

*(English Translation)*

ComSec-02/2022/007

22 March 2022

**Subject:** Invitation to 2022 Annual General Meeting of Shareholders

**To:** Shareholders of Singha Estate Public Company Limited

**Enclosures:**

1. 2021 Annual Report (Form 56-1 One Report) in QR Code format
2. Profiles of the Nominated Directors to Replace of Those Who Retire by Rotation (Material for Agenda 5)
3. Criteria for Director Nomination and Definition of Independent Director (Material for Agenda 5)
4. Profiles of the Proposed Auditors for the Year 2022 (Material for Agenda 7)
5. Guidelines for Appointment of Proxy and Documents Required for Attending the Shareholders' Meeting via Electronic Means (e-Meeting)
6. Guidelines, Method and Procedure for Attending the Annual General Meeting of the Shareholders Meeting via Electronic Means (e-Meeting)
7. List of the Independent Directors Proposed by the Company to Serve as a Proxy for Shareholders
8. The Company's Articles of Association Concerning the Shareholders' Meeting
9. Proxy Form A, Proxy Form B and Proxy Form C
10. QR Code Downloading Procedures
11. Privacy Notice for the Shareholders' Meeting

The Board of Directors' Meeting of Singha Estate Public Company Limited (the "Company") No. 3/2022 held on 25 February 2022 passed the resolutions to convene the 2022 Annual General Meeting of Shareholders on **Friday, 22 April 2022, at 2:00 p.m. by electronic means (Electronic Meeting Only)**, regulated under the Emergency Decree on Electronic Meetings, B.E. 2563 (2020) and other relevant laws and regulations.

In determining agenda to be discussed at the 2022 Annual General Meeting of Shareholders, on 30 September 2021, the Company had announced on its website the invitation for the shareholders to propose meeting agenda in advance from 1 October 2021 to 31 January 2022. However, there was no agenda proposed by the shareholders during such period. The Company, therefore, would like to notify you of the meeting agenda proposed by the Board of Directors as follows:

**Agenda 1**        **To consider and acknowledge the report on the Company's operating performance for the year 2021**

Facts and rationales:

The Company has summarized its operating results of the year 2021 along with the key events occurring during the year as appeared in the 2021 Annual Report (Form 56-1 One Report) under sections "Key Milestones of the Company in the Past 3 Years" and "Management Discussion and Analysis of Consolidated Financial Results for the year 2021", which are downloadable via QR Code, detail as shown in Enclosure 1.

Board of Directors' opinion:

The Board of Directors has deemed appropriate to propose that the 2022 Annual General Meeting of Shareholders acknowledge the report on the Company's operating performance for the year 2021.

Remark:

This agenda item is for acknowledgment and no casting vote is required.

**Agenda 2**        **To consider and approve the Company's financial statements for the fiscal year ended 31 December 2021**

Facts and rationales:

According to Section 112 of the Public Limited Companies Act B.E. 2535 (1992) (as amended) ("PLC Act") and Article 59 of the Company's Articles of Association, it requires that a company must prepare balance sheet and profit and loss statements to propose to an annual general meeting of the shareholders for consideration and approval.

Audit Committee's opinion:

The Audit Committee has considered the Company's financial statements for the fiscal year ended 31 December 2021, which have been audited by the certified auditor and viewed that they were accurate, complete, and credible, with adequate information disclosed.

Board of Directors' opinion:

The Board of Directors considered such financial statements and opined indifferently from those of the Audit Committee. Therefore, it is deemed appropriate to propose that the 2022 Annual General Meeting of Shareholders approve the Company's financial statements for the fiscal year ended 31 December 2021 audited by the Company's certified auditor with unqualified opinion along with being reviewed by the Audit Committee. Details are shown in the 2021 Annual Report (Form 56-1 One Report) under sections "Independent Auditor's Report", "Financial Statements" and "Notes to Financial Statements", which are downloadable via QR Code as detailed in Enclosure 1.

