



MFEC/CSOT/0010/2020

April 8<sup>th</sup>, 2020

Subject: Notification of measures and practices for the Annual General Meeting of the Shareholders 2020 through electronic media (E-Meeting) under the epidemic situation of Corona Virus (COVID-19)

To: Director and President  
The Stock Exchange of Thailand

Attachments: 1. AGM 2020 Flow Chart  
2. Handbook of WebEx Event Ver.Browser  
3. Handbook of WebEx Event Ver.Desktop App

As the Board of Directors of MFEC Public Company Limited ("the Company") has resolved to hold the Annual General Meeting of the Shareholders 2020 on Monday 27<sup>th</sup> April 2020 at 10.00 a.m. at the Meeting Room of the Company, Floor 21<sup>st</sup>, 333, Lao Peng Nguan Building 1, Vibhavadi-Rangsit Road, Chompol, Chatuchak, Bangkok 10900.

Due to the situation of Corona pandemic virus (COVID-19), the Board of Directors No. 3/2020 held on March 30<sup>th</sup>, 2020 had awareness and concerned for the health of the shareholders by considering the safety of the shareholders who will attend the Annual General Meeting of the Shareholders on April 27<sup>th</sup>, 2020. According to, the announcement of the State of Emergency on March 25<sup>th</sup>, 2020 and the Announcement of Bangkok No. 4 dated March 27<sup>th</sup>, 2020, there was an order to temporarily close the place from March 28<sup>th</sup>, 2020 until April 30<sup>th</sup>, 2020, reducing the chance to spread disease in various places. Therefore, the Board of Directors has agreed to hold [the Annual General Meeting of the Shareholders 2020 through the electronic media \(E-Meeting\), whereby shareholders are not required to come to the meeting place](#) and have the same agendas as specified in the meeting invitation letter. To prevent the risk of spreading the disease, it will comply with the Announcement of the Ministry of Information and Communication Technology on Security and Safety Standards of the Electronic Media Conference 2014 and will specify measures based on the Corona Disease (COVID-19) Prevention and Control Guidelines for organizing meetings of the Department of Disease Control Ministry of Public Health dated 11<sup>th</sup> February 2020 in all respects.

The Company would like to inform the shareholders about the rules and procedures of the meeting via electronic media (WebEx), including the prevention and control measures for Corona Virus (COVID-19).

The Company wishes for cooperation from the shareholders and proxies. Please send the documents according to the methods and channels below;

**1. Please granting the shareholders' proxies to independent directors instead of attending the meeting in person**

1.1 Shareholders in the risk group such as travelling to of from risky countries as determined by the Ministry of Public Health or closed contact with people having a history of travelling to or from risky countries for

less than 14 days before the meeting or those with fever or respiratory symptoms, requests cooperation in the implementation of the recommendations of Department of Disease Control by refraining from attending the meeting. Shareholders can appoint an independent director of the Company.

1.2 To reduce the risk of the Corona Virus (COVID-19) epidemic outbreak from congestion of shareholders on the meeting day, the Company requests cooperation from shareholders to appoint an independent director as their proxy in attendance.

The shareholders as specified in clauses 1.1 and 1.2 can appoint the independent directors of the Company to attend the meeting and vote on their behalf in accordance with the method shown in *Attachment 11* of the meeting's invitation letter which has been sent to the shareholders and deliver documents to the Company via the following methods;

- 1) Electronic Mail: [Secretary@mfec.co.th](mailto:Secretary@mfec.co.th) between 8<sup>th</sup> to 22<sup>nd</sup> April 2020 and
- 2) Send the original proxy form with a copy of ID Card to  
Office of Company Secretary  
MFEC Public Company Limited, 333, 21<sup>st</sup> Floor, Lao Peng Nguan Building, Vibhavadi-Rungsit Road, Chompol, Chatuchak, Bangkok 10900

1.3 In case that shareholders wish to submit their questions in advance, they can do via the methods specified in 1.2

\*\*\* In case of the shareholder wishes to appoint a proxy other than the independent director. Please proceed according to item 1 with sending a proxy in advance of the meeting date.

2. In case shareholders wish to attend the meeting in person via electronic media (WebEx)

Shareholders, please, fill in shareholders' information and sign the registration form, \*\*specifying the e-mail address that will be used for registration to the meeting system behind the name-surname along with a mobile phone number for contacting shareholders who wish to attend the meeting\*\* and a copy of the Identification Documents of the shareholders as specified in the Meeting's invitation letter, Attachment 11, via the e-mail that mentioned above in advance of the meeting date. Within 22 April 2020 to verify identity and to be eligible to attend the shareholders' meeting

In this regard, for supporting the shareholders to receive and access to the right of attending the meeting via electronic media, shareholders and proxies can submit questions or issues in each agenda through electronic media in real time. The shareholders appointing **\*\*can specify the e-mail of the shareholder that will be used for registration, attendance, and listening to the meeting via the electronic system (WebEx) with a mobile phone number to contact shareholders in the Proxy Form B and the Proxy Form C, Attachment 11 of the meeting's invitation letter.**

\*\*\*In case that the shareholder wishes to appoint a proxy other than the independent director, please do the same as well as sending documents to inform the intention of granting a proxy in advance before the meeting date.



**Remark:** Shareholders wishing to attend the meeting themselves, or shareholders who have appointed the independent director, or proxies attending the meeting on behalf of the shareholders, for instructions on how to use the WebEx Setup and Access Meeting by requesting your cooperation, please follow the steps below;

1. After the Company has received the documents to confirm the attendance. The staff will bring the e-mail information of the shareholders into the system for the shareholders. Registration in the WebEx program receiving and accessing the right to view – listen to the meeting, shareholders can send questions or issues on each agenda via WebEx in real time.
2. Attendance through the WebEx system to view – listen to the shareholders’ meeting, the Company will send a link as detailed below. After having registered in the WebEx system and successfully completed the authentication process, Shareholders can download the registration and use WebEx Event as manual at [https://www.mfec.co.th/th/agm\\_online/](https://www.mfec.co.th/th/agm_online/)
3. Please prepare the registration document under Clause 1 for the Company **by 22 April 2020** in order to verify your identity and be eligible to participate in the E-Meeting of shareholders on April 27, 2020.
4. For shareholders’ cooperation, please send questions in advance via e-mail: [Secretary@mfec.co.th](mailto:Secretary@mfec.co.th) to help the board to answer the questions completely.
5. Voting procedures for shareholders and proxies wishing to attend the meeting themselves, you can vote on each agenda during the voting period for each agenda. The person, who voted specifically disagreed or abstained voting, can be sent via the WebEx system by requesting to specify the following information;

Name - Surname ..... Attendee (in person or by proxy, Mr./ Mrs./ Ms. ....) Agenda ..... disagree or abstain    Number of Shares ..... shares
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Therefore, the shareholders who have appointed proxies and the Company received those, the Company will pay the stamp duty in electronic form of E-Stamp in accordance with the Revenue Department regulations.

