

Statement of Authentication, Proxy Methods, Registration, and Meeting Attendance and e-Voting

The Company will hold the 2021 Annual General Meeting of Shareholders via Electronic Method (e-Shareholder Meeting : WebEx Program) Only under the Emergency Decree on Electronic Conference B.E. 2563 (2020) and other related laws and regulations.

Step 1 Authentication of Shareholders or Proxies (within April 12, 2021)

Shareholders or proxies fill out information in "Form of Intention to Attend the Annual General Meeting of Shareholders" according to Enclosure#6 and also attach documents supporting evidence for authentication as detailed below and submit documents to the Company Secretary Division through the following channels;

- e-mail: secretary@supalai.com, or
- Postal Mail: Company Secretary Division, Supalai Public Company Limited Supalai Grand Tower, 31st Floor, 1011, Rama III Road, Chong Nonsi Subdistrict, Yannawa District, Bangkok, 10120

Descriptions: Documents and Evidence Supporting Authentication

In the case of shareholders attending e-Shareholder Meeting in person

1. In the case that shareholders are an individual:

1.1 Thai Shareholders

Copy of identification documents issued by the government entities, which show the photo, name and surname of the shareholder and have not expired, such as an identification card or government official card or passport, must be presented. In the case of changing name or surname, supporting evidence must be submitted as well.

1.2 Foreign Shareholders

Copy of identification documents issued by the government entities, which show the photo, name and surname of the shareholder and have not expired, such as an identification card or government official card or passport, must be presented. In the case of changing name or surname, supporting evidence must be submitted as well.

2. In the case that shareholders are a juristic person:

2.1 Juristic person registered and incorporated in Thailand

- (1) Copy of certificate of juristic person registration of shareholders issued no more than 6 months prior to the meeting date which its true copy is certified by a representative of the juristic person and there is a statement indicating that the juristic person's representative attending the meeting has the authority to act on behalf of the juristic person who is the shareholder.
- (2) Copy of identification documents issued by the government entities of the representative of the juristic person which is the same as the case of an individual person under Item 1.1.

2.2 Juristic person registered and incorporated according to overseas laws

- (1) Copy of passport of the representative of the juristic person.
- (2) A certificate of juristic person issued by the government entities of the country where the juristic person is located which is issued no more than 6 months prior to the meeting date and its true copy is certified by a representative of the juristic person; Such certificate must include the name of the juristic person authorized to sign and bind the juristic person and the conditions or restrictions of authority on affixing signatures, including the location of the headquarters.
- (3) Regarding non-English original documents, an English translation must be provided and attached as well and the representative of the juristic person must verify the correctness of such translation.

Proxy Authorization Procedures

The Company submits the Proxy Form B to shareholders as specified by the Department of Business Development, the Ministry of Commerce. It is the form clearly indicating particulars for authorization in details. As a result, shareholders who are unable to attend the meeting in person can consider whether to grant proxy to any person or any independent director nominated by the Company. The details of directors nominated by the Company for shareholders to select the proxy holder are shown in Enclosure#8. The shareholders may appoint more than one proxy holder for convenience in the case that any proxy holders are unable to attend the meeting so other proxy holders can attend the meeting on their behalf. However, only one proxy holder can attend the meeting and cast a vote. The number of shares cannot be divided to many proxy holders in order to split the votes. In addition, to cast a vote in each agenda, shareholders are entitled to cast a vote for agreement, disagreement, or abstention.

However, the Company also provides a Proxy Form A, a simple and general proxy form, and a Proxy Form C, a proxy form that is used only in the case that a shareholder is a foreign investor and a custodian is designated in Thailand to supervise stocks, so that interested shareholders can print out information from the Company's website, www.supalai.com

1. Shareholders who are an individual

1.1 Thai Nationality

- a. Proxy Form submitted by the Company together with the meeting notice which is completely filled out and affixed with signatures of the grantor and the proxy holder, Enclosure#9
- b. A copy of identification documents issued by the government entities to shareholders (Grantor).
 - (a) Photo, name and surname of the shareholder (Grantor) must be shown and such documents have not expired, such as identification card or government official card or passport. In the case of changing name or surname, supporting evidence must be submitted and affixed with signature to certify true copy.
- c. Identification documents issued by the government entities to a proxy holder under Item 1.1 (2) (a) with signature affixed to certify true copy

1.2 Foreigners

- (1) Proxy Form submitted by the Company together with the meeting notice which is completely filled out and affixed with signatures of the grantor and the proxy holder, Enclosure#9
- (2) A copy of identification documents issued by the government entities to shareholders (Grantor).
 - (a) Photo, name and surname of the shareholder (Grantor) must be shown and such documents have not expired, such as identification card or government official card or passport. In the case of changing name or surname, supporting evidence must be submitted and affixed with signature to certify true copy.
- (3) Identification documents issued by the government entities to a proxy holder under Item 1.2 (2) (a) with signature affixed to certify true copy