Remark:

The resolution of this agenda item requires a simple majority vote of the shareholders attending the meeting and casting their votes, excluding abstentions from the calculation base.

**Agenda 3        To consider and acknowledge the omission of dividend payment from the 2021 operating performance and the non-appropriation of legal reserve**

Facts and rationales:

The Company's policy is to pay dividends at rate of no less than 40 percent of the net profits after deducting corporate income tax, legal reserves, and other provisions. Dividend payout can be varied depending on performance outcomes, business expansion plans, liquidity, necessity, and other suitable future factors. The Board of Directors is authorized to determine on such matter for the utmost interest of the shareholders, i.e. utilizing as reserve funds for loan repayment, utilizing as capital for the Company's business expansion or in any changes on market condition which shall affect the Company's cash flow in the future. Section 115 of the PLC Act requires that the company is restricted to pay dividends only from profit and so long as the company has accumulated loss, it cannot pay out dividends even though it has net profit in such particular year. In addition, Section 116 of the PLC Act and Article 54 of the Company's Articles of Association require that the company must appropriate at least 5 percent of its annual profit less the accumulated loss carried forward (if any) as a legal reserve until such legal reserve triggers a minimum of not less than 10 percent of the company's registered capital.

In this respect, according to the Company's operating performance and financial status under its standalone financial statements for the fiscal year ended 31 December 2021, the Company reported the loss for the year 2021, resulted in the accumulated loss of THB1,988,183,992. As a result, the Company is unable to make an annual dividend payment to its shareholders from the Company's operating performance for the fiscal year ended 31 December 2021. In addition, the Company sustains an accumulated loss, therefore, no legal reserves shall be required.

Board of Directors' opinion:

The Board of Directors has considered and deemed appropriate to propose that the 2022 Annual General Meeting of Shareholders acknowledge the omission of the dividend payment from the 2021 operating performance and the non-appropriation of legal reserve due to the operating loss for the year ended 31 December 2021 of the Company, resulted in the accumulated loss.

Remark:

This agenda item is for acknowledgment and no casting vote is required.

**Agenda 4** To consider and approve the allocation of legal reserve and share premium to compensate for the Company's accumulated loss

Facts and rationales:

To enable the Company to pay dividends to its shareholders when the Company has the operating profit in the future, the Company, therefore, is required to compensate for the Company's total accumulated loss. Section 119 of the PLC Act requires that, where approval of the shareholder meeting has been granted, the company may allocate reserve fund under Section 51 (share premium), Section 116 (legal reserve) or other reserves to compensate for the accumulated loss of the company. The compensation for such loss shall be deducted from other reserves prior to the deduction from the following order, i.e. the legal reserve and the share premium. According to the Company's standalone financial statements for the fiscal year ended 31 December 2021, the Company reported total accumulated loss, legal reserve and share premium as detailed as follows:

Unit : THB

| Financial Information (Standalone Financial Statements) | 2021            |
|---|-----------------|
| Accumulated Loss  | (1,988,183,992) |
| Legal Reserve   | 116,642,738     |
| Share Premium   | 10,761,524,648  |

Therefore, it is deemed appropriate to propose that the 2022 Annual General Meeting of Shareholders consider and approve the allocation of the Company's total legal reserve in the amount of THB116,642,738 and partial share premium in the amount of THB1,871,541,254 to compensate for the Company's total accumulated loss amounting to THB1,988,183,992 in accordance with the Company's standalone financial statements for the fiscal year ended 31 December 2021, in which post-compensation, the Company will have the outstanding share premium of THB8,889,983,394 and no accumulated loss remaining in the Company's standalone financial statements that will enable the Company to pay dividends to its shareholders when the Company has the operating profit in the future. In this regard, the compensation of accumulated loss will not have adverse impact to the Company's equity, as it would be proceeded with offset accounts. Post-allocation, the Company's financial details for the standalone financial statements will be appeared, as follows:

Unit: THB

| Financial Information<br>(Standalone Financial Statements) | 2021            |   |                 |
|--|-----------------|---|-----------------|
|  | Pre-allocation  | Allocation to<br>Compensate the<br>Accumulated Loss | Post-allocation |
| Accumulated Loss   | (1,988,183,992) | 1,988,183,992                                       | -               |
| Legal Reserve  | 116,642,738     | (116,642,738)                                       | -               |
| Share Premium  | 10,761,524,648  | (1,871,541,254)                                     | 8,889,983,394   |

In addition, it is deemed appropriate to propose that the 2022 Annual General Meeting of Shareholders consider and approve a delegation of authority to Chief Executive Officer and/or any person(s) designated by Chief Executive Officer to undertake any matters necessary and relevant to complete the compensation for accumulated loss.

Board of Directors' opinion:

The Board of Directors has considered and deemed appropriate to propose that the 2022 Annual General Meeting of Shareholders approve the allocation of the Company's total legal reserve in the amount of THB116,642,738 and partial share premium in the amount of THB1,871,541,254 to compensate for the Company's accumulated loss amounting to THB1,988,183,992 in accordance with the Company's standalone financial statements for the fiscal year ended 31 December 2021, and the delegation of authority to Chief Executive Officer and/or any person(s) designated by Chief Executive Officer to undertake any matters necessary and relevant to complete the allocation of the legal reserve and share premium to compensate for accumulated loss.

Remark:

The resolution of this agenda item requires the majority vote of the shareholders attending the meeting and casting their votes, excluding abstentions from the calculation base.

**Agenda 5      To consider and approve the election of directors to replace those who retire by rotation for the year 2022**

Facts and rationales:

According to Section 71 of the PLC Act and Article 18 of the Company's Articles of Association, at every annual general meeting of the shareholders, one-third (1/3) of the directors shall retire, or if the number of directors is not a multiple of three, the number of directors closest to one-third (1/3) shall retire. A director who has been in the office for the longest shall retire and such director who retires by rotation may be re-elected.

Presently, the Company has 10 directors and the 3 following directors are due to retire by rotation at the 2022 Annual General Meeting of Shareholders:

|    | Name                       | Position             | Terms of Directorship until this Retirement |
|----|----------------------------|----------------------|---|
| 1) | Chayanin Debhakham, D.B.A. | Director             | 7 years                                     |
| 2) | Mr. Karoon Nuntileepong    | Independent Director | 7 years                                     |
| 3) | Mr. Don Boonman            | Director             | 2 months                                    |

In this respect, Mr. Don Boonman was appointed as the Company's director in replacement of a director resigning from his office in which his directorship is due to retire by rotation at the 2022 Annual General Meeting of Shareholders.

Also, to promote compliance with the good corporate governance principles, the Company had invited minor shareholders to nominate candidate(s) with qualifications pursuant to the PLC Act and the Securities and Exchange Act B.E. 2535 (1992) (as amended) (the “**Securities and Exchange Act**”) to be elected as the Company’s directors during 1 October 2021 to 31 January 2022. However, no nomination of the Company’s director was proposed by the minority shareholders.

The Nomination and Remuneration Committee’s opinion:

The Nomination and Remuneration Committee (by disinterested member of the Nomination and Remuneration Committee) has thoroughly and carefully considered the appropriateness of each nominated person by taking into account several factors, e.g., board diversity, qualifications and skills necessary and lacking in the Board of Directors, through the Board Skill Matrix. The Nomination and Remuneration Committee considered the qualifications of those 3 directors who are due to retire by rotation and viewed that they equipped with knowledge, skill, experience and expertise which are beneficial to the Company’s operation as well as being qualified and have no forbidden characteristics under the PLC Act and the Securities and Exchange Act, including other relevant notifications. In addition, the independent director is qualified under the Company’s definition of independent director which is more stringent than minimum requirement of the notification of the Capital Market Supervisory Board, the criteria of director nomination and definition of independent director are appeared in Enclosure 3.