The Company has established guidelines for meeting and preventive measures to reduce the risk of Corona Virus (COVID-19) epidemic 2019 for the Board of Directors, people involved in the meeting, and the meeting coordinator at the Office of the Company, Lao Peng Nguan Building 1, 21<sup>st</sup> Floor, as follows;

- (1) The Company will provide a screening system for people with fever and respiratory symptoms before attending the meeting by monitoring the body temperature in case of the attendees, including those closed by, have a history of traveling in high-risk countries or the surveillance location in accordance with the Notification of the Public Health or have any symptoms such as fever, cough, sore throat, sneezing, runny nose, wheezing. The Company does not allow to attend all meetings.

- (2) Attendees and coordinators in each department must wear a mask during the meeting and clean hands with alcohol gel, which the Company will provide for services at various points and prepare cleaning the meeting place spaciouly enough and no congestion in the meeting.
- (3) The rows at the screening point will be spaced 1 meter away.
- (4) The layout of the seating in the meeting room is approximately 1 meter per 1 seat.
- (5) If any person who has fever, cough, sore throat, sneezing, runny nose, wheezing = during the meeting, please leave the Annual General Meeting of the Shareholders immediately.

Please be informed accordingly and ask for cooperation from all shareholders at this opportunity.

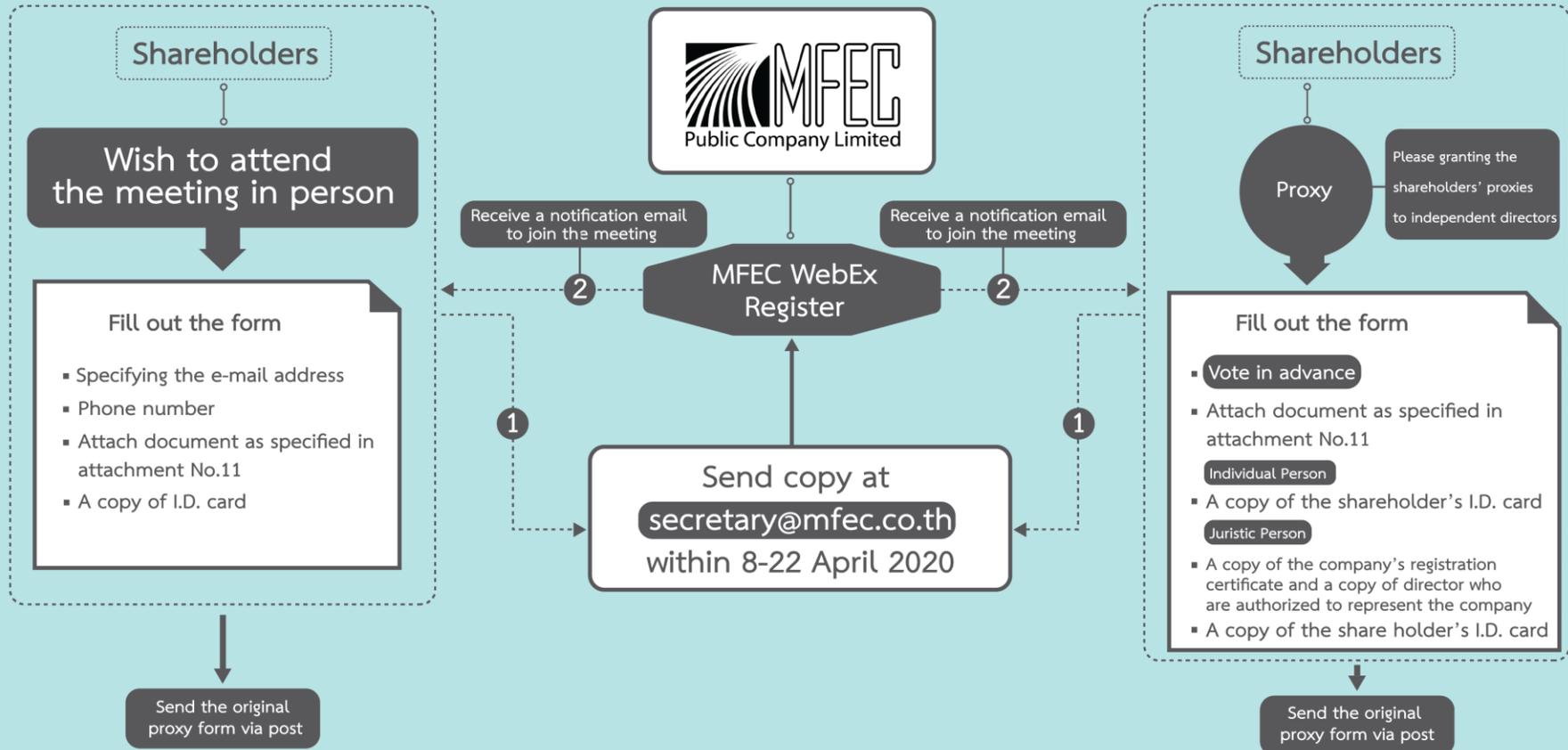
Faithfully Yours,

Thanakorn Charlee

(Mr. Thanakorn Charlee)

