

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Master Ad Public Company Limited (the “**Company**”) has concerned over the health of all meeting attendees from the risk of the COVID-19 pandemic situation. The Company therefore will hold the Extraordinary General Meeting of Shareholders No.1/2021 in a concise manner in which the shareholders may not be as convenient as usual. In this regard, the Company will hold the meeting by taking into consideration the safety of the attendees as a top priority, by following the recommendations and guidelines of the competent authorities. For the efficiency in holding the meeting and aligned understanding, the Company would like to state the guidelines for attending the Extraordinary General Meeting of Shareholders No.1/2021 as follows:

1. The Company encourages the shareholders to consider appointing the Company’s independent directors as proxies to attend the meeting, irrespective of whether the shareholders are considered to be in the high-risk group. This is to alleviate the congestion of the crowd at the meeting which would also mitigate the risk of the COVID-19 spread. The shareholders may use the proxy form enclosed herewith, in which the shareholders are able to cast vote on every agenda in advance. Once executed, please send the executed proxy form together with the supporting documents to the Company by Friday, January 15, 2021, using the envelope enclosed herewith (no postal stamp required) or send them directly to:

Company Secretary Division

Master Ad Public Company Limited
No.21, TST TOWER 21-22th floor, Viphavadi-Rangsit Rd.,
Chomphon Sub-district, Chatuchak District, Bangkok 10900

If the shareholders have any query which requires the Company’s response at the Extraordinary General Meeting of Shareholders No.1/2021, the shareholders are welcomed to submit such queries in advance by specifying the questions together with your name, address, telephone number, and email (if any), and send them to the Company within Friday, January 15, 2021, via any of the following channels:

- Send to the Company together with the proxy form
- Email: sukjai@masterad.com
- Facsimile: +662-938-3489

2. If the shareholders wish to attend the meeting in person, the Company would like to align our understandings and request a cooperation from the shareholders to strictly comply with the following measures:

- 2.1 The Company will allow the shareholders / proxies to enter the meeting area as from 12:00 p.m. The shareholders / proxies must strictly follow the preventive measures to prevent the spread of COVID-19, which include the recommendations from the authorities with respect to the social distancing measures. The shareholders / proxies must register their check-ins and check-outs via Thai Chana platform by scanning the QR Code which will be provided by the Company or (2) registering your name and telephone number with the Company’s staff before entering the meeting venue. For this purpose, the Company will retain your information for 60 days. Such information will be kept confidential for the sole purpose of tracking and notifying in case any meeting participant is infected with the COVID-19;

- 2.2 The Company will only allow the shareholders / proxies to attend the meeting and will not allow any other person accompanying them to enter the meeting room;
- 2.3 All of the shareholders / proxies **must have their temperature checked and fill in a health declaration form at the screening points** provided by the Company. The screening points will be arranged in accordance with the guidelines of the Department of Disease Control, Ministry of Public Health.
- The Company requires that the lining up at the screening points, document examining points, registration points, and all other points maintain physical distance of at least 1 meter.
- If any person has a body temperature of over 37.5 degree Celsius or shows any of the respiratory symptoms, such as coughing, sneezing, sore throat, running nose, and/or being in a high-risk group or has any of the risk factors, e.g. the person or their cohabitants travelled to - from the high risk countries, or was in close contact with a person tested positive for COVID-19, the Company reserves the rights to deny the meeting attendance or entry of such person. This is for the overall benefit of all meeting attendees;
- 2.4 The Company will prepare the seats with appropriate social distancing by maintaining at least 1 meter of physical distance. Therefore, **please be seated at the prepared seats and do not move the seats**. This is for the purpose of relieving crowdedness of the meeting. In this regard, **the Company will limit the seats for the shareholders to be at the maximum of 90 seats**. The Company reserves the rights to allow the shareholders / proxies, who passed the screening as required by the Company and arrived the meeting room, to enter the meeting room on a first come, first serve basis. **Once the prepared seats in the meeting room are fully occupied, the Company will not allow any additional shareholders into the meeting room;**
- 2.5 For the person who passed the screening, the Company would like to request your cooperation to **bring and wear face mask at all time during the meeting**. In addition, the Company will put a verified sticker on shareholders / proxies who passed the screening and obtained the rights to enter the meeting room. Please keep such sticker put at all time while around the meeting venue;
- 2.6 For the shareholders who are unable to pass the screening or unable to attend the meeting because the prepared seats are fully occupied, please appoint the independent directors as proxies. In this respect, the Company will facilitate you with the stamp duty. In case the person unable to attend the meeting is the proxy, such proxy will not be able to assign a sub-proxy to the independent directors of the Company;
- 2.7 To minimize the risk from the spread of virus, the Company will not prepare microphone for asking questions in the meeting room. If you wish to ask questions at the meeting, please send your questions to the Company's staff in order to further forward them to the Chairman;
- 2.8 The Company will clean the meeting venue properly in accordance with the guidelines from the Ministry of Public Health, including providing alcohol gel in several spots around the meeting area; and
- 2.9 Specifically to aid the current situation, the Company will facilitate the shareholders who are unable to attend the meeting in person by broadcasting the meeting via the

Company's website at www.masterad.com In this regard, the shareholders must verify to watch the live broadcast by entering their shareholders' registration number (10 digits) as shown in the Notification of Meeting enclosed herewith. The Company limits 1 shareholders' registration number per 1 watching rights, exclusively for the shareholders whose name listed as the shareholders of the Company as of December 28, 2020 (which was the record date for determining shareholders entitled to attend the Extraordinary General Meeting of Shareholders No.1/2021). The live broadcasting will start from 2:00 p.m. onwards.

The Company will conduct the meeting concisely and control the meeting to be adjourned within 4:00 p.m. to limit the shareholders' exposure time.

Please spare your time for the screening required prior to entering the meeting venue. The Company apologizes for any inconvenience which may occur as a result of the delay in the screening process due to the number of shareholders present.

Due to the uncertainty of the COVID-19 outbreak situation, **the Company reserves the rights to change meeting date, time, venue and/or other measures relating to the Extraordinary General Meeting No.1/2021 as appropriate.** Should there be any of the said changes, the Company will notify the shareholders via a disclosure channel of the Stock Exchange of Thailand and on the Company's website accordingly.

Guideline for using QR Code to download the invitation letter for the Extraordinary General Meeting of Shareholders no.1/2021

According to the Stock Exchange of Thailand ("Stock Exchange"), the Thailand Securities Depository Company Limited, as the securities registrar, has developed a system for companies listed on the stock exchange to submit the shareholders' meeting documents in electronic format via QR code for shareholders to conveniently and quickly view the information. **Shareholders can download the invitation letter to the Extraordinary General Meeting of Shareholders no.1/2021 through QR Code in the meeting notification form (containing QR Code) as follows:**

❖ For IOS operating system

- 1) Turn on the camera from the mobile phone
- 2) Scan the QR Code (point the camera from the mobile phone toward the QR Code)
- 3) The screen will show a notification message. Click on the message to view the invitation letter to the Annual General Meeting of Shareholders and supporting documents

Note: In the absence of text (Notification) appeared on the mobile phone, shareholders can scan the QR Code from other applications that have the function to read QR Code such as QR Code Reader and LINE.

❖ For Android operating systems

- 1) Open the LINE or QR Code Reader application.
- 2) Scan the QR Code to see the notice of the Annual General Meeting of Shareholders and supporting documents.

Steps for scanning QR Code via LINE

- 1) Go into LINE and select Add friend.
- 2) Select QR Code
- 3) Scan the QR Code