SCCC No. 14/2020

9 March 2020

Subject: Preventive measures against the spread of the Coronavirus Disease 2019 (COVID-19)

Attention: The President of the Stock Exchange of Thailand
The Stock Exchange of Thailand

Following the situation of the spread of COVID-19, Siam City Cement Public Company Limited would like to inform you about our guidelines in holding the AGM No. 27 on 26 March 2020 at the Landmark Bangkok, in respect to health of the society, which we seek cooperation from the Shareholders and Proxies as follows:

1. In the case that you transited or travelled to/from the Disease Infected Zone of the COVID-19 outbreak, according to the Notification of the Ministry of Public Health, and entered the Kingdom of Thailand after 11 March 2020, kindly consider to (1) give proxy to the designated Independent Directors instead of attending the meeting in person and in such case please submit the Proxy to the Company in advance, and (2) send questions in relation to the Meeting Agenda (if any) to the Company in advance.

2. The Company follows guidelines of the Department of Disease Control, the Ministry of Public Health in relation to holding a meeting https://ddc.moph.go.th/viralpneumonia/int_activity.php which include temperature screening and inquiry on traveling history. Therefore, we recommended that you observe your health before leaving your home to the Meeting. Please note that any Shareholder can consider giving Proxy to the designed Independent Directors as mentioned in clause 1 above.

Shareholders can see information of the AGM No. 27 (year 2020), including Proxy Forms (the Company recommended the use of Proxy Form B, as Shareholders can fix the votes beforehand), and channel for submission of questions at the Company’s website, page Investor Relations https://www.siamcitycement.com/th/investor/annual

Please be informed accordingly.

Sincerely yours,
Siam City Cement Public Company Limited
-Signature-
(Mrs. Phatchada Muenthong)
Company Secretary
Recommendations for meetings, seminars or other mass gatherings

On February 11, 2020

Recommendations on prevention and control of COVID-19 for meetings, seminars or other mass gatherings

• Meetings, seminars or other mass gatherings involve many people coming together in limited spaces. Crowded places pose risks for spread of the virus that causes COVID-19 and other infective agents of the respiratory system. Close contacts with infected people and patients can lead to spread of diseases.

• If the event organizer considers that some participants of the event may be infected or may have history of travel from infected areas, and that it is not absolutely necessary to hold the event; it is recommended that the event be postponed.

• If the organizer considers that it is absolutely necessary to hold the event, the organizer should prepare and ensure that strict and sufficient measures are put in place for screening and safeguarding the participants, to ensure effective disease prevention and control.

Recommendations for the organizer of meetings, seminars or mass gatherings.

1. Establish screening of participants for fever and respiratory symptoms. Screening should be conducted for all participants every day before participation in activities at the event. The participants who have fever and respiratory symptoms such as cough, runny nose, sore throat, and sneezing are advised to refrain from participation and to seek medical attention. Participants without symptoms should be provided with a marker or indicator such as a sticker that is easily visible, before entry to the event.

2. Provide hand washing facilities or alcohol hand sanitizer, especially in areas that have a lot of shared contact such as toilets, meeting rooms, registration points, food distribution points, etc.

3. Provide face masks to participants with recommendations on proper use of the mask to reduce risk of transmission of respiratory diseases.

4. Recommend participants to wash hands with water and soap or use alcohol hand sanitizer before and after participation in activities, and before leaving the venue of the event.

5. Establish first-aid stations with attendance of nurses at the event to provide advice, first aid and emergency medical services for participants who need medical attention. The sick should be aided to leave the event for proper medical attention. The ones who meet the criteria for investigation of COVID-19 must be referred for further investigation at a designated health care facility.
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6. Maintain regular cleaning of the equipment, facilities and service areas, especially for objects frequently touched and used by people; such as handrails, door knobs, and toilets; at least twice per day. Detergent and 70% alcohol solutions are recommended for cleaning.

7. Provide communication to the public on disease prevention and control including proper use of face masks and hand washing. People are encouraged to obtain regular updates on news and information through trustworthy sources.

8. Arrange the facilities to minimize congestion of people by providing sufficient space for all activities, especially in meeting rooms and food courts.

Recommendations for participants to meetings, seminars or other events of mass gathering

1. Before joining an activity, you should prepare face masks and hand sanitizer for personal use, and use them properly while attending meetings or joining activities.

2. If you feel you are sick, or have fever or respiratory symptoms; refrain from joining meetings, seminars or other mass gatherings; and promptly seek medical attention.

3. If you observe that other participants have symptoms like fever, cough and runny nose, advise them to seek attention and care at a first-aid station.

4. Avoid contact with people who are sick, especially patients with respiratory diseases who are not wearing face masks.