

**Guidelines for attending the AGM through Electronic Media (E-AGM)
and the Appointment of Proxies**

1. In case the shareholders attending the E-AGM by themselves

1.1 Please fill the registration form for the AGM through Electronic Media (E-AGM) in Enclosure No. 9 of the Invitation to the 2022 Annual General Meeting of Shareholders. **Kindly fill your e-mail and cell phone number in order to be used for the meeting registration** to enable the Company to send you the Username and Password for the E-AGM.

1.2 Please attach identification documents to confirm the attendance of E-AGM as follows:

(a) In the event that the shareholder is an ordinary person

(1) For Thai national shareholder:

- A copy of valid identity card, certified true copy or
- Other official documents issued by government authority, certified true copy.

(2) For foreign shareholder:

- A copy of valid passport, certified true copy.

(b) In the event that the shareholder is a juristic person

(1) For Thai juristic person:

- A copy of the registration certificate issued by the Department of Business Development of the Ministry of Commerce in the period of not exceeding 6 months before the E-AGM date, certified true copy.
- A copy of valid identity card / passport (in case of foreigner) of the authorized director(s) who themselves will attend the E-AGM or will sign a proxy, certified true copy.
- A copy of valid identity card / passport (in case of foreigner) of an attorney-in-fact or proxy (in case a proxy is granted), certified true copy.

(2) For juristic person registered overseas:

- Company registration certificate
- A copy of valid identity card / passport (in case of foreigner) of the authorized director(s) who themselves will attend the E-AGM or will sign a proxy, certified true copy.
- A copy of valid identity card / passport (in case of foreigner) of an attorney-in-fact or proxy (in case a proxy is granted), certified true copy.

1.3 Please submit the registration form for the AGM through Electronic Media (E-AGM) and the verification documents set out in 1.1 and 1.2 to the Company by 20 January 2022 via the following channels:

(1) **E-mail:** jantakan.wangwatthaka@sermsukplc.com or

(2) **Post:** Company Secretary Unit, Sermsuk Public Company Limited, 31st Floor, No.90 CW Tower, Ratchadapisek Road, Huai Khwang Sub-District, Huai Khwang District, Bangkok 10310

1.4 When the Company receives documents set out in 1.1 and 1.2 from you, the Company will proceed with inspecting documents for confirming the meeting attendance. Once the inspected is completed, the Company will send username and password, together with WebLink for attending the E-AGM. Kindly refrain from giving your username and password provided for

shareholder to other person as only the shareholders and their proxies are entitled to attend the E-AGM. Providing username and password to those who are not authorized to attend the meeting may result in such person to be held responsible by the relevant laws.

In the case your username and password are lost or you have not received it within 25 January 2022, please immediately contact the Company's call center via telephone number 02-975-5585 or via E-mail address jantakan.wangwatthaka@sermsukplc.com

- 1.5 The Company will send details such as username and password to you and also send a manual for using the E-AGM system at the same time. Please read the manual thoroughly from the e-mail that the Company sends to you.

The system will be opened 2 hours prior to the meeting so that the shareholder will be able to the meeting attendance. However, live broadcast will be commencing at 9.30 hrs.

- 1.6 For casting the vote during the E-AGM, a shareholder may cast his or her vote in each agenda to either approve, disapprove, or abstain from voting. For the shareholders who do not vote in any agenda, the system will automatically count your vote as "approve".
- 1.7 If you have encounter with any technical problem in using the E-AGM system before or during the meeting, please contact our call center via telephone number 02-975-5585 or Quidlab Co., Ltd. who will be the Company's service provider for the Company's E-AGM's meeting via contact number 02-013-4322 or 080-008-7616 2 hours prior to the meeting or during the meeting period.

2. In case the shareholders appointing proxy to attend the E-AGM

- 2.1 Shareholders to prepare the supporting documents details as set out in clause 1.1 and 1.2
- 2.2 Shareholders and their proxies to sign the proxies provided by the Company and to affix the THB 20 stamp duty (if any)
- 2.3 For the proxy to prepare the verification documents as below:

(a) Ordinary person as proxy

(1) Thai national proxy:

- A copy of valid identity card, certified true copy or
- Other official documents issued by government authority, certified true copy.

(2) Foreign proxy:

- A copy of valid passport, certified true copy

(b) Juristic person as proxy

(1) Thai juristic person:

- A copy of the registration certificate issued by the Department of Business Development of the Ministry of Commerce in the period of not exceeding 6 months before the E-AGM date, certified true copy.
- A copy of valid identity card / passport (in case of foreigner) of the authorized director(s) who themselves will attend the E-AGM or will sign a proxy, certified true copy.
- A copy of valid identity card / passport (in case of foreigner) of an attorney-in-fact or proxy (in case a proxy is granted), certified true copy.

(2) Juristic person registered overseas:

- Company registration certificate
- A copy of valid identity card / passport (in case of foreigner) of the authorized director(s) who themselves will attend the E-AGM or will sign a proxy, certified true copy.
- A copy of identity card / passport (in case of foreigner) of an attorney-in-fact or proxy (in case a proxy is granted), certified true copy.

In case that a shareholder is unable to attend the meeting, he/she may authorize another person or the Company's independent director, to attend and vote on his/her behalf. The name of independent director is as follows:

- Prof. Dr. Khunying Suchada Kiranandana
- Prof. Rawat Chamchalerm
- Mrs. Siripen Sitasuwan
- Mr. Pramoad Phornprapha

2.4 Please submitted the filled registration statement for E-AGM and signed the proxy, and the verification documents as set out in clauses 1.1, 1.2, 2.2 and 2.3 to the Company within 20 January 2022 via the following channels:

(1) **E-mail:** jantakan.wangwatthaka@sermsukplc.com or

(2) **Post:** Company Secretary Unit, Sermsuk Public Company Limited, 31st Floor, No.90 CW Tower, Ratchadapisek Road, Huai Khwang Sub-District, Huai Khwang District, Bangkok 10310

3. Channel for shareholder to send comments or questions related to business, industry and business operation of the Company or any relevant agenda to be considered in this E-AGM are as follows:

3.1 During the E-AGM meeting, the shareholder attending the meeting can submit comments or questions during E-AGM system.

3.2 The shareholder can submit comments or questions in advance to the Company prior to the meeting date via following channels:

(1) **E-mail:** jantakan.wangwatthaka@sermsukplc.com or

(2) **Post:** Company Secretary Unit, Sermsuk Public Company Limited, 31st Floor, No.90 CW Tower, Ratchadapisek Road, Huai Khwang Sub-District, Huai Khwang District, Bangkok 10310