

Guidelines for holding the Meeting of Shareholders Under the Circumstance of Coronavirus 2019 (COVID-19)

1. Shareholders who wish to appoint the Company's Independent Directors as a proxy to attend the meeting and vote instead of attending the meeting in person. The proxy form and evidence can be sent by mail at least 3 days in advance before the meeting to: The Company Secretary, at Far East Fame Line DDB Public Company Limited 465/1-467 Si Ayutthaya Road, Thung Phayathai, Ratchathewi, Bangkok 10400.
2. In the case that shareholders wish to attend the meeting in person, the Company would like to inform you of the guidelines for organizing the meeting as follows:
 - 2.1 In order to reduce congestion of participants in the meeting area, space from each other would be set in accordance with the social distancing measures, at various points around the meeting locations, such as document checking point, registration point and seats in the meeting room.
 - 2.2 If a meeting attendee has symptoms of illness such as fever, coughing, sneezing, or runny nose, the Company reserves the right to not allow shareholders or shareholders' proxies with such risks to enter the meeting room. (In case the shareholders attend the meeting in person, you can grant proxies to the Company's Independent Directors to attend the meeting on your behalf).
 - 2.3 Attendees should wear a face mask at all times in the meeting room.
 - 2.4 The Company will refrain from using microphones for inquiries in the meeting room. Attendees who wish to make inquiries are asked to write their questions on a piece of paper and hand them to the staff instead. The Company will answer questions on the agenda related to that question.
 - 2.5 The Company will not serve snacks and beverages at the meeting. Only bottled water will be provided in the meeting room.
 - 2.6 If the situation changes or are there additional regulations from government agencies regarding guidelines for organizing shareholder meetings, the Company will notify you via the Company's website: **www.fareastfamelineddb.com**