



(Translation)

OTO 032/2021

April 19, 2021

Subject : Notification of the Measures and guidelines for attending the 2021 Annual general meeting of Shareholders under the outbreak of Coronavirus 2019 (COVID-19)

To : The President
The Stock Exchange of Thailand

Enclosure: Measures and guidelines for attending the 2020 Annual general meeting of Shareholders under the outbreak of Coronavirus 2019 (COVID-19)

According to the resolution of the Board of Directors' Meeting no. 4/2021 that was held on February 24, 2021 to convene the 2021 Annual General Meeting of Shareholders will be held on April 28, 2021 at 10.00 a.m. at Cosmos Room, 4th Floor, Best Western Plus Wanda Grand Hotel, 111 M.4 Chaengwattana Road, Klongklua, Pakkred, Nonthaburi, Thailand 11120

Due to the vigorous intensity of the COVID-19 outbreak. The Company is deeply concerned for safety of shareholders and all attendees. Therefore, in order to prevent and reduce the risk of epidemic. The company would like to notify and revise of the measures and guidelines for attending the 2021 Annual general meeting of Shareholders under the outbreak of Coronavirus 2019 (COVID-19) as informed in the invitation letter as follows:

1. The company asks for shareholders' cooperation to grant a proxy the Company's Independent director to attend the meeting on behalf of shareholders to prevent and reduce the risk of spreading possibility of COVID-19 virus, by mail the proxy and evidences to Company Secretary Division, One to One Contacts Public Company Limited, 99/10 moo 4, Software Park, 26th Fl., Chaengwattana Road, Klong Gluar, Pak-kred, Nonthaburi 11120.
2. Shareholders are able to submit questions in advance. Please send the question, including name- surname and telephone number through the channel, Company website www.onetoonecontacts.com/en/proposal-question or email: CorporateSecretary@oto.samartcorp.com or sent together with the proxy by mail to the address that is shown in item no. 1
3. The company has arranged seats in the meeting room with a distance of at least 1.5 meters between the chairs, with a limited number of 30 seats only. Once the seats are fully booked, the company asks for the cooperation of shareholders who attended the meeting in person by proxy the Company's independent director to attend the meeting on their behalf.

4. On the meeting day, the Company kindly requests shareholders, who wish to ask questions, to write questions on paper only instead of speaking through microphone in order to reduce the risk of the spread of virus.
5. The Company kindly requests the attendees to prepare and wear a facemask at all times in the meeting room and around the meeting area.
6. The Company has refrained serving a snack box and beverage. The Company ask for cooperation from all attendees to refrain from eating all time attending the meeting.

The Company strongly requests for your cooperation to strictly follow the measures and guidelines for attending the 2021 Annual general meeting of shareholders under the outbreak of Coronavirus 2019 (COVID-19) attached herewith, including revised measure. If there are any changes in the situation or additional measures from the Government Official, The company reserves the right to notify shareholders of such changes on the website of the Stock Exchange of Thailand. (www.set.or.th) and the Company website (www.onetonecontacts.com). The Company apologize for the any inconvenience that may occur.

Please be informed accordingly.

Yours faithfully,

(Mr. Kanawuthi Wattanadhirach)

Co-Chairman of the Executive Committee and Co-Chief Executive Officer

**Measures and Guidelines for attending the 2021 Annual General Meeting of
Shareholders
under the outbreak of Coronavirus 2019 (COVID-19)**

One to One Contacts Public Company Limited (“the Company”) is deeply concerned for safety of shareholders and all attendees, therefore, determined measures and guidelines for attending the 2021 AGM, under the outbreak of the COVID-19 as follows:

1. Request for Shareholders’ cooperation to giving a proxy the Company’s Independent director to attend the meeting on behalf of shareholders to prevent and reduce the risk of spreading possibility of COVID-19 virus. The company asks for Shareholders’ kind cooperation to grant a proxy to the Company’s Independent Director to attend the meeting by mail the proxy and evidences to Company Secretary Division, One to One Contacts Public Company Limited, 99/10 moo 4, Software Park, 26th Fl., Chaengwattana Road, Klong Gluar, Pak-kred, Nonthaburi 11120.
2. The Company reserves the right to deny shareholders or proxies entry into the meeting for those who recently returned from any high-risk countries in less than 14 days, or showing any sign of respiratory symptoms, are requested to follow the suggestions of the Department of Disease Control, Ministry of Public Health by not attending the meeting and appointing the Company’s independent director as their proxy to attend the meeting.
3. Shareholders are able to submit questions in advance. Please send the question, including name- surname and telephone number through the channel, Company website www.onetoonecontacts.com/en/proposal-question or email: CorporateSecretary@oto.samartcorp.com or sent together with the proxy by mail to the address that is shown in item no. 1
4. In case that any shareholders still wants to attend the meeting in person, the Company would like to request for your cooperation to strictly follow the measures and guidelines for attending the AGM to prevent and reduce the risk of the spread of COVID-19:
 - 4.1 The company will arrange a screening point in front of the meeting room by measuring body temperature. In the case of detecting a person with a body temperature of 37.5 degrees Celsius or more or having respiratory symptoms, the company reserves the right to not allow shareholders or proxies with such risks to attend the meeting. In the event that the shareholders attend the meeting in person, shareholders can proxy an independent director of the company to attend the meeting on their behalf. However, the queue at the screening point, checkpoint, and registration point will be an appropriate social distancing at 1-1.5 meters.
 - 4.2 Shareholders or proxies shall be required to fill in the COVID-19 screening form before entering the meeting room. The company reserves the right to deny shareholders or proxies to attend the meeting if found that shareholders or proxies including those attendants who have had close contact with those identified who recently returned from any high-risk countries in less than 14 days or people with fever or symptoms that may be suspected of being

- a COVID-19 virus or respiratory symptoms shareholders can proxy the Company's independent director to attend the meeting on their behalf.
- 4.3 The company has arranged seats in the meeting room with a distance of at least 1.5 meters between the chairs, with a limited number of seats of 30 seats only. The company will specify the number of seats for attendees at the registration point and invite the attendees follow seat numbers are only provided for the purpose of preventing or tracking any event that occurs. Once the seats are fully booked, the company congratulates the shareholders who attended the meeting in person by proxy the Company's independent director to attend the meeting on their behalf.
 - 4.4 On the meeting day, the Company kindly requests shareholders, who wish to ask questions, to write questions on paper only instead of speaking through microphone in order to reduce the risk of the spread of virus.
 - 4.5 The Company kindly requests the attendees to prepare and wear a facemask at all times in the meeting room and around the meeting area.
 - 4.6 The Company has refrained serving a snack box and beverage. The Company ask for cooperation from all attendees to refrain from eating all time attending the meeting.

If there are any changes in the situation or additional AGM-related measures from the Government Official, The company reserves the right to notify shareholders of such changes on the website of the Stock Exchange of Thailand. (www.set.or.th) and the Company website (www.onetoonecontacts.com)