Executive Director

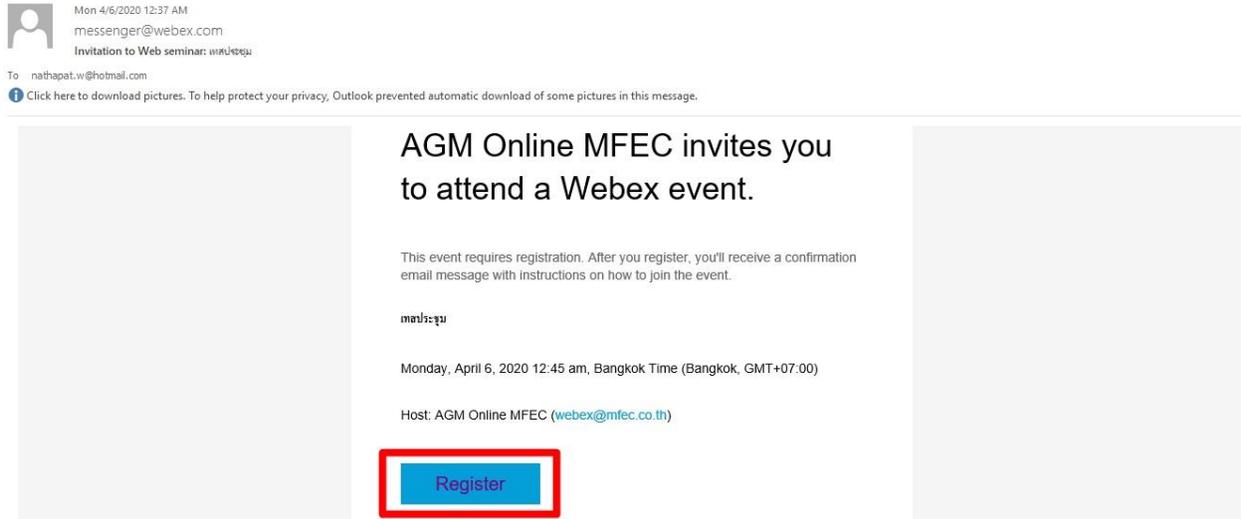
## AGM 2020 FLOWCHART



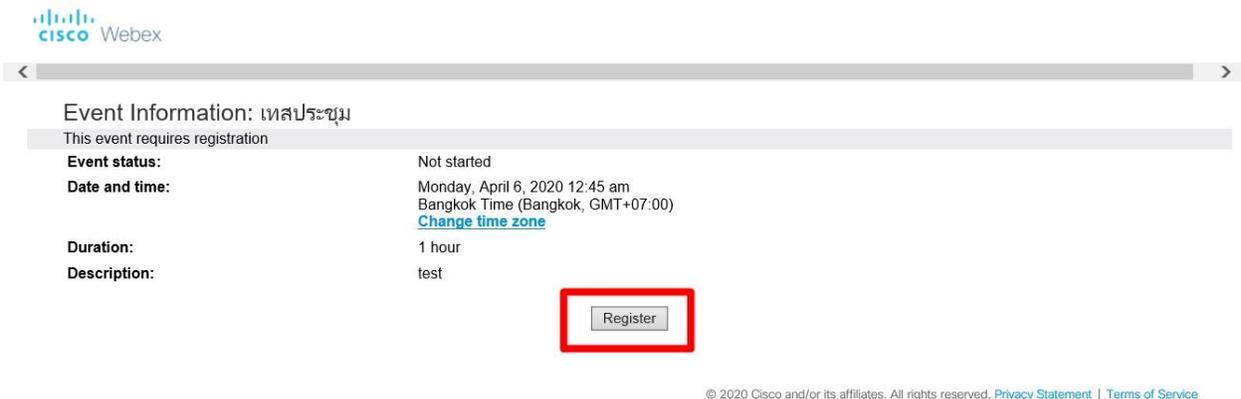
<p><b>How to ask question in advance</b></p> <ul style="list-style-type: none"> <li>Via email : <a href="mailto:secretary@mfec.co.th">secretary@mfec.co.th</a></li> <li>Via post</li> </ul> <p style="text-align: center; background-color: #e0e0e0; padding: 5px;"><b>within 8-22 April 2020</b></p>	<p><b>How to vote</b></p> <p>1. Click on this symbol:  there will be a Q&amp;A window displayed. You can ask questions and vote.</p> <p>2. You can vote on each agenda during the voting period for each agenda. The person who voted specifically disagreed or abstained voting, can send via the WebEx system by requesting to specify the following information:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Name - Surname ..... Attendee (in person or by proxy, Mr/ Mrs/ Ms. ....)</p> <p>Agenda ..... disagree or abstain    Number of Shares ..... shares</p> </div>	<p><b>How to install WebEx application</b></p> <ol style="list-style-type: none"> <li>The company will send an email for registration.</li> <li>The Shareholders can download the registration and use WebEx Event as manual at</li> </ol> <p style="text-align: center; background-color: #e0e0e0; padding: 5px;"><a href="https://www.mfec.co.th/th/agm_online">https://www.mfec.co.th/th/agm_online</a></p>
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**Steps of Registration and Joining WebEx Event Ver.Browser**

1. When the Host sends an E-mail, click Register



2. When entering the website, click Register



3. Registering by filling in the required information such as First Name, Last Name, and E-mail address, and click Submit



### Register for AGM Online



English : Bangkok Time

Please complete this form to register for the event. An asterisk (\*) indicates required information.

Please answer the following questions.

* First name:	<input type="text"/>	* Last name:	<input type="text"/>
* Email address:	<input type="text"/>	Phone number:	<small>Country/Region</small> <input type="text"/> <small>Number (with area/city code)</small> <input type="text"/>
* Confirm email address:	<input type="text"/>	Title:	<input type="text"/>
Company:	<input type="text"/>		
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
City:	<input type="text"/>	State/province:	<input type="text"/>
ZIP/postal code:	<input type="text"/>		
Country/region:	<input type="text" value="United States of America"/>		
Number of employees:	<input type="text" value="1-99"/>		
Would you like to receive information about future seminars?:			
<input type="radio"/> Yes <input type="radio"/> No			

4. After registration is completed, the website will appear as the picture below.



### Registration Confirmed

Thank you for registering.

You are now registered for the event: **การประชุม**

You will receive a confirmation email message that contains detailed information about joining the event.

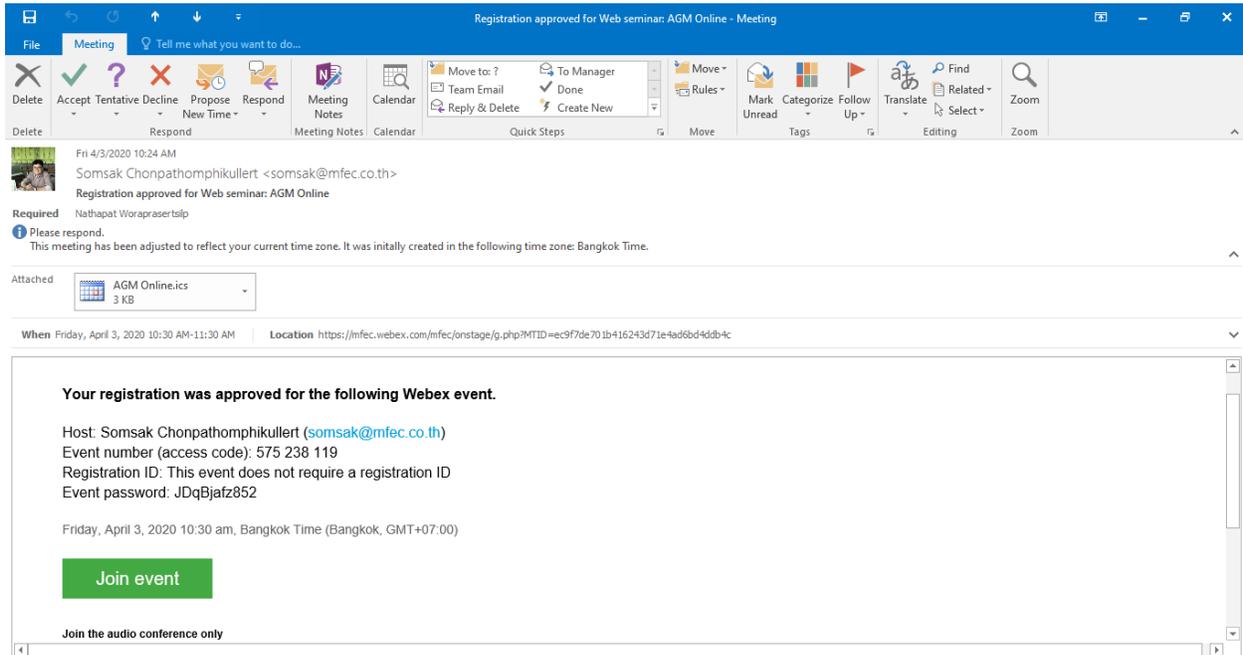
The event will start at 12:45 am Bangkok Time on April 6, 2020.  
Please join the event on time.

#### Set Up Webex Events

To participate in fully interactive events, please click [here](#) for setting up Webex Events on this computer.

