

BuilderSmart Public Company Limited

บริษัท บิวเดอสมาร์ท จำกัด (มหาชน)



- Translation -

Precautionary Measures and Guidelines for Attending the Extraordinary Shareholders Meeting No.1 / 2020Regarding the Spread of Coronavirus 2019 (COVID-19)

BuilderSmart Public Company Limited (“Company”) is concerned over shareholder’s health and safety under the situation of the spread of COVID-19. The Company, therefore, kindly informs and requested the shareholders to cooperate with the following measures in attending the Extraordinary Shareholders Meeting No.1 / 2020:

Before the meeting

1. Company requests the shareholders to kindly cooperate by granting a proxy to the Company’s Independent Director to attend the meeting and vote on behalf of shareholders to prevent and reduce the possible risk of spreading the COVID-19 virus and the shareholder’s health’s condition. And sending back the proxy form and related documents or evidence by post within October 22, 2020 to the Company at

Finance Department (Corporate Secretary), BuilderSmart Public Company Limited, 905/7 Soi 51, Rama 3 Road, Bangpongpan, Yannawa, Bangkok 10120.

2. The shareholder can submit written questions relating to the agenda in advance. The Company shall record question and answer in the AGM minute of meeting by which Shareholders are required to indicate their name and surname. Shareholders are welcome to send the question in advance through The Company by suggestion form on Investor Relations’ section via link : <https://www.bsmgroup.asia/th/feedback.php> or send an email to ir@buildersmart.com

3. The meeting room would be cleaned with disinfection and ozone sterilized one day in advance

On the Meeting day (Tuesday, October 27, 2020)

4. The Company has organized the meeting venue to avoid crowded meeting area with appropriate social distancing of 1-2 meters in various areas, which are temperature-screening points and registration counters and limited number of available seats in the meeting room for approximately 40 seats with specific seating number for each attendee. Therefore, each attendee is required to sit as specified for the benefit of disease prevention or following up in case of any unforeseen circumstances. Once the seats are fully occupied, Shareholders are required to grant proxy to the Company’s Independent Directors to attend the Meeting instead of participating in persons.

5. The Company would like to request your cooperation to strictly follow the Company’s measures and guideline to prevent and minimize the risk of COVID-19 virus spread as follows:

- All Attendees are required to fill in the COVID-19 Screening Form before entering the venue, and for those attendees who has recently visited or returned from any disease infected zones as notified by the Ministry of Public Health, including those who have had close contact with those who have visited or

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905/7 Rama III Soi 51, Rama III Rd., Bangpongpan, Yannawa, Bangkok 10120 Tel: +66 (0) 2683-4900; Fax: +66 (0) 2683-4949
E-mail: customercare@buildersmart.com www.bsmgroup.asia , www.alloy-asia.com

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returned from any disease infected zones, or being found of having risky symptoms such as fever, cough, sore throat, sneezing ,runny nose, shortness of breath, Anosmia or Ageusia will not be allowed to attend the Meeting. For those who cannot attend the meeting due to the reasons explained above are able to appoint the Company's Independent Directors as their proxies to attend and vote at the Meeting.

- All attendees must go through body temperature screening point and Check-in / Check-out via QR Code "Thai Chana". Attendees who passed the health screening are requested to put on ta registration sticker, prepare and wear your facemask at all time and clean your hands by using the alcohol-based hand sanitizer gel as provided at the meeting areas.
 - The Company reserves the rights to not allow any attendees, who do not pass the health screening or do not completed the COVID-19 Infection Risk Screening Form to enter the Meeting.
6. **Guidelines for answering questions in the meeting room in order to conduct the meeting in short time tighten and reduce the risk of spreading the disease**
- Microphone will NOT be available to ask questions at the meeting. Attendees, who wish to ask any question, are able to submit their written question to the Company's staff to submit it to the Company's Chairman of the Board of Directors.
 - The Company will summarize the question and answers submitted in advance and inquire on the date of the meeting, compiled in the minutes of the Shareholder's meeting, which will be published through the Company' website within 14 days from the date of the meeting.
7. The Company would not serve food and beverages at the Meeting in order to minimize risk of the infection of COVID-19 disease spreading.
8. The Company requested the all attendee comply with the measures and guidelines for attending the Extraordinary Shareholders meeting No.1 / 2020 under the situation of Coronavirus 2019 (COVID-19) and the recommendation of staff at the screening point. The Company will take care of each point strictly.

The Company would like to apologize for any inconvenience that may occurs.

Yours Sincerely,

BuilderSmart Public Company Limited

October 12, 2020

Company Secretary

Tel.0-2683-4900 ext. 408

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