

Guidelines for the Annual General Meeting of Shareholders for the Year 2021

Teleconferences through Electronic Devices (E-AGM)

Due to the situation of Coronavirus 2019 (COVID-19) pandemic, Masterkool International Public Company Limited (“The Company”) is concerned over the risk of the infection and safety of shareholders attending the meeting. Therefore organized a meeting the Annual General Meeting of Shareholders for the Year 2021 Teleconferences through Electronic Devices (E-AGM) only The Company would like to inform you the guidelines for the Meeting Teleconferences through Electronic Devices (E-AGM) as following.

1. Granting proxy to Independent Directors

The Company asks for cooperate with the shareholders to grant proxy to independent directors of the Company as shown in Enclosure 10 by using the meeting notice, the Proxy Form "Form B" as shown in Enclosure 9 and supporting documents as shown in Enclosure 8 send to ***the company address** or scanning or taking a picture via ****Email or via ***Line id** within **15 April 2021**

2. Confirmation of the identity of shareholders or proxies

In case the shareholders or proxies wish to attend the meeting in person via electronic devices (E-AGM) must send the meeting notice and supporting documents as shown in Enclosure 8 to verify identity by scanning or taking a picture via ****Email or via ***Line id** within **15 April 2021** the company has verified the accuracy of the information then will send back “**Username**” and “**Password**” to the email that sent to the Company for login the AGM program through electronic media (E- AGM) that provide by Conovance Co., Ltd. which is service provider that has requirements of ETDA

3. Attending the Annual General Meeting of Shareholders Teleconferences via Electronic Devices (E-AGM)

3.1 Shareholders or proxies have to go to download the program at www.conovance.com/download.php

Since 15 April 2021 by the system recommended for E-AGM Meeting program

- Require Computer/Notebook/Tablet (*Windows OS Only*): Windows XP/7/8/10
- Internet Bandwidth 3.0Mbps

3.2 Shareholders or proxies can download the manual of program at www.conovance.com/support.php

Since 15 April 2021 the system support both E-Meeting and E-Voting

4. Sending questions in advance

Shareholders are able to send relevant questions in advance to ***the company address** or via ****Email** or via *****Line id** within **20 April 2021** the Company will collect relevant questions in each agenda and record in the meeting minutes after the meeting is completed.

5. **The Company has recorded video and audio** throughout the meeting agenda and will be posted on the Company website at www.masterkool.com after the meeting finished.

6. Contact

***The Company address** : Company Secretary Office, Masterkool International Public Company Limited,
12/16-17, Thesabansongkrao Road, Ladyao, Chatuchak, Bangkok 10900

****Email** : csoffice@masterkool.com

*****Line ID** : @kool_ir

******Tel**: 02-953-8800 Ext. 400, 401