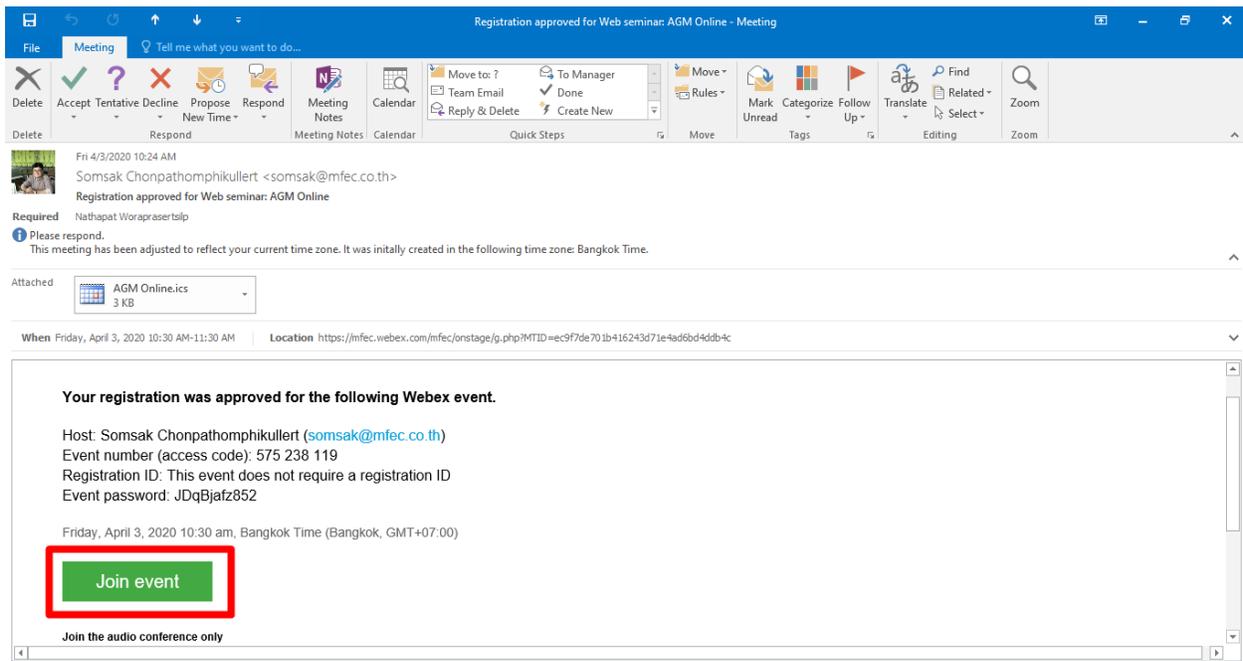
To view system requirements, go to [www.webex.com](http://www.webex.com).

And have an E-mail Approved Registration as the picture below.



## 5. Joining the Event

### 5.1 You can click Join Event on the E-mail Registration Approved page.



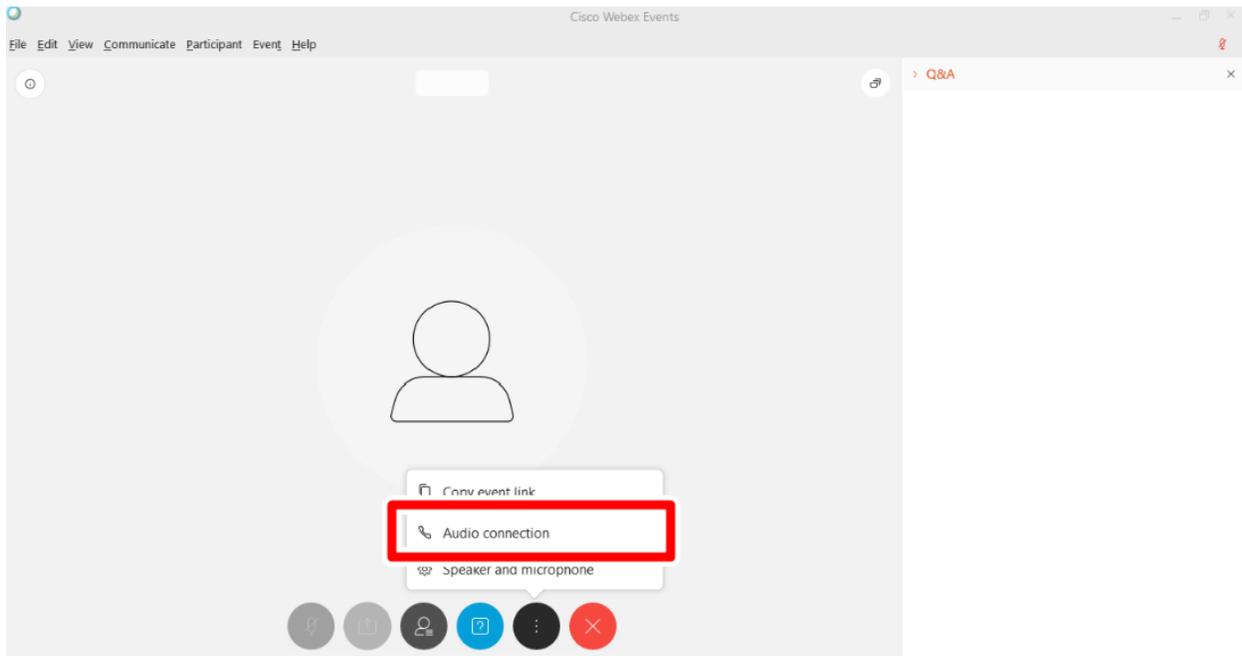
### 5.2 Fill in the information of Registration and click Join by Browser

The screenshot shows the Cisco Webex registration interface. At the top, there is a navigation bar with links for Home, Webex Meetings, Webex Events, Webex Support, Webex Training, and My Webex. On the right, it says 'Modern View NEW', 'AGM Online MFEC', and 'Sign Out'. The main content area is titled 'Event Information: test test' and states 'You have registered for this event.' Below this, event details are listed: 'Event status: Started', 'Date and time: Monday, April 6, 2020 2:45 pm Bangkok Time (GMT+07:00)', 'Duration: 1 hour', and 'Description:'. A 'Join Event Now' button is visible. A red box highlights a registration form with the following fields: 'First name: Nathapat', 'Last name: Wora', 'Email address: nathapat.w@hotmail.com', and 'Event password: \*\*\*\*\*'. A blue '1.' is next to this box. Below the form is a 'Join Now' button, and another red box highlights the 'Join by browser NEW' option, with a blue '2.' next to it. At the bottom, a note says 'Before you join the event, please click here to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event'.

