

Guidelines for Appointment of Proxy, Documents Required for Attending the Shareholders' Meeting via Electronic Means (e-Meeting), Vote Casting and Vote Counting

1. E-Request

Shareholders or the proxies who wish to attend the e-Meeting must submit an application through e-Request system in advance in order to obtain username and password before e-registering to attend the meeting. The e-Request system shall be available for submission of application and required documents on 17 April 2024, 7 business days prior to the meeting date, toward the adjournment of the meeting. After verification of the application and required documents, the approval will be considered, and shareholders will then receive an e-mail confirmation to inform the username and password for e-registration as well as the link to attend the e-Meeting. The e-Register system will be available for shareholders to register their attendance to the 2024 Annual General Meeting of Shareholder on 26 April 2024, at 11:00 p.m., or early 2 hours prior to the meeting. For more details, please see Enclosure 5 regarding the guidelines, method and procedure for attending the annual general meeting of shareholders via electronic means (e-Meeting).

2. Proxy Form and Proxy Granting

The Company has prepared Proxy Forms in accordance with the Notification of the Department of Business Development Re: Proxy Forms (No. 5) B.E. 2550 (2007) which prescribes 3 types of Proxy Form to be applied for the meeting of shareholders:

- Form A is a general form that is simple and uncomplicated;
- Form B is an explicit form that sets out specific details of authorization; and
- Form C is a form to be used specifically by shareholders who are foreign investors and have appointed a custodian in Thailand to be their share depository.

In this regard, the Company has enclosed Proxy Form B (as detailed in Enclosure 9) for the shareholders. In addition, the shareholders can download Proxy Form A, Form B and Form C from the Company's website at <https://investor.singhaestate.co.th/en/document/shareholder-meetings>. Shareholders can appoint any person or an independent director of the Company as their proxy to attend the meeting and cast the votes on their behalf according to the following procedures:

(1) Shareholders may select either Proxy Form A or Proxy Form B only, except for shareholders who are foreign investors and appoint a custodian in Thailand to be their share depository. In such case, Proxy Form C must be chosen.

(2) Shareholders may appoint any person or an independent director of the Company (as detailed in Enclosure 7) as their proxy to attend the e-Meeting by specify the name and details of the proxy on the proxy form, as well as submitting an application and required documents through e-Request system in advance, as detailed in Item 1. above. In case of appointing an independent director of the Company as the proxy to attend the e-Meeting, shareholders may also utilize the "e-Proxy Voting" service provided by Thailand Securities

Depository Company Limited as another registration channel through the “Investor Portal” (For more details, please contact Thailand Securities Depository Company Limited).

(3) A shareholder who appoints a proxy shall appoint only one proxy to attend and vote at the meeting and may not split his/her votes to multiple proxies to vote separately, except for shareholders who are foreign investors and appoint a custodian in Thailand to be their share depository and use Proxy Form C.

(4) To facilitate the shareholder, the Company will affix THB20 duty stamp on the Proxy Forms, cross out and date in order for the form to be valid and legally binding according to the laws.

3. Documents Required for Attending Shareholders’ Meeting via Electronic Means (e-Meeting)

(1) Individual:

(1.1) In the event that shareholders attend the e-Meeting on their behalf, shareholders shall submit a copy of valid photographic identification document issued by the governmental authorities, e.g. identification card, driver license, or passport, that has been signed to certify true copy and redact, conceal or taken any actions to invisible those sensitive data, i.e., religion and blood type. In case of name or surname change, documentary evidence to such effect must also be presented.

(1.2) In the event that shareholders appoint a proxy to attend e-Meeting, the following documents are required.

(a) A Proxy Form A or Proxy Form B that has been accurately and completely filled in, signed by the grantor and the proxy.

(b) A copy of an identification document of the grantor issued by the government authorities as described in Item (1.1) above, which has been signed to certify true and correct copy by the grantor.

(c) A copy of the an identification document of the proxy issued by the governmental authorities, as described in Item (1.1) above, which has been signed to certify true and correct copy by the proxy.

(2) Juristic person

(2.1) In the event that shareholders who are juristic persons attend the e-Meeting by their director/authorized representative (the “**Authorized Representative**”), the following documents are required.

(a) A copy of valid identification document of the Authorized Representative issued by the governmental authorities as described in Item (1.1) above, which has been signed to certify true copy.

