

**Guideline for attending the AGM to protect the outbreak of novel Coronavirus Disease 2019 (COVID-19)**

Even though, currently, the outbreak situation of the novel Coronavirus Disease 2019 (COVID-19) is improving, such situation is still uncertain. Therefore, with our deep concern over the health of the meeting attendees, the Company, hereby recommends the guideline for the attendees to comply with in attending the meeting on the meeting date as follows:

1. The shareholders are requested for their cooperation to grant proxy to the Company's Independent Director to attend the meeting and vote on their behalf instead of attending the meeting in person in order to reduce the risk of the outbreak of the COVID-19 as well as the concern over the hygiene of the shareholders. The shareholders may submit the attached proxy form together with a copy of ID Card with their signature and put them in the business reply envelop attached herewith without affixing any postal stamp and post it to the Company Secretary's Office of Group Lease PCL which address is already printed on the envelop.
2. The Company has organized the seating by applying social distancing measure to avoid congestion so that the available seat is limited to approximately 70 seats. Once the seat is fully occupied, the shareholders who attend the meeting in person are requested to grant proxy to the Company's Independent Director instead of participating in person.
3. The shareholders are welcome to submit questions in relevant to the AGM agenda items in advance prior to the meeting date by stating their name-surname, telephone number and e-mail address (if any) within **20 April 2021** via the following channels:
  - E-mail address: [ir@grouplease.co.th](mailto:ir@grouplease.co.th) or
  - Via the attached business reply service envelop together with the Proxy Form

Those questions shall be gathered and responded on the Meeting date and the significant Q&A shall be recorded in the minutes of the Meeting as deemed appropriate.

4. With our concern on the shareholders' and attendees' health and safety, all of them are required to pass the body temperature screening at the screening point provided, clean your hands with alcohol gel and keep wearing mask at all time while attending the meeting.
5. There will be no gift given at the shareholders' meeting in order to comply with the guideline issued by the SEC requesting the cooperation from the listed companies not to provide any gifts to the shareholders on the shareholders' meeting.

In addition, if there is any change in the pandemic situation, the Company reserves the right to adjust and apply the measure and guideline for participating in the meeting to be appropriate and mainly in compliance with the measure and guideline, either easing or stricter measure, determined by the Government Official on the meeting date. All attendees are requested to comply strictly with those measure and guideline.