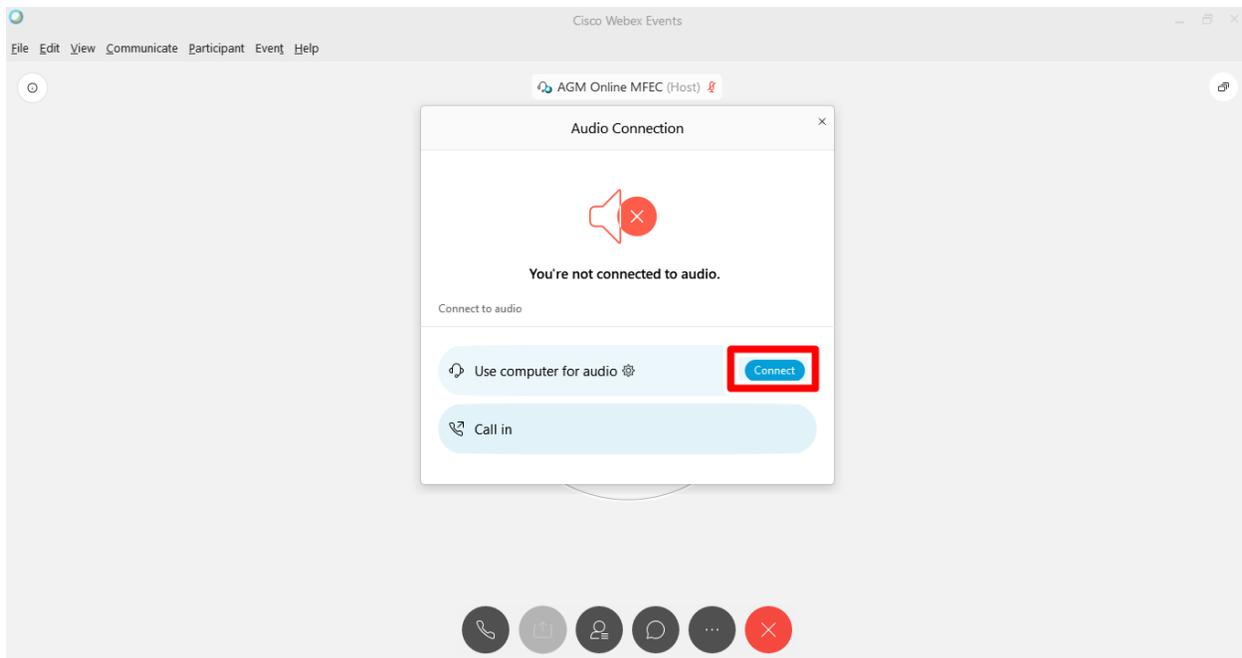
### 6. When entering, there will be a web page as in the picture.



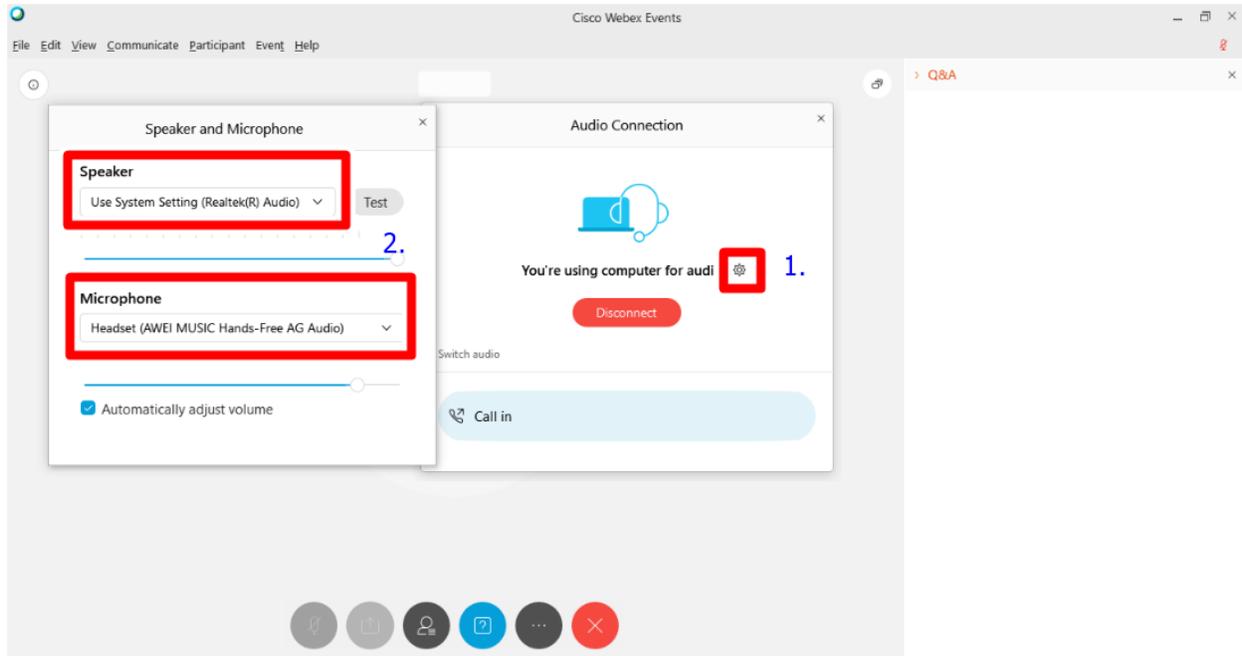
7. Checking Audio by selecting to Audi Connection as in the picture below



8. Click Connect to connect the audio device

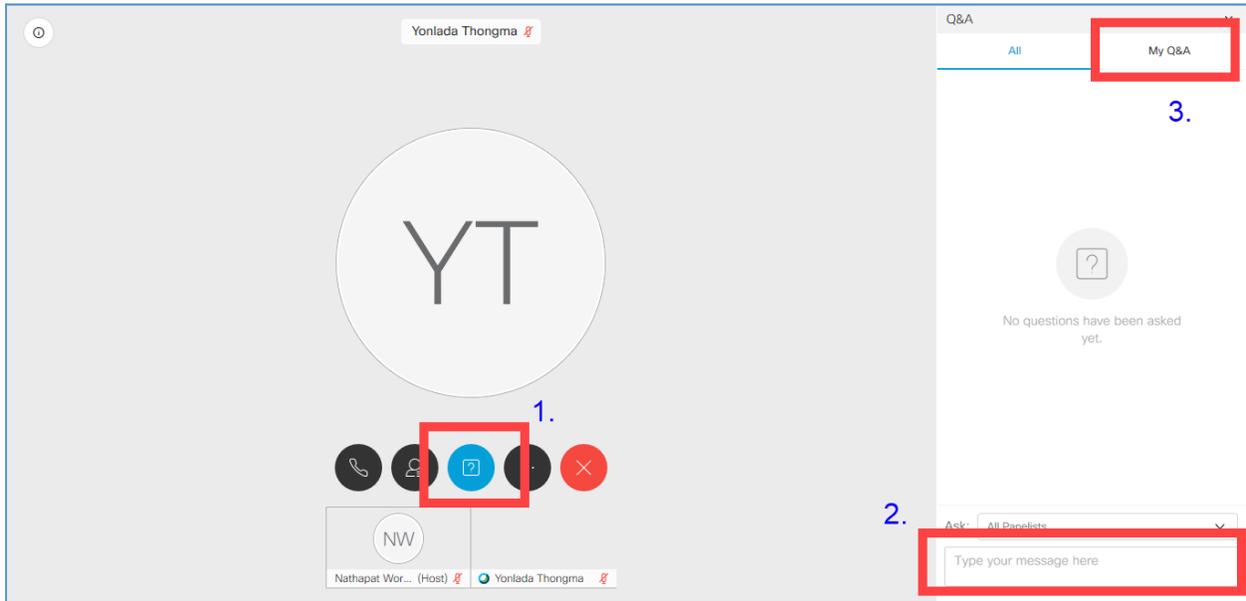


9. Check that, if Audio is connected, will display as in the picture below. And if you want to change the source of the headphones or microphone, selecting the gear and able to change the source as the picture below.



