The procedures of the registration and attending via electric means and proxy appointment

Proxy

The Company has sent a power of attorney pursuant to Form B as specified by the Department of Business Development, Ministry of Commerce. Such form prescribes clearly details of proxy matter for the shareholders, so that any shareholder who cannot attend the meeting by him/herself can consider whether to proxy any person or any independent director. The shareholder may specify more than one proxy for flexibility. In case any proxy cannot attend the meeting, other proxy may attend on his/her behalf. However, only one proxy can attend and vote in the meeting. Shares cannot be separated to multiple proxies. In addition, in voting for each agendum, the shareholder is entitled to either vote to agree, disagree or refrain from voting.

Evidence of Identification for Attendance

For attendees, please produce the following documents (as the case may be) before attending the Meeting.

Shareholder Who Is a Thai-national Individual

1. In the event of presence in person:
   - Registration Form, which the Company has sent together with the notice of the invitation of the Meeting;
   - An identification document issued by a government service, which document shows the photograph, first name and family name of the shareholder and has not yet expired, such as, identity card or civil servant's ID card or passport; in the event of a change of first name or family name, a supporting document must also be submitted.
2. In the event of proxy granted:
   - The proxy form bearing a bar code, which the Company has sent together with the notice of the invitation of the Meeting and which has been filled in completely and correctly and signed by the proxy grantor and the proxy holder;
   - A copy of the shareholder's document issued by the government service under 1, which copy has been certified true and correct by the shareholder's signature
   - An identification document of the proxy holder, which has been issued by a government service, same as in 1

Shareholder Who Is a Juristic Person Registered in Thailand

1. In the event an authorized signatory acting on behalf of the juristic person is present in person:
   - The document bearing a bar code, which the Company has sent together with the notice of the summoning of the Meeting;
   - A copy of the juristic person's representative's document issued by the government service, same as in the case of an individual under 1;
   - The shareholder's certificate of corporate registration, a copy of which is certified true and correct by the juristic person's representative and contains a statement indicating that the representative to be present at the Meeting is authorized to act on behalf of the juristic person who is the shareholder
2. In the event of proxy granted:
   - The proxy in the form enclosed with the notice of the summoning of the Meeting and filled in completely and correctly and signed by the juristic person's representative (director) granting proxy and by the proxy holder;
   - A copy of the shareholder's certificate of corporate registration, which copy has been certified true and correct by the juristic person's representative (director) and contains a statement indicating that the representative signing the proxy form is authorized to act on behalf of the juristic person who is the shareholder;
   - A copy of the document issued by the government service to juristic person's representative (director) who is the proxy grantor, which copy has been certified true and correct by the grantor's signature;
   - An identification document of the proxy holder, which has been issued by a government service, same as in the case of an individual under 1

Guidelines for attending The Annual General Meeting of Shareholders via Electronic Means (E-AGM)

Shareholders or proxies who would like to attend the E-AGM must submit an application to attend the meeting by Electronic Means via the Link at

https://uac.foqus.vc/registration/ or scan this QR Code.

The system will be available to access from **March 24 to April 7, 2022**.

1. After logging into the system, the Shareholders or proxies must prepare the following information (which should be in line with the shareholders information determined as at the Record Date from the Thailand Securities Depository Co., Ltd.) to fill in through the system:
   - Securities holder registration number
   - Identification Card Number/Passport Number/ Registration Number for juristic person
   - E-Mail address for receiving the Web Link, Username and Password for attending the Meeting
   - Mobile Phone Number
   - Additional documents as follows:

Attending in person or Proxy to any person / Juristic person who is not the Company's Independent Director	Proxy to the Company's Independent Director
Details as shown above.	Details as shown above. The original documents has to be sent by post to the Company within April 1, 2022.

2. When the Company receives the documents according to item 1 from shareholders or proxies. The Company will check the documents to confirm the right to attend the meeting. After that shareholders or proxies will receive an email with the following details.
   - Username and Password
   - WebLink for attending E-AGM system
   - User manual

In case the request is rejected, the Shareholders will receive an e-mail to notify on the details and reason for rejection, then the Shareholder can resubmit through the system.

3. Please keep your username and password confidential. Do not disclose it to others and in case your username and password are lost or not received by April 5, 2022, please contact the Company immediately.
4. Please look through the manual on how to use the E-AGM meeting system that the Company has sent to you by e-mail carefully. The system will allow you to register for the meeting 1 hours before the start of the meeting. However, the live broadcast of the conference will only start at 14.00 hrs.
5. For the voting method during the E-AGM meeting, you can vote on each agenda by voting "Agree" or "Disagree" or "Abstain". In case you do not vote for any agenda, your vote will be counted as "Agree" automatically.
6. In case you encounter technical problems while using the E-AGM meeting system before the meeting or during the meeting, please contact Quidlab, the E-AGM conference system provider of the Company. The channel to contact Quidlab can be found in the email that has sent username and password to you.