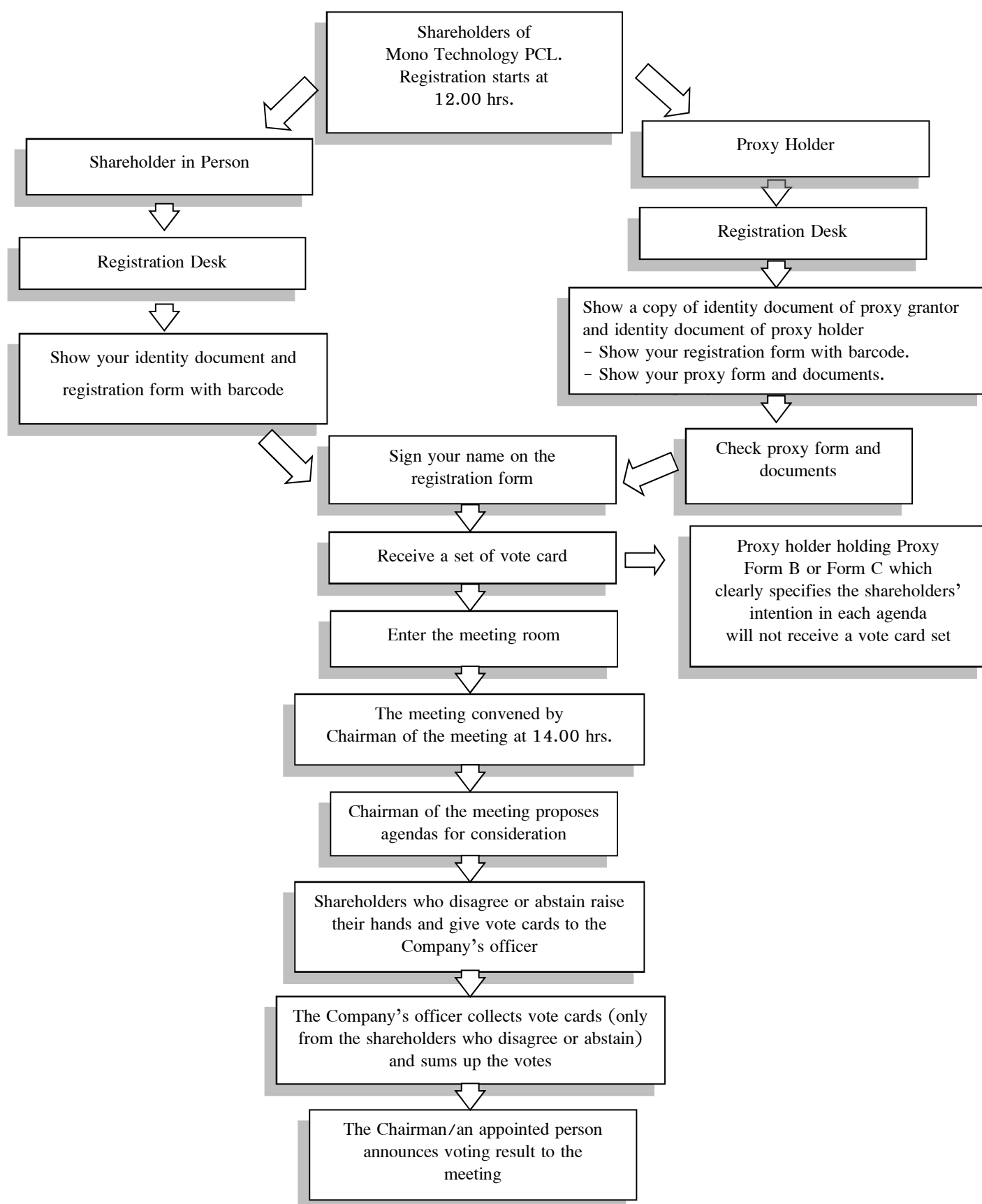


Process of attending the 2020 Annual General Meeting of Shareholders

Mono Technology Public Company Limited

August 10, 2020



**** Please return the vote cards for all agendas to the Company officers after the meeting adjourned ****

Measures and Guidelines for Attending the 2020 Annual General Meeting of Shareholders

The current situation of the spread of the coronavirus disease 2019 (COVID-19) and the AGM that involves the gathering of a large number of the shareholders are risk factors that lead to the spread of COVID-19. With concern for the safety of all the meeting attendees against the risk of COVID-19 infection, Mono Technology Public Company Limited (the “Company”) has put in place the measures and the guidelines for attending the 2020 Annual General Meeting of Shareholders as follows.

1. Encourage for proxy voting instead of attending the AGM in person

1.1 Shareholders who might be of high risk e.g. those recently traveled to and from abroad, those in close contact with someone who traveled to and from abroad or communicable disease areas or places for COVID-19 announced by the Ministry of Public Health, within 14 days before the date of the AGM, those having a fever or a cold; coughing, gasping or sneezing symptoms and/or showing any respiratory symptoms or other symptoms suspected of being infected with COVID-19, are requested to follow the Department of Disease Control’s precaution by not attending the meeting and instead are suggested to appoint the Company’s Independent Director as their proxy to attend and vote on their behalf.

1.2 The Company requests cooperation from all shareholders even if you are not in a high-risk category to appoint an Independent Director to act as your proxy. The shareholders may use the proxy form and attach the required document as explained in Enclosure 10 of the Notice of the AGM and submit to the following address.

Corporate Affairs and Communication,

Mono Technology PCL.

29/9 Moo 4, Chaiphruet Road, Bang Phlap, Pakkred, Nonthaburi, 11120

2. For the shareholders who wish to attend the AGM in person, several measures prepared by the Company could add to the normal registration process on the AGM day. Thus, the Company would like to inform and request for all shareholders’ cooperation to follow the measures as stated herein below.

2.1 Screening measures as suggested by the Department of Disease Control: Everyone attending the AGM must be screened before entering the meeting area. Anyone who fails to pass the screening, i.e. having a body temperature higher than 37.5 degrees Celsius and/or having respiratory symptoms, including those who have traveled from abroad or communicable disease areas or places for COVID-19 within 14 days prior to the date of the AGM, will be denied the entry.

The shareholders who are denied the entry to the AGM can use proxy voting by assigning an Independent Director to vote on their behalf.

2.2 Measures upon venue arrangement and registration :

- (1) The registration will start at 12.00 p.m.
- (2) Queuing at the screening point, the document screening point and registration point will keep a distance of 1 meter from each other.
- (3) The space between the seats in the meeting room will be 1 meter apart; thus, the meeting room capacity will be limited. In addition, the Company will prepare additional meeting rooms with live broadcast.
- (4) Every attendee must wear a facemask at all time during the attendance.
- (5) Only bottled water is available (1person per 1 bottle). Neither food nor coffee or tea will be provided for the shareholders. In addition, the Company also requests that all the attendees not eat food in the AGM venue and its compound.

The Company apologizes for the delay in the screening and the registration processes that may occur due to these measures and guidelines.