- (b) A copy of the affidavit of the shareholder, which must be issued no later than 6 months prior to the meeting date, showing the name of such Authorized Representative as person having authority to act on the shareholder's behalf. Such copy must be signed to certify true and correct by the Authorized Representative, together with affixing the company's seal (if any).
- (2.2) In the event that shareholders who are juristic person appoint a proxy to attend e-Meeting, the following documents are required.
 - (a) A Proxy Form A or Proxy Form B that has accurately and completely filled in, signed by the Authorized Representative and the proxy.
 - (b) A copy of the affidavit of the shareholder, which must be issued no later than 6 months prior to the meeting date, showing the name of such Authorized Representative as person having authority to act on the shareholder's behalf. Such copy must be signed to certify true and correct by the Authorized Representative, together with affixing the company's seal (if any).
 - (c) A copy of an identification document of the Authorized Representative issued by the government authorities as described in Item (1.1) above, which has been signed to certify true and correct.
 - (d) A copy of an identification document of the proxy issued by the governmental authorities, as described in Item (1.1) above, which has been signed to certify true and correct.
- (3) Shareholders who are foreign investors and have appointed a custodian in Thailand to be their share depository**
 - (3.1) Documents from custodian
 - (a) A Proxy Form C that has been accurately and completely filled in, signed by the custodian's authorized representative(s) as the grantor and the proxy(ies), and affixed with THB20 duty stamp, which must be crossed out and dated upon appointment of the proxy.
 - (b) A document confirming the license to engage in the custodian business.
 - (c) A copy of the custodian's affidavit, which must be issued no later than 6 months prior to the meeting date, containing a statement showing that the person who signs the Proxy Form is authorized to act on behalf of the custodian, and which has been signed to certify as true and correct copy by the custodian's authorized representative(s).
 - (d) A copy of an identification document of the custodian's authorized representative(s), who signs the Proxy Form, issued by the government authorities as referred in Item (1.1), which has been signed to certify as true and correct by such custodian's authorized representative(s).

- (e) An identification document of the proxy issued by the government authorities as specified in Item (1.1).
- (3.2) Documents from shareholder
- (a) A power of attorney from the shareholder authorizing the custodian to sign the Proxy Form on his/her behalf.
 - (b) In the case of an individual shareholder
 - A copy of an identification document of the shareholder issued by the government authorities as specified in Item (1.1), which has been signed to certify as true and correct by the custodian's authorized representative(s).
 - (c) In the case of a juristic person
 - A copy of the shareholder's affidavit, which must be issued no later than 6 months prior to the meeting date, containing a statement showing that the person who signs the power of attorney in Item (3.2) (a) is authorized to act on behalf of the juristic person, and which has been signed to certify as true and correct by the custodian's authorized representative(s).
 - A copy of an identification of the authorized representative(s) of the shareholder, who signs the power of attorney, issued by the government authorities as specified in Item (1.1), which has been signed to certify as true and correct by the custodian's authorized representative(s).

Should any document as presented not be made in Thai or English, a Thai or English translation must be provided together with such document. The translation must be certified correct translation by the shareholder or the authorized representative(s) of the shareholder (as the case may be).

4. E-Vote Casting

- (4.1) One share shall have one vote. Shareholders or proxies attending the meeting can cast their votes in one of the following manners, i.e., approve, disapprove, abstain, or no action. No shareholders can split their votes (except for the vote casting from the custodian).
- (4.2) Vote casting by the proxy
 - (a) In the event that the grantor has specified the voting instruction in the Proxy Form, the Company will record such votes, together with the registration to attend the meeting of the proxy.
 - (b) In the event that the grantor has not specified the voting instruction for any agenda in the Proxy Form, or the voting instruction is unclear, or the meeting considers

additional agenda aside from the agenda stipulated in the Proxy Form as well as any changing and adding of the fact thereon, the proxy is able to consider and cast his/her vote as deemed appropriate.

- (4.3) For the agenda of the election of directors to replace those who retire by rotation, shareholders shall cast their entire votes to elect for each candidate on an individual basis.

5. Vote counting and announcement

- (5.1) Chairman of the meeting or any person designated by the Chairman will inform vote casting procedure before commencement of the meeting.
- (5.2) Chairman will announce the vote casting period for each agenda and allow shareholders or proxies to cast their vote via the e-Voting system. Any change to the vote can be exercised until the vote casting period ends.
- (5.3) Upon the end of defined vote casting period, all votes will be counted immediately according to the counting criteria of each agenda. The announcement of voting result will be done at the end of such agenda.
- (5.4) By means of the e-Voting system, there shall be no voting card. Therefore, the voided ballot is not applicable.

Number of shareholders attending the meeting is subject to change at different point of time due to additional attendees register or exit during the e-Meeting. In addition, the Company will engage a legal advisor and/or a representative(s) to witness and verify the vote counting.

Resolutions of the shareholders' meeting requires the following votes:

- (a) In ordinary cases, a resolution of the meeting requires a simple majority vote of the shareholders attending the meeting and casting their votes.
- (b) In other cases, as specified otherwise by laws or the Company's Articles of Association, a resolution of the meeting shall be in accordance with the laws or the Company's Articles of Association. The Company has remarked the required resolution for each agenda item in the Invitation.
- (c) In the case of a tied, the Chairperson of the meeting shall have an additional vote as the deciding vote.
- (d) A shareholder or a proxy who has any special interests in any matter shall not be entitled to vote on such matter.