

## **Guidance for Meeting Attendees to Prevent the Spread of Coronavirus Disease or COVID-19**

The Ministry of Public Health has declared Coronavirus 2019 (COVID-19) a dangerous communicable disease, and Star Petroleum Refining Public Company Limited (the "**Company**") has serious concerns over the outbreak. Therefore, in order to cooperate with the government to help prevent the further spread of the disease, the Company would like to provide the following guidelines for attending the shareholders meeting.

1. Shareholders who are at risk, for instance (1) shareholders who have recently traveled to at-risk countries, as announced by the Department of Disease Control, Ministry of Public Health, as follows: People's Republic of China; Hong Kong; Macau; Taiwan; South Korea; Japan; Singapore; Italy; Iran; France; and Germany (information as of 2 March), or shareholders in close contact with people who have recently traveled to those countries and are currently in the period of closely-monitored or self-quarantine for 14 days, or (2) shareholders with respiratory symptoms or body temperature higher than 37.5 degrees, are kindly asked to assign a proxy to another person or the Company's independent director to attend and vote on their behalf by returning the completed Proxy Form and required documents to the Company by 31 March 2020.

2. The Company will set up a screening point equipped with necessary devices in front of the meeting room to measure the body temperature of the attendees. In the event that any attendee's body temperature is higher than 37.5 degrees or an attendee has possible signs of COVID-19 symptoms, the Company reserves the right to arrange the meeting seats of such attendees in another area, in which case such attendees will still be able to participate and exercise their voting rights as usual.

Your cooperation would be most appreciated and would greatly benefit the implementation of preventive measures against the spread of COVID-19. The Company hereby reserves the right to change or add the screening measures or take any other actions as deemed necessary or appropriate.