**How to ask questions and vote on Q&A**

Click on this symbol;  there will be a Q&A window displayed. You can ask questions, vote, and check the answer as in the picture below.



**Voting procedures for shareholders and proxies wishing to attend the meeting themselves**

You can vote on each agenda during the voting period for each agenda. The person who voted specifically disagreed or abstained voting, can send via the WebEx system by requesting to specify the following information:

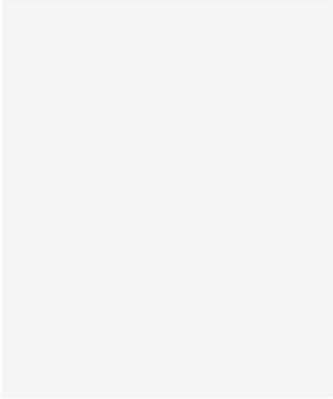
Name - Surname ..... Attendee (in person or by proxy, Mr./ Mrs./ Ms. ....) Agenda ..... disagree or abstain    Number of Shares ..... shares
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## Steps of Registration and Joining WebEx Event Ver.Desktop App

### 1. When the Host sends an E-mail, click Register

Mon 4/6/2020 12:37 AM  
messenger@webex.com  
Invitation to Web seminar: เทศประชุม

To: nathapat.w@hotmail.com  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



## AGM Online MFEC invites you to attend a Webex event.

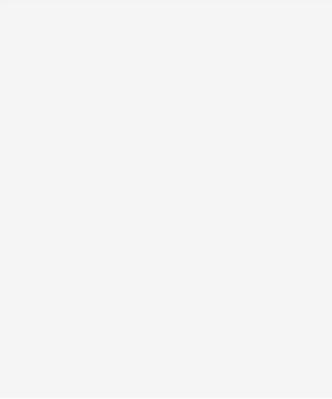
This event requires registration. After you register, you'll receive a confirmation email message with instructions on how to join the event.

เทศกาลประชุม

Monday, April 6, 2020 12:45 am, Bangkok Time (Bangkok, GMT+07:00)

Host: AGM Online MFEC ([webex@mfec.co.th](mailto:webex@mfec.co.th))

[Register](#)



### 2. When entering the website, click Register



< | >

#### Event Information: เทศประชุม

This event requires registration

<b>Event status:</b>	Not started
<b>Date and time:</b>	Monday, April 6, 2020 12:45 am Bangkok Time (Bangkok, GMT+07:00) <a href="#">Change time zone</a>
<b>Duration:</b>	1 hour
<b>Description:</b>	test

[Register](#)

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3. Registering by filling in the required information such as First Name, Last Name, and E-mail address, and click Submit



### Register for AGM Online



[English](#) : [Bangkok Time](#)

Please complete this form to register for the event. An asterisk (\*) indicates required information.

Please answer the following questions.

* First name:	<input type="text"/>	* Last name:	<input type="text"/>
* Email address:	<input type="text"/>	Phone number:	<input type="text"/> <small>Country/Region</small> <input type="text"/> <small>Number (with area/city code)</small>
* Confirm email address:	<input type="text"/>	Title:	<input type="text"/>
Company:	<input type="text"/>	State/province:	<input type="text"/>
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
City:	<input type="text"/>		
ZIP/postal code:	<input type="text"/>		
Country/region:	<input type="text" value="United States of America"/>		
Number of employees:	<input type="text" value="1-99"/>		
Would you like to receive information about future seminars?:			
<input type="radio"/> Yes <input type="radio"/> No			

4. After registration is completed, the website will appear as the picture below.



### Registration Confirmed

Thank you for registering.

You are now registered for the event: **เทศกาลสงกรานต์**

You will receive a confirmation email message that contains detailed information about joining the event.