Therefore, the Nomination and Remuneration Committee (by disinterested member of the Nomination and Remuneration Committee ) has nominated the 3 following directors, namely (1) Chayanin Debhakham, D.B.A., (2) Mr. Karoon Nuntileepong and (3) Mr. Don Boonman to be re-elected as the Company’s directors for another term, the profiles of the nominated directors to replace of those who retire by rotation are shown in Enclosure 2.

Board of Directors’ opinion:

The Board of Directors (by disinterested directors) has thoroughly considered and viewed that the candidates proposed by the Nomination and Remuneration Committee had due qualifications required by the Company’s Articles of Association, the PLC Act and the Securities and Exchange Act. Also, each of candidates nominated equips with knowledge, capability, expertise, experiences and able to devote their time and expertise for the utmost benefits of the Company, shareholders and all group of stakeholders. Thus, they are suitable to be the Company’s directors. Furthermore, the nominated independent directors are capable of independently expressing his opinion and duly qualified under the related requirements. Despite a consecutive independent directorship for 7 years (if the 2022 Annual General Meeting of Shareholders resolves to approve the re-election of Mr. Karoon Nuntileepong as the Company’s independent director for another term of office, the tenure for being the Company’s independent director will be 10 years in total), Mr. Karoon Nuntileepong is knowledgeable and experience by which benefits to the Company’s business. He has also contributed valuable knowledge, competency, experience, as well as independently providing opinions and duly and carefully performing his

duties with honesty during his term in the office. Therefore, it is deemed appropriate to propose to the 2022 Annual General Meeting of Shareholders to elect the 3 following directors, namely (1) Chayanin Debhakham, D.B.A., (2) Mr. Karoon Nuntileepong and (3) Mr. Don Boonman as the Company's directors for another term, where Mr. Karoon Nuntileepong shall resume as the Company's independent director.

Remark:

The resolution of this agenda requires the majority vote of the shareholders attending the meeting and casting their votes, excluding abstentions from the calculation base. The Company will arrange the voting in this agenda at the 2022 Annual General Meeting of Shareholders for each candidate on an individual basis.

**Agenda 6 To consider and approve the determination of directors' remuneration for the year 2022**

Facts and rationales:

Pursuant to Section 90 of the PLC Act and Article 35 of the Company's Articles of Association, the remuneration for directors shall be approved by the shareholders' meeting with a vote of not less than two-thirds (2/3) of the total number of votes of shareholders who attend the meeting.

The Nomination and Remuneration Committee's opinion:

The Nomination and Remuneration Committee has considered the remuneration of the Board of Directors by taking into account the rate commensurate with the directors' responsibilities, the linkage of the remuneration and the Company's overall performance as well as comparing with peer companies listed in the Stock and Exchange of Thailand (the "SET") of similar market value and other companies of same business nature and similar size. Therefore, it is deemed appropriate that the Board of Directors shall propose that the 2022 Annual General Meeting of Shareholders consider and approve the determination of directors' remuneration for the year 2022 which includes the change in remuneration of the Executive Committee by adding meeting allowance for non-executive member in the amount of THB20,000 per attendance/person to be in line with others sub-committees. However, apart from the change in the remuneration of the Executive Committee, other remuneration of the Company's Board of Directors and sub-committees shall remain unchanged. The details of which are as follows:

1) Remuneration of the Board of Directors

|                              | Remuneration Rate         |                           |
|------------------------------|---------------------------|---------------------------|
|                              | 2022 (Proposed Year)      | 2021                      |
| <b>The Board of Director</b> |                           |                           |
| <b>Fixed remuneration</b>    | <b>Per month / person</b> | <b>Per month / person</b> |
| Chairman                     | THB100,000                | THB100,000                |
| Director                     | THB40,000                 | THB40,000                 |

|                          | Remuneration Rate  |  |
|--------------------------|--|--|
|                          | 2022 (Proposed Year)   | 2021   |
| <b>Meeting allowance</b> | Per attendance / person  | Per attendance / person  |
| Chairman                 | THB50,000  | THB50,000  |
| Director                 | THB30,000  | THB30,000  |
| <b>Other privileges</b>  | Accommodation and service at the Company's and its groups' hotels in the value of not exceeding THB100,000/person/year   | Accommodation and service at the Company's and its groups' hotels in the value of not exceeding THB100,000/person/year   |
| <b>Bonus</b>             | Not exceeding 0.5 percent of the total dividend payout amount for the whole board and in average of not exceeding THB3 million/person/year for each director, where the Chairman is entitled to receive 25 percent higher than other directors | Not exceeding 0.5 percent of the total dividend payout amount for the whole board and in average of not exceeding THB3 million/person/year for each director, where the Chairman is entitled to receive 25 percent higher than other directors |

