

**Conditions, Rules and Procedures to Attend the Meeting**

**1. The shareholder who is present in the meeting in person**

1.1 Shareholder is Thai or foreign nationality:

1.1.1 Barcode Registration Form

1.1.2 Present valid official document with photograph of shareholder issued by the government, e.g. identification card, government identification card, driving license or passport.

*In case of the change of first name or surname, evidence of such change shall be presented.*

1.2 Shareholder is Thai Juristic Person:

1.2.1 Barcode Registration Form

1.2.2 Copy of the Affidavit of the juristic person (no greater than 3 months old) with certified true copy by juristic authorized director(s) and affixed the company's seal (if any)

1.2.3 Copies of the documents as specified in item 1.1.2 of juristic authorized director(s) and certified true copy.

1.3 Shareholder is Foreign Juristic Person:

1.3.1 Barcode Registration Form

1.3.2 The affidavit of the juristic person or the official document issued by the government (no greater than 3 months old) which stipulated name and power of juristic authorized director(s) with certified true copy by a notary public or the other governmental department shall have power and authority to certify of its country.

1.3.3 Copies of the documents as specified in item 1.1.2 of juristic authorized director(s) and certified true copy.

**2. The shareholder who is present in the meeting by proxy**

2.1 Shareholder is Thai or foreign nationality:

2.1.1 Barcode Registration Form

2.1.2 Proxy form B which completely filled with all required information

2.1.3 Copies of the documents as specified in item 1.1.2 of Grantor and certified true copy by Grantor.

2.1.4 The Proxy holder must present the document as specified in item 1.1.2 for registration.

2.2 Shareholder is Thai Juristic Person:

2.2.1 Barcode Registration Form.

2.2.2 Proxy form B which completely filled with all required information.

2.2.3 Copy of the affidavit of the juristic person (no greater than 3 months old) with certified true copy by juristic authorized director and affixed the company's seal (if any)

2.2.4 Copies of the documents as specified in item 1.1.2 of juristic Authorized director and certified true copy.

2.2.5 The Proxy Holder must present the document as specified in item 1.1.2 for registration.

**2.3 Shareholder is Foreign Juristic Person:**

2.3.1 Barcode Registration Form.

2.3.2 Proxy form B which completely filled with all required information

2.3.3 The affidavit of the Juristic Person or the official document issued by the government (no greater than 3 months old) which stipulated name and power of juristic authorized director with certified true copy by a notary public or the other government department shall have power and authority to certify of its country.

2.3.4 Copies of the documents as specified in item 1.1.2 of juristic authorized director and certified true copy.

2.3.5 The Proxy Holder must present the document as specified in item 1.1.2 for registration.

**3. Grantors who are foreign investor who appointed custodian in Thailand to act on their behalf**

3.1 Barcode Registration Form.

3.2 Proxy Form C which completely filled with all required information.

3.3 Copy of the documents as specified in 1, whether the case may be, of shareholder who is a foreign investor and certified true copy.

3.4 Copy of the Power of Attorney (POA) of foreign investor authorizing custodian to sign the Proxy Form on their behalf and certified true copy.

3.5 Copy of certifying letter or copy of custodian's business license which authorizes custodian to engage in custodian business.

3.6 Copy of POA of the custodian authorizing the juristic authorized director or the authorized management or employees of the custodian to grant proxy and certified true copy by Grantor.

3.7 Copies of the documents as specified in item 1.1.2 of Grantor and certified true copy by Grantor.

3.8 The Proxy Holder must present the document as specified in item 1.1.2 for registration.

For every Proxy Form, affix the 20 Baht duty stamp and cross such duty stamp for correctness and legal binding.

In case of the original documents are not in English, the English translation must be required and certified the correctness by the shareholders or the juristic authorized director or the authorized management or employees of the custodian.

#### 4. If shareholders desire to appoint the Company's independent director

The Shareholders are able to appoint an independent director, as per details in Enclosure 4, to be their Proxy Holder.

In case of shareholders appoint the Company's independent director as their Proxy Holder, please return the proxy form which is completely filled with all request and signed together with all required documents to ***the Company Secretary, Sappe Public Company Limited at following address: 71 SP Arcade Building, Ramkhamhaeng Road, Huamark, Bangkapi, Bangkok, 10240 within Thursday, 21<sup>st</sup> April 2023.***

#### **Registration of Attendance**

The Company's officer shall allow the registration of attendance from 11.30 hours on the day of the meeting.

#### **Voting Procedures**

1. Shareholders shall cast votes on show of hands. One share shall be entitled to one vote. Resolutions of the Shareholders' Meeting shall consist of the votes as follows:

- For regular matters, majority votes of shareholders attending the meeting and entitled to vote shall be deemed final. In case of equality of votes, the Chairman of the meeting shall be entitled to a casting vote.
- For matters required otherwise by laws and/or Articles of Association of the Company, such requirements shall be complied. The Chairman of the meeting shall inform the shareholders present in the meeting before any such agenda shall be voted.

2. A shareholder may express his/her intention only to approve or disapprove or abstain the vote on each agenda and may not split the number of shares for splitting votes.

3. The Proxy Holders shall vote as specified in the proxy form.

4. A shareholder having special interest in any matter cannot vote on such matter. The Chairman of the meeting may request such shareholder to leave the meeting room during such agenda.