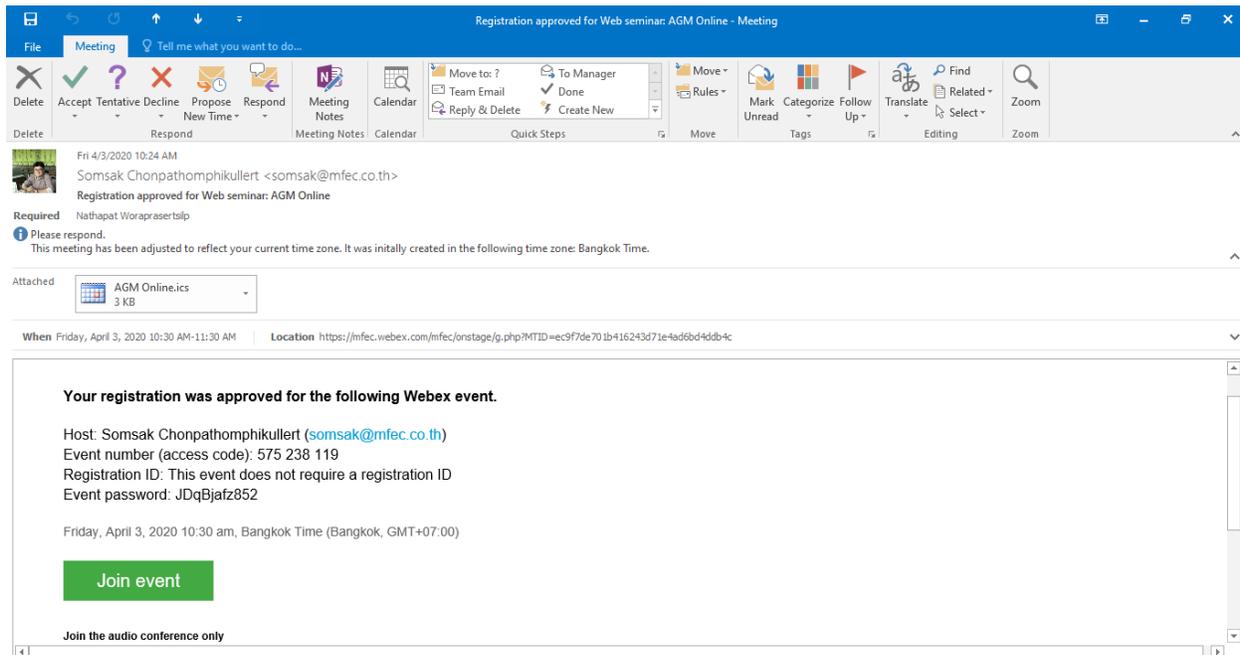
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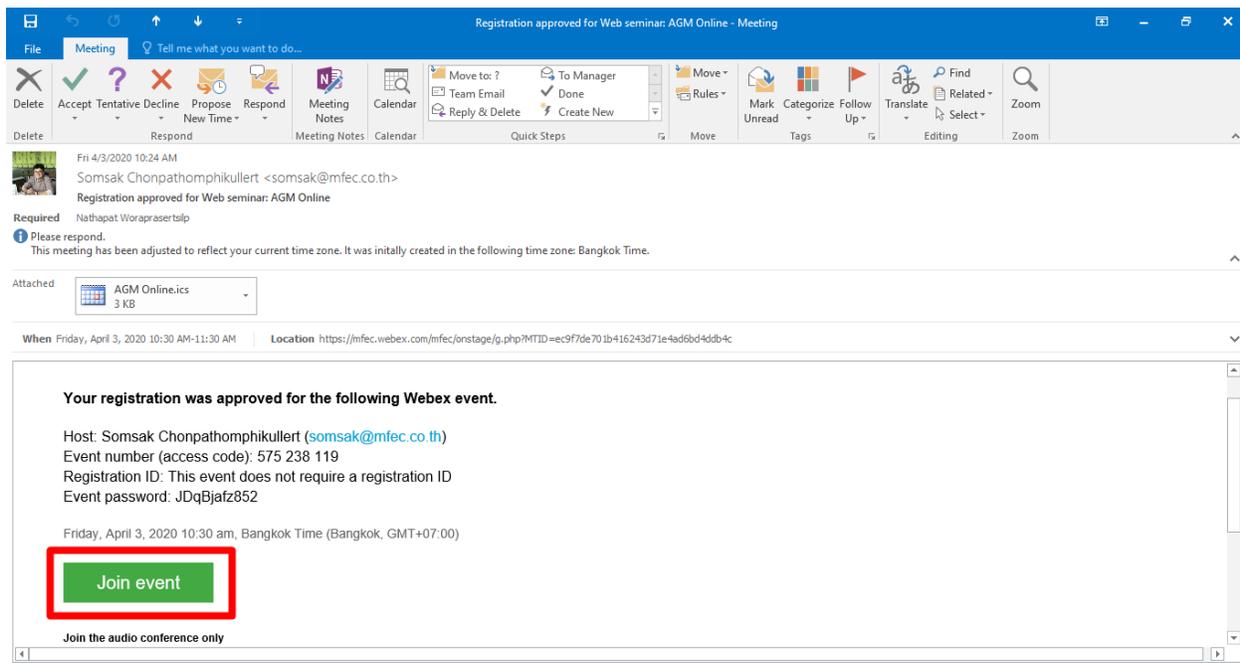
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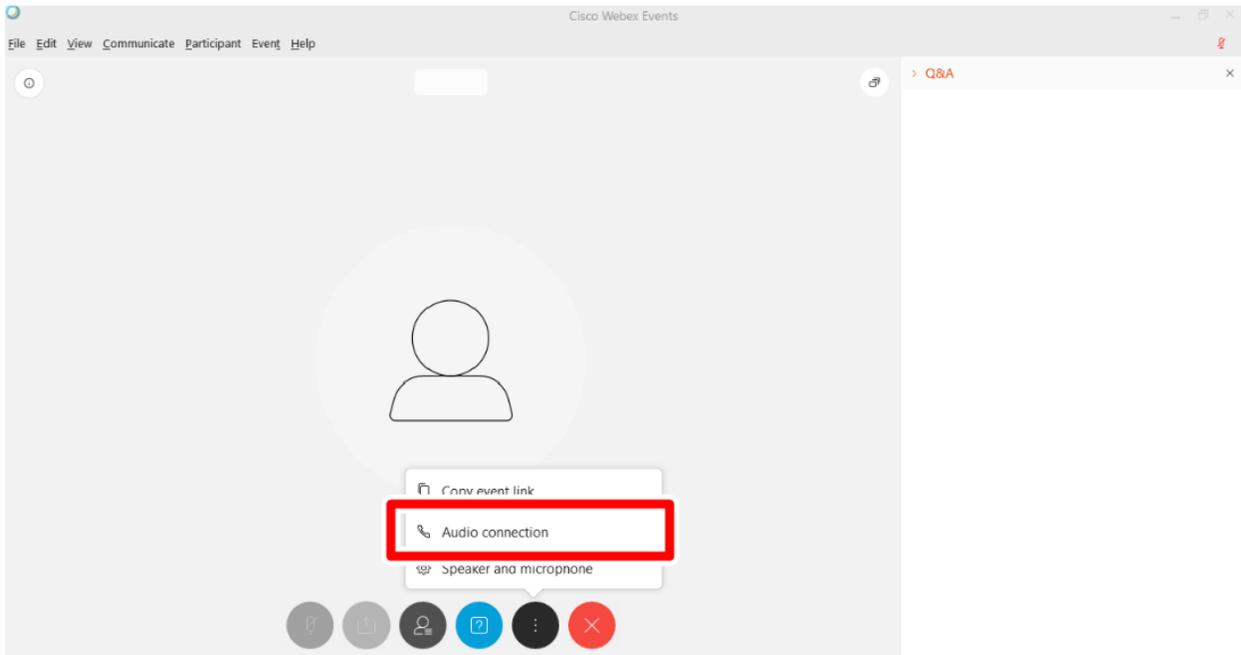
5.2 Fill in the information of Registration and click Join Now

The screenshot shows the Cisco Webex registration interface. At the top, there is a navigation bar with links for Home, Webex Meetings, Webex Events, Webex Support, Webex Training, and My Webex. On the right, there are links for Modern View, AGM Online MFEC, and Sign Out. The main content area displays event information for 'test test', including its status (Started), date and time (Monday, April 6, 2020 2:45 pm Bangkok Time), duration (1 hour), and a description. A 'Join Event Now' button is highlighted with a red box and labeled '1.'. Below this, a form for registration is shown with fields for First name (Nathapat), Last name (Wora), Email address (nathapat.w@hotmail.com), and Event password (masked with dots). The 'Join Now' button is again highlighted with a red box and labeled '2.'. At the bottom, there is a note about UCF rich media files and a link to click here.