2) Remuneration of Sub-Committees

|                            | Remuneration Rate       |                         |
|----------------------------|-------------------------|-------------------------|
|                            | 2022 (Proposed Year)    | 2021                    |
| <b>Audit Committee</b>     |                         |                         |
| <b>Fixed remuneration</b>  | Per month / person      | Per month / person      |
| Chairman                   | THB30,000               | THB30,000               |
| Director                   | THB20,000               | THB20,000               |
| <b>Meeting allowance</b>   | Per attendance / person | Per attendance / person |
| Chairman                   | THB30,000               | THB30,000               |
| Director                   | THB20,000               | THB20,000               |
| <b>Executive Committee</b> |                         |                         |
| <b>Fixed remuneration</b>  | Per month / person      | Per month / person      |
| Chairman                   | THB80,000               | THB80,000               |
| Director                   | None                    | None                    |



|   | Remuneration Rate       |                         |
|---|-------------------------|-------------------------|
|   | 2022 (Proposed Year)    | 2021                    |
| <b>Meeting allowance</b>  | Per attendance / person | Per attendance / person |
| Chairman  | THB30,000               | THB30,000               |
| Non-Executive Director  | THB20,000               | -                       |
| Executive Director  | None                    | None                    |
| <b>Risk Management Committee</b>                                  |                         |                         |
| <b>Fixed remuneration</b>   | None                    | None                    |
| <b>Meeting allowance</b>  | Per attendance / person | Per attendance / person |
| Chairman  | THB30,000               | THB30,000               |
| Director  | THB20,000               | THB20,000               |
| <b>Nomination and Remuneration Committee</b>                      |                         |                         |
| <b>Fixed remuneration</b>   | None                    | None                    |
| <b>Meeting allowance</b>  | Per attendance / person | Per attendance / person |
| Chairman  | THB30,000               | THB30,000               |
| Director  | THB20,000               | THB20,000               |
| <b>Corporate Governance and Sustainable Development Committee</b> |                         |                         |
| <b>Fixed remuneration</b>   | None                    | None                    |
| <b>Meeting allowance</b>  | Per attendance / person | Per attendance / person |
| Chairman  | THB30,000               | THB30,000               |
| Director  | THB20,000               | THB20,000               |

Board of Directors' opinion:

The Board of Directors has considered through the recommendation of the Nomination and Remuneration Committee and deemed appropriate to propose that the 2022 Annual General Meeting of Shareholders to approve the directors' remuneration for the year 2022, as proposed in all respects.

Remark:

The resolution for this agenda item requires a vote of not less than two-thirds (2/3) of the total number of shareholders attending the meeting, including abstentions in the calculation base.

**Agenda 7** To consider and approve the appointment of auditors and the determination of audit fee for the year 2022

Facts and rationales:

According to Sections 120 of the PLC Act and Articles 62 and 63 of the Company's Articles of Association, it is required that the auditors must be appointed, and the audit fee must be determined, at every annual general meeting of shareholders.

