



Instructions for the meeting registration, the meeting attending and identity verification documents for attending and vote for the meeting

1. Meeting Registration

The Company has provided channels for shareholders to register to attend the Annual General Meeting of Shareholders in advance through electronic media. The shareholders can register and attach registration documents through the website or QR code displayed below from April 17th, 2024, 09:00 hrs., to April 26th, 2024, 12:00 hrs. Instructions for registration can be found in the e-Shareholder Meeting System User Manual., provided as Attachment no.10.

Website:

<https://portal.eservice.setgroup.or.th/Account/Login?refer=x%2fVFPxOKws%2fnuciaJjVkyC%2bFsDloP6BK79azv%2fX6Dv6UMi0EqR9YrO%3d%3d>

QR Code:



2. Participation via E-meeting

On the meeting day, the Company will initiate the system to allow shareholders to access the E-meeting room starting from 13:00 hrs. on April 26th, 2024. Shareholders can familiarize themselves with the meeting participation process through the e-Shareholder Meeting System User Manual, which is included as Attachment no.10.

3. Documents Verifying Eligibility to Attend the Meeting

Participants are required to prepare the following documentation for registration and participation in the E-meeting and follow instruction in e-Shareholder Meeting System User Manual in Attachment no.10.

For Individual Thai Shareholders

3.1 In the case where shareholders attend the meeting themselves via E-meeting

3.1.1 A valid official identification document issued by government agencies, displaying a photograph, name, and surname of the shareholders. Examples include National ID card, Government Officer ID card, Driver's License, or Passport. In case of a name or surname change, supporting evidence must be provided.

3.2 In case of proxy appointment

3.2.1 Any Proxy Form attached with the Invitation letter, has been completed with all required information, and bears the signatures of both the grantor and the grantee of the proxy.



- 3.2.2 Copy of the official identification document issued by government agencies for the shareholder as per item 3.1.1, with the shareholder's certified signature confirming the authenticity of the copy.
- 3.2.3 Copy of the official identification document issued by government agencies for the proxy holder, as per item 3.1.1.

For Thai-registered corporate shareholders

3.3 In the case where authorized representatives of corporate entities participate in the meeting themselves via E-meeting.

- 3.3.1 Official identification document issued by government agencies for the corporate representative, similar to the requirements for individual shareholders as per section 3.1.1.
- 3.3.2 Copy of the Certificate of Registration of the corporate shareholder, certified as a true copy by the corporate representative, with a statement indicating that the corporate representative attending the meeting has the authority to act on behalf of the corporate shareholder.

3.4 In case of proxy appointment

- 3.4.1 Proxy Form attached with the Invitation letter, has been completed with all required information, and bears the signatures of both the grantor and the grantee of the proxy.
- 3.4.2 Copy of the Certificate of Registration of the corporate shareholder, certified as a true copy by the corporate representative, with a statement indicating that the corporate representative signing the proxy authorization letter has the authority to act on behalf of the corporate shareholder.
- 3.4.3 Copy of the official identification document issued by government agencies for the proxy holder, similar to the requirements for individual shareholders as per item 3.1.1.
- 3.4.4 Copy of the official identification document issued by government agencies for the corporate representative who signed the proxy authorization letter, similar to the requirements for individual shareholders as per item 3.1.1, with the corporate representative's certified signature confirming the authenticity of the copy.

Individual shareholders who are not Thai nationals or corporate entities established under foreign laws.

Please prepare documents similar to those required for individual shareholders and corporate shareholders. The following documents should be used as evidence, depending on the case:

- Copy of the passport of the shareholder or the representative of the corporate entity or the proxy holder (as applicable), certified as a true copy.
- Copy of the Certificate of Registration of the corporate shareholder issued by the governmental authority of the country where the corporate entity is registered, certified as a true copy by the corporate representative. This document shall include details such as the name of the corporate entity, the authorized signatory of the corporate entity, and any conditions or restrictions on the authority to sign on behalf of the corporate entity, including the registered office address.



- Any documents not originally in English shall be translated into English, and the translated documents shall be provided along with the original documents. The shareholder or the representative of the corporate entity must certify the accuracy of the translation.

Shareholders who are foreign investors and appoint a custodian in Thailand to act as a depository and caretaker of the shares.

- Documents similar to those required for corporate entities.
- Power of Attorney from the shareholder appointing the custodian to sign the proxy authorization letter on their behalf.
- Confirmation letter stating that the signatory in the proxy authorization letter is authorized to conduct custodian business.

4. Contact Channels for Registration Inquiry

Shareholders can contact for further inquiries regarding the registration process for participating in the meeting through the following channels:

Company Secretary

- SiS Distribution (Thailand) Public Company Limited.
- 9 Pakin Building, 9th Floor, Room No.901, Ratchadaphisek Road, Din Daeng, Bangkok 10400.
- E-mail : companysecretary@sisthai.com
- Tel : +66 2020 3316