

**Guidelines for attending the shareholders meeting via electronic media and
the method of appointing a proxy, including registration form for attending
the shareholders' meeting via electronic media**

1. In case that a shareholder wishes to attend the meeting, proceed as follows:

1.1 Fill out the registration form for attending the shareholders' meeting via electronic media (“Registration Form”) attached to this guideline **by clearly specifying e-mail and mobile phone number** for use in registering to attend the shareholders' meeting via electronic media (“E-AGM”) and **attach a copy of the identification document** as below in order to confirm the right to attend the E-AGM meeting.

Identification Document

- **Shareholder is an ordinary person** – a valid certified true copy of ID card or passport or other official documents issued by government authority not expired with certified true copy.
- **Shareholder is a juristic person** – a signed power of attorney or a signed proxy form with supporting documents as detailed in Clause “Supporting documents for the appointment of proxy” below.

Please send the Registration Form for the meeting via electronic devices and present the document for verification prior to the meeting within April 10, 2024 via by sending a copy to the e-mail channel and sending documents the original came by post as follows;

- **Email** : IR@sammakorn.co.th and
- **Mail address** to Investor Relation, Sammakorn Public Company Limited,

Spring Tower Building, 21st Floor, 188 Phayathai Road, Thung Phayathai, Ratchathewi
Bangkok 10400

1.2 Upon receiving the document, the Company shall verify it to confirm the rights to attend the meeting. The shareholders shall receive the Username and Password, as well as WebLink to access the E-AGM.

In this regard, the shareholders are strongly advised to keep the Username and Password confidential and do not share them to others. In case the shareholders lose or do not receive the Username and Password within April 19, 2024, please contact the Company as soon as possible.

1.3 The Company shall provide Username and Password to the shareholders together with an electronic file demonstrating the instructions for E-AGM via the e-mail and Enclosure 12. Please go through them carefully. The system will be open for registration 60 minutes prior to the meeting time.

1.4 The shareholders can cast vote for each agenda, “Approve” or “Disapprove” or “Abstain”. In case the shareholders do not cast no vote will be considered “Approve” automatically.

1.5 In case you encounter any technical issues during the E-AGM prior or during the meeting, please contact QuidLab Co., Ltd., our E-AGM service provider, whose contact details appears in the e-mail that the Company provides Username and Password and Enclosure 12.

2. For shareholders who wish to grant proxy to attend E-AGM on his or her behalf

In case any shareholders wish to appoint another person or independent directors as shown below to attend the meeting and vote on his or her behalf

1. Mr. Tawatchai Chongdarakul Age 62 years old or
2. Ms. Koonthala Sasasmit Age 66 years old

All the above-mentioned independent directors vest no interest in all agenda of the meeting. Please fill in and provide your signature on the letter of Power of Attorney, which appears in Enclosure 11 of this invitation letter and send it together with a copy of proxy document (details per below) to the Company within April 10, 2024 via via by sending a copy to the e-mail channel and sending documents the original came by post as follows;

- **Email :** IR@sammakorn.co.th and
- **Mail address** to Investor Relation, Sammakorn Public Company Limited,

Spring Tower Building, 21st Floor, 188 Phayathai Road, Thung Phayathai, Ratchathewi
Bangkok 10400

Supporting Documents for Proxy

• Shareholder is an ordinary person

1. A proxy form which is completely filled and signed by the proxy grantor and the proxy; and
2. A copy of valid ID card or passport certified true copy by the proxy grantor; and
3. A copy of valid ID card or passport certified true copy by the proxy.

• Shareholder is a juristic person

1. A proxy form which is completely filled and signed by such juristic person’s authorized person and have such juristic person’s company seal affixed (if any) of the proxy grantor and signed by the proxy; and

2. A certificate of registration as a juristic person of the proxy grantor which is duly signed and issued no later than 6 months prior to the date of the shareholders' meeting; and

3. A copy of ID card or passport not expired and sign certifying the true copy of the person authorized to bind the juristic person (the proxy grantor) and

4. A copy of ID card or passport not expired and sign to certify true copy of the proxy.

For the person who is not Thai citizen or is a foreign juristic person If the documents or evidence as per above is not in Thai or in English version, the shareholder must show translation of those documents in English which is certified true translation by the shareholder or such juristic person's authorized person (in the case of juristic person).

3. Channels for shareholders to send suggestions or questions with regard to the industry, business performance or any other concerning the meeting's agenda are as follows;

3.1 During the E-AGM, attending shareholders can send suggestions or questions via E-AGM system .

3.2 Shareholders can send suggestions or questions prior to the meeting date to the Company via (Enclosure 9) the following channels;

- **Email** : IR@sammakorn.co.th or

- **Mail address** to Investor Relation, Sammakorn Public Company Limited,

Spring Tower Building, 21st Floor, 188 Phayathai Road, Thung Phayathai, Ratchathewi

Bangkok 10400

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A form to register to attend the meeting via electronic devices (E-AGM)

Made at.....

Date.....Month.....Year.....

I/We Nationality residing/located at No.

Road..... Sub-District

District.....Province.....PostalCode.....

Email..... Mobile Number.....

Being a shareholder of Sammakorn Public Company Limited, holding the total number of shares.

I/We confirm to attend and cast vote in the 2024 Annual General Meeting of Shareholders, to be held on April 23, 2024 at 10.00 hrs. via electronic devices (E-AGM). Please send weblink for the E-AGM, Username and Password to the following email.

E-mail.....

Sign_____Shareholder

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Sign_____Recipient

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Remark: Please send the registration form for E-AGM attendance, which has been completely filled out, together with documents to verify the rights to attend the E-AGM to the Company within April 10, 2024 via the following channels;

- **Email** : IR@sammakorn.co.th and
- **Mail address** to Investor Relation, Sammakorn Public Company Limited,

Spring Tower Building, 21st Floor, 188 Phayathai Road, Thung Phayathai, Ratchathewi

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