Audit Committee's opinion:

The Audit Committee had selected the auditors according to the criteria set out in the PLC Act and the relevant notifications of the Capital Market Supervisory Board. In this regard, the Audit Committee considered the performance of the auditors from PricewaterhouseCoopers ABAS Company Limited ("PWC") during the past year and viewed that PWC performed their duties with responsibility, independence, equipped with knowledge and experience in auditing and had a good understanding in the Company's nature business. Therefore, it is deemed appropriate to table to the Board of Directors to further propose to the 2022 Annual General Meeting of Shareholders for consideration and approval of an appointment of auditors from PWC as the Company's auditors for the year 2022 as well as determining the list of following auditors who may audit and give opinion on the Company's financial statements for the fiscal year ending 31 December 2022:

1. Mr. Chanchai Chaiprasit Certified Public Accountant No. 3760 (who has been a certified signatory of the Company's financial statements for 5 years, since 2017), and/or
2. Mr. Boonrueng Lerdwisewit Certified Public Accountant No. 6552 (who has never been a certified signatory of the Company's financial statements), and/or
3. Mr. Kan Tanthawirat Certified Public Accountant No. 10456 (who has never been a certified signatory of the Company's financial statements)

In the event the abovementioned auditors are unable to perform their duties, the Company may replace them with a new appointment of other certified public accountants from PWC to carry out the audit work.

The nominated auditors do not have any relationship and conflict of interest with the Company, subsidiaries, managements, major shareholders or related persons of the foregoing parties, and shall perform their duties independently in auditing and opine the Company's financial statements. They have been certified by the Office of Securities and Exchange Commission. None of them have performed as the Company's auditor for 7 fiscal years (including the performance as the Company's auditor this year). In this regard, the proposed auditors are fully qualified according to the relevant notifications of the Capital Market Supervisory Board which the details of each auditor's profile and work experiences are provided in Enclosure 4.

Furthermore, the Audit Committee has considered the audit fee for the fiscal year ending 31 December 2022 and opined that the proposed fee is reasonable with quality and scope of audit work, and deemed appropriate to propose that the 2022 Annual General Meeting of Shareholders consider and approve the determination of audit fee of the Company for the fiscal year ending 31 December 2022 in the amount of not exceeding THB3,200,000 which is equivalent to the audit fee for the fiscal year ended 31 December 2021, excluding non-audit fee which will be paid upon actual basis.

| Audit Fee  | 2022 (Proposed Year)       | 2021                       |
|--|----------------------------|----------------------------|
| Audit fee (excluding the audit fee of subsidiaries and associated companies) | Not exceeding THB3,200,000 | Not exceeding THB3,200,000 |

In addition, the Company's subsidiaries, excluding listed and offshore companies, have appointed PWC auditors as its auditors for the fiscal year ending 31 December 2022, in the approximate amount of THB2,595,000, excluding non-audit fee which will be paid upon actual basis.

However, no non-audit fee was paid by the Company and its subsidiaries (excluding offshore subsidiaries) to PWC during the year 2021.

Board of Directors' opinion:

The Board of Directors considered and agreed with the recommendation of the Audit Committee. Therefore, the 2022 Annual General Meeting of Shareholders is proposed to approve the appointment of the auditors, namely Mr. Chanchai Chairasit and/or Mr. Boonrueng Lerdwisewit and/or Mr. Kan Tanthawirat as the Company's auditors and determination of audit fee for the year 2022 in the amount of not exceeding THB3,200,000 in exclusive of other actual payable non-audit fees, moreover, to acknowledge the appointment of auditors and determination of audit fee of the Company's subsidiaries (excluding listed and offshore companies) as per the opinions of the Audit Committee.

Remark:

The resolution of this agenda requires the majority vote of the shareholders attending the meeting and casting their votes, excluding abstentions from the calculation base.

**Agenda 8 To consider other business (if any)**

Remark: Pursuant to Section 105 of the PLC Act, after the shareholders' meeting transacting all agenda items prescribed in the invitation to the shareholders' meeting, any shareholder(s) holding shares in an aggregate of not less than one-third of the Company's total issued shares may propose any matter, other than those specified in the notice, to the meeting for consideration.

