

Policy for Facilitating and Promoting the Attendance of the Shareholders' Meeting

The Company realizes the significance of respect for the rights and equality of all shareholders according to the Company's Corporate Governance Code prescribing the appropriate equal treatment of stakeholders. In part of the shareholders, the Company establishes the policy for facilitating and promoting all shareholders and institutional investors to ensure the proper accessibility of information and ability to attend the Meeting. The clear guidelines are partially determined as follows.

1. Timely disclose the resolution of the Board of Directors' Meeting on the schedule of the Shareholders' Meeting, disclosure of the meeting agenda, meeting, and essence of the meeting agenda through the data dissemination system (SETPortal) of the Stock Exchange of Thailand (the "SET") on schedule.
2. Establish a transparent and efficient process for organizing the General Meeting of Shareholders according to the Company's laws and regulations.
3. The Company allows the shareholders to propose the agenda of the General Meeting of Shareholders, nominate a person for election as a director, and submit queries about the Meeting in advance at a reasonable time.
4. Supervise the shareholders to acquire the correct and adequate information data at a reasonable time.
5. Deliver the Invitation to the Meeting to the shareholders, fully specifying the meeting date, time, venue, agenda, consideration supporting data for all agenda, and documentary evidence used in authorization and advice for authorization procedure. The Company shall deliver the Invitation to the Meeting to the shareholders more than 21 (twenty-one) days before the date of the Shareholders' Meeting in advance.
6. Disseminate the Invitation to the Shareholders' Meeting and both Thai and English meeting documentation through the Company's website for more than 30 (thirty) days before the date of the Shareholders' Meeting in advance, and notify the shareholders for acknowledgement through SETPortal of the SET.

7. Give an opportunity to the shareholders to propose the meeting agenda or submit queries about the Company and nominate a person for selection as a director through the Company's website for more than 3 (three) months before the date of the Shareholders' Meeting in advance and notify the announcer of the Invitation to the Shareholders' Meeting in a daily newspaper for not less than 3 (three) consecutive days and before the meeting date of not less than 3 (three) days.
8. Open to allow the shareholders to attend the Shareholders' Meeting before the meeting commencement time for 2 (two) hours.
9. The Company schedules the meeting venue and methods to ensure the easy meeting attendance of the shareholders and the information technology system for efficient registering and counting the voting results.
10. Give the opportunity to all shareholders to have equal rights to express their opinions or interrogate by allocating adequate and suitable time and completely recording the important queries and suggestions from the shareholders in the Meeting Minutes.
11. Disclose the resolution of the Shareholders' Meeting and voting results through SETPortal of the SET without delay within the following working day from the date of the Shareholders' Meeting.
12. Deliver the Minutes of the General Meeting of Shareholders to the related regulatory agency, and disseminate the Minutes of the Meeting via the Company's website within 14 (fourteen) days period from the meeting date.
13. Disseminate the related information on the Company's website to facilitate the interested shareholders and third parties.
14. Assign the Company Secretary and Investor Relations Department to contact, coordinate, and facilitate between the Company and the investors.

The policy for preventing this conflict of interest is effective from 9 November 2020 onwards.

NOVA EMPIRE

NOVA EMPIRE PUBLIC COMPANY LIMITED



(Parleerat Panboonhom)

Chairman of the Board of Directors

Nova Empire Public Company Limited