



บริษัท ตะวันออกพาณิชย์ลิซซิง จำกัด (มหาชน)

EASTERN COMMERCIAL LEASING PUBLIC COMPANY LIMITED

Sor Gor 27/63

15 June 2020

To the Attention of        The Manager and Director of the Securities Exchange of Thailand  
Subject                        1. Distribution of meeting invitation for the Annual General Shareholders'  
Meeting for the year 2020 via company website  
2. Shareholders' invitation for 17 July 2020 meeting, on the basis of invitation  
letter for meeting date on 27 April 2020  
3. Practice Guidance for Participants in the Annual General Shareholders'  
Meeting for the Year 2020 under the Corona Virus pandemic (COVID -19)  
situation

1. To comply with good governance principle, the company would like to inform shareholders that the company has distributed invitation letter for the Annual General Shareholders' Meeting for the year 2020 with meeting support documents, and annual report 2019 via company's website at [www.ecl.co.th](http://www.ecl.co.th) since 16 June 2020 onward. Subsequently, the company shall arrange to forward by post – documents and CD to all shareholders with names listed on the shareholder registry dated 24 June 2020 onward.

2. The Board of Directors at its 2/2563 meeting on 27 March 2020 resolved to approved the deferment of the Annual General Shareholders' Meeting for the year 2020 from the original established date of 27 April 2020 until further notice in light of the Covid -19 pandemic situation.

Presently, the situation has alleviated. The Board of Directors at its 4/2563 meeting on 9 June 2020 therefore resolved to reestablish the AGM date for the year 2020, on Friday, 17 July 2020 at 14:00 O'clock, Hotel Golden Tulip Sovereign, Bangkok, Rama IX Road, Huay Kwang District, Bangkok. The Board approved the forwarding to shareholders of invitation letter and meeting documents for the original meeting date of 27 April 2020 as the invitation letter and meeting documents for the meeting date of 17 July 2020. This has been the result of substantial document printing dated 27 April 2020 prior to the meeting deferment. Meeting agenda, and supporting details remain appropriate and applicable as meeting documents. The package contains proxy forms type Gore, and Kor which provide opportunities for shareholder assignments under the phrase, quote

“For meeting attendance and voting on my behalf in the Annual General Shareholders’ Meeting for the year 2020, on 27 April 2020 at 14:00 O’clock, Hotel Golden Tulip Sovereign Bangkok, Rama IX Road, Huay Kwang District, Bangkok, or as determined to be deferred at such date, time and other venues as well” unquote

Please be advised accordingly, and be requested to participate at the meeting on 17 July 2020 on the basis of invitation letter originally issued for meeting date of 27 April 2020 aforementioned.

3. Practice Guidance for Participants in the Annual General Shareholders’ Meeting for the Year 2020 under the Corona Virus pandemic (COVID -19) situation

In light of the Corona Virus pandemic (COVIC – 19) situation adversely affects the convening of the annual general shareholders’ meeting of the company which requires a quorum for shareholders’ participation to become effective namely no less than 25 shareholders in attendance, and such shareholders holding in aggregate no less than one third of all shares issued and subscribed. Therefore, to convene the meeting to achieve law compliance and for the maintenance of shareholders’ as well other relevant parties’ good health, the company would like to provide health precaution below:

3.1 Shareholder cooperation request for assignment of right to company independent director on behalf of themselves: Shareholders, who have been considered the ‘risk group’ or suffered from respiratory infection, or not considered the ‘risk group’ but for the purpose of protecting their own health, may assign others or the independent directors of the company to participate in the meeting on their behalf by submitting proxy documents to the Office of the Directors and Company Secretary at the address of the Eastern Commercial Leasing PCL, number 976/ 1, Soi Rama IX Hospital, Rim Klong Sam Saen Road, Bangkapi Sub-District, Huaykwang District, Bangkok Metropolitan 10310 (Please cooperate by arranging to forward the documents in advance one day prior to the meeting date. Details regarding assignment may be referred to in the invitation document, attachments 7, 8, and 9).

3.2 Shareholders may submit advance query up to 16 July 2020 via below channels:

3.2.1 Post: may be forwarded along with proxy documents at the address above.

3.2.2 Email: [apitsara@ecl.co.th](mailto:apitsara@ecl.co.th)

3.3 In the event shareholders or assignees who would like to participate in the meeting, below company measures shall apply:

3.3.1 **Establishment of screening stations:** This shall be established at the entrance door into the building, and in front of the meeting room. All participants must fill-in the self-screening form, and pass the body temperature reader, and in the event the body temperature is 37.5 degree Celsius or higher, or where the participants or individuals close to them, are found to have traveled or passed through the area or location having risks of Covid – 19 virus infection per announcement of the Ministry of Public Health or authority requirement for time period less than 14 days prior to the meeting date and / or having symptom suspicious of being infected by COVID-19 virus, **such participants shall not be permitted to enter the area or location of the meeting**, and shareholders who do not pass the screening procedure, may assign their right to company independent director to participate and vote on their behalf.

### 3.3.2 Preparation of the meeting area, and registration

1) Participants are requested to maintain social distancing at 1 meter in the cueing process at the screening, document inspection, and registration stations.

2) The hotel shall arrange for seating in the conference maintaining at least 1 meter apart enabling seating of up to approximately 40 participants, with assigned seating numbers at registration. Participants must sit at the assigned number for the benefit of prevention or follow-up in the event of occurrence of any incidence, and when the seating is full, participants shall be not able to participate in the meeting. The company requests that shareholders, who attend by themselves, cooperate by assigning their right to independent directors to attend the meeting on their behalf.

3.3.3 For meeting participation, the company requests cooperation for application of measures below:

1) Participants who have passed screening shall be affixed with the provided sticker, and shall wear protective health mask throughout the period within the area, or meeting location, and shall clean their hands with alcohol gel provided at various convenient spots.

2) During the meeting, in the event participants were found to have high temperature, coughing, sore throat, sneezing, snot drifting, respiratory problem and/ or symptom suspicious of Covid – 19 virus infection, please leave the area, or meeting location immediately.



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Please be informed and cooperate in strictly compliance with the measures applied. In the event of large number of shareholder participation, the screening, and registration procedures may be delayed. The company would like to express apology for such inconveniences.

Please be advised accordingly.

Yours faithfully

Mrs. Duangrat Jaengmongkol,

Director, and Company Secretary

The Office of the Company Secretary

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