

Procedures for submitting a request to attend the meeting via electronic means (E-meeting) and proxy

The Company has assigned QUIDLAB Co., Ltd. (“QuidLab”) to be a provider of electronic conferencing systems (“E-Meeting”), which such meeting system been certified by the Electronic Transactions Development Agency and supports all devices, including computer, laptop, tablet and smartphone.

For shareholders or proxies wishing to attend the electronic meeting (E-meeting), please proceed according to the procedures as follow;

A. Please (1) **Attached the shareholder's information provided below via e-mail: CompanySecretary@sansiri.com**. And (2) **together with a copy of documentation presented to proof of identity** (as Clause C.) with certified true copy **to the Company from 1 April 2024 to 26 April 2024 within 17.00 hrs.**

The following information about the shareholder shall be clearly specified in the e-mail is as follow;

- Name – Surname of Shareholder : _____
- Shareholder’s Registration No. : _____
(Appeared in the Notice of Meeting that you received from TSD)
- Name – Surname of Proxy (only in the case of proxy) : _____
- E-mail address for receiving the Web Link, Username and Password for attending the Meeting:

- Mobile Phone Number of Shareholder or Proxy (as the case maybe): _____

Once you have already sent information to the Company's e-mail address, the Company will send you an e-mail within 3 (three) business days, stating "the Company has received your information and is in the process of verifying such documents."

B. The request verification process will then be undertaken. If the request is approved, the shareholder/ the proxy will receive an e-mail from QuidLab containing relevant details of the meeting which comprises the following three parts:

(1) WebLink for attending the E-meeting

The E-meeting system will be opened for registration from 13.00 hrs. of the meeting date. However, it will be live broadcasting at 14.00 hrs.

(2) Username and Password for attending the E-meeting.

The shareholders are strongly advised to keep the Username and Password confidential and do not share them to others.

(3) User manual of E-meeting system.

In this regard, please carefully study the manual on how to use the E-meeting system that QuidLab has sent to you via e-mail.

If your request is denied, the Shareholders or the Proxies will be notified through e-mail with the details and reason for denial, then the Shareholders or the Proxies shall be requested to resubmit the corrected information by 17.00 hrs. on 26 April 2024.

In case the submitted documents are incomplete, incorrect or in compliance with the requirements stated herein, the Company reserves the right to reject the registration.

If you did not receive the e-mail by 12.00 hrs. on 29 April 2024, please contact the Company Secretary Office at +66(0)-2-027-7888 ext. 1076 and 1078.

C. Please enclose a certified true copy of your proof of identity as follows;

Natural Person

1. Self-attending via electronic means (E-meeting)

Certified true copy of identification card or governmental identification card or driving license or passport (for foreign shareholders). In case of a change of name-surname, supporting documents are required.

2. Proxy

2.1 Shall use only one type of Proxy Form (the Company disseminated only Proxy Form B for every shareholder), while shareholders can also download Proxy Form A or Form B, at www.sansiri.com). Clearly filled in and signed by the shareholders and the proxy.

2.2 Certified true copy of identification card or governmental identification card or driving license or passport (for foreign shareholders) of shareholders. In case of a change of name-surname, supporting documents are required.

2.3 Certified true copy of identification card or governmental identification card or driving license or passport (for foreign shareholders) of the proxy. In case of a change of name-surname, supporting documents are required.

Juristic Person

1. In the case of the Proxy with Thai nationality

1.1 Shall use only one type of Proxy Form (the Company disseminated only Proxy Form B for every shareholder), while shareholders can also download Proxy Form A or Form B, at www.sansiri.com). Clearly filled in and signed by the shareholders representative and the proxy.

1.2 Certified true copy of the shareholder's affidavit (not older than one year) by the shareholders representative (authorized director) with a statement affirming the authority to act on behalf of the juristic person shareholder.

1.3 Certified true copy of identification card or governmental identification card or driving license or passport (for foreign shareholders) of the authorized person of the juristic person shareholder (authorized director). In case of a change of name-surname, supporting documents are required.