The Company cordially invites the shareholders to attend the 2022 Annual General Meeting of Shareholders to be held on Friday, 22 April 2022, at 2:00 p.m. by electronic means (e-meeting only; no physical meeting venue shall be provided). The Company will conduct the 2022 Annual General Meeting by using the registration, vote casting and vote counting electronic systems whereby a representative(s) from the Company's auditor is invited to attend the 2022 Annual General Meeting of Shareholders according to the Company's Articles of Association, and a representative(s) from the Company's legal advisor to monitor the voting and meeting procedures for its transparency and conforming to the laws as well as a good corporate governance practice, and in compliance with the relevant laws and regulations on the shareholders' meeting and the electronic meeting.

The e-Request for username, password and URL link for attending the 2022 Annual General Meeting of Shareholders shall be available on Friday, 8 April 2022 toward the adjournment of the 2022 Annual General Meeting of Shareholders. Thereafter the usernames and passwords are successfully generated, the shareholders will be eligible to register their attendance to the 2022 Annual General Meeting of Shareholders which can only be made on the date of 2022 Annual General Meeting of Shareholders (22 April 2022) from 12:00 p.m. onwards.

Available on Friday, 8 April 2022 toward the adjournment of the 2022 Annual General Meeting of Shareholders, the shareholders or proxies may submit the application for obtaining username, password, and URL link for attending the 2022 Annual General Meeting of Shareholders through e-Request at <https://app.inventech.co.th/S164210R> or the QR Code.



Any shareholders who wish to appoint proxy to attend the 2022 Annual General Meeting of Shareholders on his/her behalf, kindly fill in and sign in Proxy Form A or Proxy Form B as detailed in Enclosure 9 (Proxy Form A, B and C are available for download at the Company's website), submit your request and related documents via e-Request, then submit the original copy of the said Proxy Form and the specified documents to the Company's address in advance via postal mail to be received within Monday, 18 April 2022. The Company shall prepare stamp duty to be affixed with such Proxy Form to facilitate the shareholders.

Moreover, the shareholders may consider appointing the Company's independent director to attend the meeting and casting vote on his/her behalf by study the list of independent directors proposed by the Company to serve as a proxy for shareholders including proxy granting as detailed in Enclosure 7, fill in the Proxy Form B as detailed in Enclosure 9, and kindly submit the original copy of Proxy Form and specified documents to the Company's address in advance via postal mail with no e-Request required.

For the submission of specified documents, kindly addressed to

**Company Secretary Department**  
Singha Estate Public Company Limited  
No. 123 Suntowers Building, Building B, 30<sup>th</sup> Floor,  
Vibhavadi-Rangsit Road, Chompon, Chatujak, Bangkok 10900  
**(For the 2022 Annual General Meeting of Shareholders)**

Guidelines for appointment of proxy and documents required for attending the shareholders' meeting via electronic means (e-Meeting) can be found in Enclosure 5 and the guidelines, method and procedure for attending the annual general meeting of the shareholders meeting via electronic means (e-Meeting) as detailed in Enclosure 6. Any shareholder who encounters problem in relation to the application installation or usage can

call 02-931-9130 from 8 - 22 April 2022, 8:30 a.m. – 5:00 p.m. (for business day only, excluding national and public holidays).

For the submission of any inquiry regarding the agenda matters, **please send to the Company Secretary Department in advance to be received by Monday, 18 April 2022** stating the shareholder's name, address, telephone number and email (if any) for contact to the following channels. The Company shall collect queries and answer such queries at the meeting in which directly related to the agenda item of the meeting only. For other queries and recommendations, the Company will disclose the summary of clarifications in the note to the minutes of the 2022 Annual General Meeting of Shareholders which shall be disclosed via the SET's disclosure channel and the Company's website within 14 days from the meeting date.

- 1) Submit queries along with Proxy Form to the Company via postal mail
- 2) Email: [company.secretary@singhaestate.co.th](mailto:company.secretary@singhaestate.co.th)

Please be informed accordingly.

Yours faithfully,

By order of the Board of Directors

- *Mrs. Thitima Rungkwansiroj* -

(Mrs. Thitima Rungkwansiroj)

Chief Executive Officer

Company Secretary Department

Tel: 0 2050 5555 Ext. 512 - 515