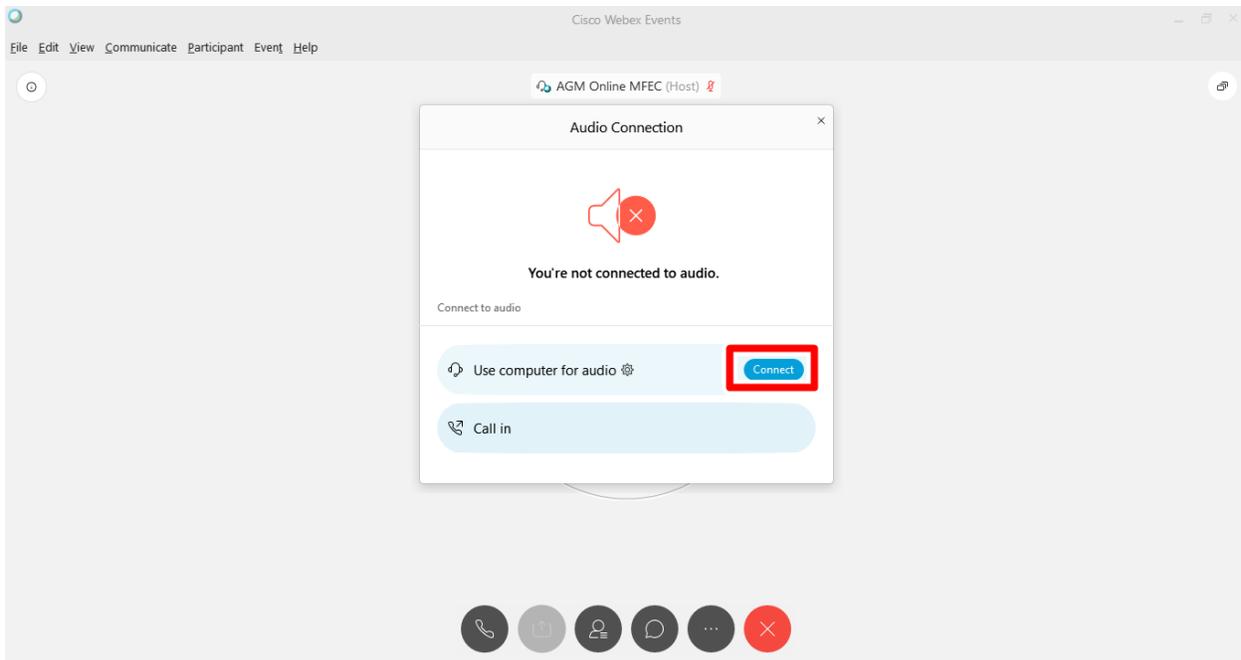
6. When entering the Desktop App Cisco WebEx Events, the screen will appear as shown and click Join Event.

The screenshot shows the Cisco Webex Events desktop application window. The title bar reads 'Cisco Webex Events'. The main content area displays 'AGM Online' with a time range of '10:30 AM - 11:30 AM'. A large circular icon with the letter 'N' is centered on the screen. At the bottom, there is a green 'Join Event' button highlighted with a red box. Below the button, there are audio settings: 'Use computer for audio' and '3- Realtek High Definition...'. The window has standard OS controls (minimize, maximize, close) in the top right corner.

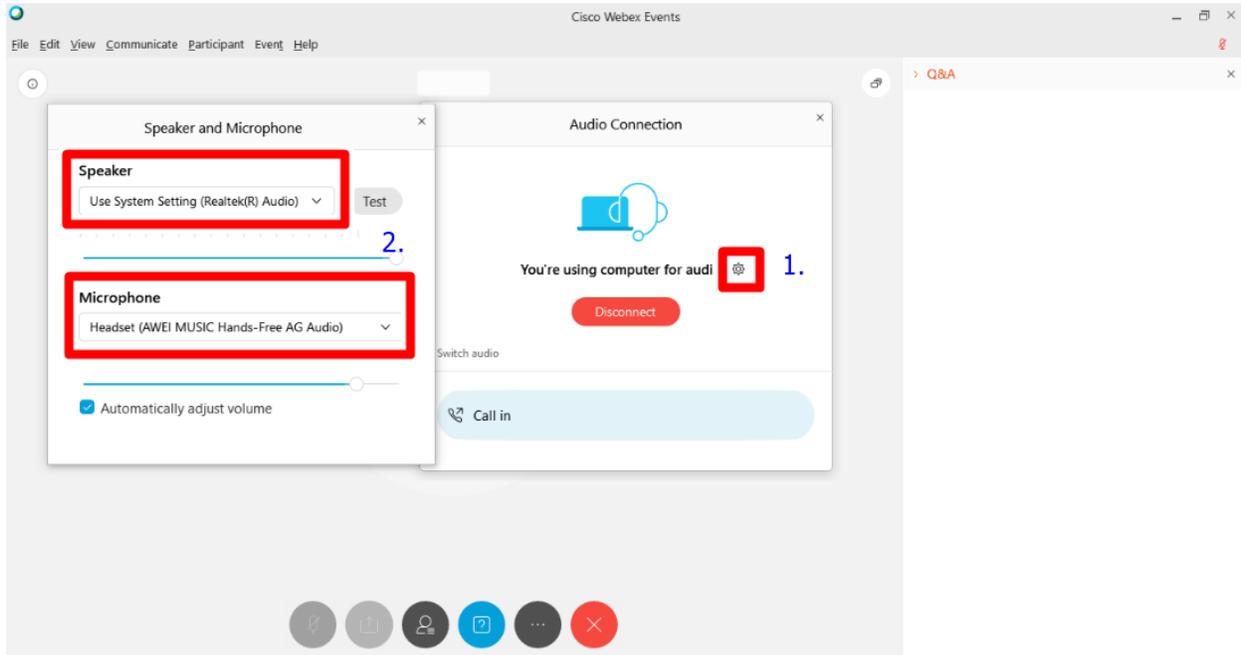
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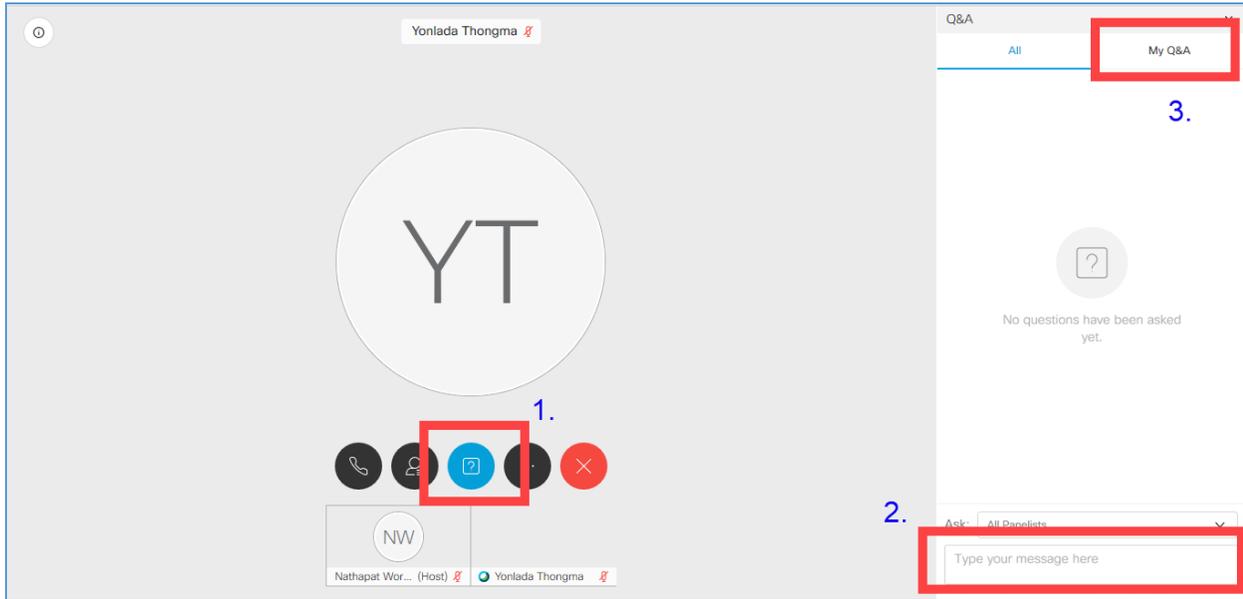


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