2. Shareholders who are a juristic person

2.1 Juristic person registered and incorporated in Thailand

- (1) Proxy Form submitted by the Company together with the meeting notice which is completely filled out and affixed with signatures of the grantor and the proxy holder.
- (2) A copy of certificate of juristic person registration of shareholders issued no more than 6 months prior to the meeting date which its true copy is certified by a representative of the juristic person and there is a statement indicating that the juristic person's representative affixing his/her signature in the proxy form has the authority to act on behalf of the juristic person who is the shareholder.
- (3) A copy of identification documents issued by the government entities of the juristic person's representative affixing his/her signature in the proxy form which is the same as the case of an individual person under Item 1.1 (2) (a) where the juristic person's representative affixes his/her signature to certify true copy.
- (4) Identification documents issued by the government entities of the proxy holder which is the same as the case of an individual person under Item 1.1 (3) with signature affixed to certify true copy.

2.2 Juristic person registered and incorporated in foreign countries

- (1) A certified true copy of passport of a shareholder or a representative of the juristic person or a proxy holder (as the case may be).
- (2) A copy of certificate of juristic person registration of shareholders issued by the government entities of the country where the juristic person is located which is issued no more than 6 months prior to the meeting date and its true copy is certified by a representative of the juristic person; Such certificate must include the name of the juristic person authorized to sign and bind the juristic person and the conditions or restrictions of authority on affixing signatures, including the location of the headquarters.
- (3) Regarding non-English original documents, an English translation must be provided and attached as well and the shareholders or the representative of the juristic person must verify the correctness of such translation.

2.3 Shareholders who are a foreign investor and appoint a custodian in Thailand for supervising stocks

- (1) Same document as in the case of a juristic person.
- (2) Power of Attorney from shareholders that authorize the custodian to be the signatory in the proxy form.
- (3) A letter certifying that the signatory of the proxy form has been granted to operate the custodian business.

Step 2 e-Register

The Company will start the registration for attending the 2021 Annual General Meeting of Shareholders from March 30, 2021 onwards until the closing time of the 2021 Annual General Meeting of Shareholders on April 21, 2021.

- **Attendance of e-Shareholder Meeting in person – In the case that a shareholder is an individual:** Registration can be made by scanning QR Code and shareholders can study information from the Instruction Manual for e-Shareholder Meeting System according to Enclosure#7.



- **Attendance of e-Shareholder Meeting in person** - In the case that a shareholder is a juristic person, and **attendance of e-Shareholder Meeting by proxy** (where the proxy is not an independent director of the Company): when the Company inspects the list of shareholders according to the data as at the record date, the Company will send the username and password to the e-mail address as provided in "Form of Intention to Attend the Annual General Meeting of Shareholders". In the case that it is not found, please check Junk e-mail or contact the Company's officers according to the provided contact channels.

Step 3 Meeting Attendance on the Date of Meeting

3.1 Meeting Attendance via Electronic Method (e-Shareholder Meeting : WebEx Program) for shareholders or proxies

1. WebEx Meeting Application must be downloaded (can be used via Web Browser if you do not want to download the application). and

2. Log on to the website  <https://portal.eservice.set.or.th>

(The system supports the meeting attendance in the form of e-Meeting and e-Voting according to the method of in-person and by-proxy attendance.)

3.2 Voting

1. Vote casting shall be counted as one share per one vote. In the event of a tie, the Chairman will have a final vote as one of the shareholders.
2. Shareholders attending the meeting in person are able to cast a vote by using the voting function. In the case of a proxy, he/she can vote by using the voting function according to the intention of shareholders as specified in the Proxy Form.
3. Regarding the voting methods during the e-Shareholder Meeting : (WebEx Program), the shareholders will be able to cast a vote on each agenda item by voting "Agree" or "Disagree" or "Abstain". In the case of no vote casted on any agenda, the system will count such vote as "Agree" automatically.
4. After voting was closed for each agenda item and the Meeting informed the meeting attendees of the voting results of each agenda, shareholders can press the voting results of each agenda by themselves. The voting results that were counted would include those according to the intention of the shareholders attending the meeting in person and proxies. Each agenda will use the outstanding number of shares of the attendees.

Shareholders can study procedures and methods to use the Inquiry and Voting function by downloading the Instruction Manual for e-Shareholder Meeting System at <https://www.set.or.th/e-shareholder-meeting>.

Advance Inquiry Submission

Shareholders are able to submit relevant questions according to each agenda item in advance to the Company via e-mail: secretary@supalai.com by April 12, 2021. The shareholders can also send questions or ask any inquiries on the date of the Shareholders' Meeting through the DAP e-Shareholder Meeting system (WebEx Program).

Contact Channels

1. e-mail secretary@supalai.com or
2. Telephone 0-2725-8820
3. **Postal Mail:** Company Secretary Division, Supalai Public Company Limited Supalai Grand Tower, 31st Floor, 1011, Rama III Road, Chong Nonsi Subdistrict, Yannawa District, Bangkok, 10120