1.4 Certified true copy of identification card or governmental identification card or driving license or passport (for foreign shareholders) of the proxy. In case of a change of name-surname, supporting documents are required.

2. Custodian in Thailand authorized to act on behalf of foreign investors as a depository and administrator of shares

2.1 Proxy Form C. (download at www.sansiri.com) which completely filled with all requested information and signed by both Proxy Grantor and Proxy Holder.

2.2 Required documents are the same as specified for a juristic person under Clause 1.

2.3 In case foreign investors authorize the Custodian to sign the Proxy Form on their behalf, additional documents are required as follows:

(1) Power of Attorney from foreign investors granting the Custodian authority to sign the Proxy Form on their behalf and certified by the Proxy Grantor.

(2) Copy of Custodian letter certifying that the person signing the Proxy Form on behalf of foreign investors is licensed to operate Custodian business. Together with certified true copy of Power

of Attorney of the Custodian authorizing the juristic person representative (authorized director) or the authorized management or employees of the Custodian to grant proxy by Proxy Grantor.

3. Other Criteria for Appointment of Proxy

Shareholders should consider the details of the meeting agenda before deciding to appoint a proxy.

- In case of sub-attorney, all complete copies of Power of Attorney having power to appoint the sub-attorney, including a copy of documentation presented to proof of identity of empowering person, which are duly certified are required by the Proxy Grantor.

- In case any documents are produced or executed outside Thailand, such documents should be notarized by a notary public or similar authority under the laws of each country, and the Thai Embassy or the Thai Consulate or an officer assigned to act on behalf.

- In case the original documents are not in English, the English translation shall be required and certified by the shareholders or the juristic person representative (authorized director) or the authorized management or employees of the Custodian.

- In case Shareholders deceased, the administrator of the deceased's estate attending the Meeting in person or in absentia. The aforementioned person shall certify and submit a copy of court order with regards to an appointment of administrator of the deceased's estate as additional evidence.

- In case Shareholders are minor, their father, mother or guardians attending the meeting in person or in absentia. The aforementioned persons shall certify and submit a copy of house registration of their minors certified true copy by father, mother or guardian or a copy of court order with regards to an appointment of guardian (whether the case may be) as additional evidence.

- In case Shareholders are incompetent person or quasi-incompetent persons, the guardian or curator attending the meeting in person or in absentia. The aforementioned persons shall certify and submit a copy of court order with regards to an appointment of guardian or curator as additional evidence.

- Shareholders are not allowed to allocate shares to several Proxies in order to vote at the meeting. The shareholders shall authorize only one Proxy to cast the votes by all the shares held by such Shareholders. Authorization of less than the total number of shares is prohibited, except for the Custodian appointed by the Foreign Investor in accordance with Proxy Form C.

- Affix the 20 Baht stamp duty and specify the date of Proxy Form across such duty stamp for correctness and legal binding.

- If a shareholders prefer to appoint the Company's Independent Director to be the Proxy Holder, please appoint only one of them:

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|--|---|
| 1) Mr. Jessadavat Priebjariyavat <u>or</u> | 2) Mr. Porntat Amatavivadhana <u>or</u> |
| 3) Mr. Kittichai Raktakanit <u>t or</u> | 4) Mr. Weeranant Chuensuwan <u>or</u> |
| 5) Mr. Pongsatorn Suksangium | |

(Details as appear in the "Profiles of independent directors to be used with proxy of shareholders" attached to the notice of the annual general meeting of shareholders.

4. On the Meeting date, If the shareholders have any technical difficulty accessing the E-meeting system, either before or during the meeting, please contact Quidlab;

- Tel. +66(0)-2-013-4322 or +66(0)-800-087-616
- E-mail : info@quidlab.com

5. Other inquires, please contact : Company Secretary Office

- Tel. +66(0)-2-027-7888 ext. 1076 and 1078 or +66(0)93-596-8008
- E-mail : CompanySecretary@sansiri.com