

Explanation of documents and evidence to identify Shareholders or their proxies who are eligible to attend the meeting and vote

The Company shall convene the 2024 Annual General Meeting of Shareholders which will be held on April 25, 2024 at 10.00 o'clock in the format of Hybrid Meeting at Function Six Room, 6th Floor, Siam@Siam Design Hotel Bangkok, Address No. 865, Rama 1 Road, Wang Mai, Pathumwan, Bangkok and via electronic media according to the Royal Decree on Electronic Conferencing B.E. 2563 and other relevant laws. For the registration to proceed please refer to enclosure 6 (Guidelines for attending the AGM through Electronics Media (E-AGM)).

The Company considers to impose procedures on review of documents and evidence identifying Shareholders and proxies eligible to register, attend and vote at the Meeting as follows

1. The Proxy

1.1 Proxy Form

The Department of Business Development, the Ministry of Commerce issued an announcement re: Prescription of a Proxy Form (No. 5) B.E. 2550; the Company, therefore, has prepared 3 proxy forms as shown in the Enclosure 5 for Shareholders who cannot attend the Meeting and a proxy may be appointed to the other person or any Independent Director. The proxy forms are as follows

- Proxy Form A (General Appointment)
- Proxy Form B (Specific Voting Appointment)
- Proxy Form C (Only Applicable for shareholders listed in the share register book as Foreign Investors who appoint custodian in Thailand)

In the event Shareholder wishes more Proxy Forms, please download from the Company Website: www.snp.co.th.

1.2 Proxy methods

Shareholders who are unable to attend the Meeting may appoint a person as your Proxy according to the following procedures

- 1) Complete only one of the Proxy Forms in Enclosure 5 as follows:
 - 1.1 1 General shareholders can either use the proxy letter form A or form B.
 - 1.2 Shareholders listed in the share register book as Foreign Investors (who appointed the Custodian in Thailand to supervise their shares) shall use Forms C only.
- 2) Authorize a person as you wish or an Independent Director as shown in Enclosure 4 to attend and vote at the Meeting on your behalf by specifying the name details of a person to be your Proxy.
- 3) Affix the 20 Baht of stamp duty with specifying the date of Proxy Form across such stamp duty. For your convenience, the Company will facilitate in affixing the stamp duty.

Except for the Custodian appointed by the Foreign Investor in accordance with Proxy Form C, allocation of shares by one shareholder to several Proxies to vote in the Meeting is not allowed. The Shareholder has to authorize the Proxy to cast the votes only for the shares held by it in whole. Authorization of vote less than the total number of holding shares is not allowed.

2. Documents to be produced prior to the Meeting Person (Electronic Means)

2.1 Natural Person

1. Personal attendance

Identification document issued by a government which are still valid such as ID Card, Civil Servant Card, or Driving License. In case of change of name-surname, the documents must be supported by any documents evidencing the change.

2. Proxy

- Any Proxy Form (either Form A or Form B) duly filled in and signed by Shareholder and Proxy
- Copy of Shareholder's identification document issued by a government certified by Shareholder
- Copy of Proxy's identification document issued by a government certified by proxy.

2.2 Juristic Person

1. Personal attendance by director

- Any Proxy Form (either Form A or Form B) duly filled in and signed by Shareholder and proxy
- Copy of a company certificate duly certified by Authorized Director(s) containing particulars that director(s) attending the Meeting is (are) duly authorized and affixed the company's seal (if any)
- Copy of such director's identification document issued by a government certified by such Director

2. Proxy

- Any Proxy Form (either Form A or Form B) duly filled in and signed by Authorized Director(s) of Shareholder and proxy
- Copy of a company certificate duly certified by Authorized Director(s) containing particulars that Director(s) attending the Meeting is (are) duly authorized and affixed the company's seal (if any)
- Copy of authorized Director's identification document issued by the Government certified by such Authorized Director; - Copy of
- Proxy's identification document issued by a government certified by proxy

3. Custodian appointed as depositary by Foreign Investors

3.1 documents as under juristic person 1 and 2 shall be prepared by using Proxy Form C only

3.2 in the event custodian has been authorized to sign on proxy on behalf of shareholders, the following documents shall be produced:

- Power of attorney appointing such custodian to sign on proxy
- Certificate certifying that the person who sign the proxy form has been licensed to engage in custodian business.
- If an original document is not made in Thai, please attach the Thai translation duly certified by Director(s) of such juristic person.

3. Registration

For shareholders wishing to attend the meeting in person or by a proxy who is not a director of the Company. The company will start accepting registration for attending the shareholders' meeting at least 1 hour before the start of the meeting or from 09.00 onwards on April 25, 2024 and via electronic media. The registration system for submitting the request for annual report will be available from April 17, 2024 to 23 April 2024. The Company will start accepting registration for attending the Annual

General Meeting of Shareholders via electronic media 1 hour before the start of the meeting or from 9:00 o'clock on Friday, April 21, 2023.

4. Casting Votes Criteria in General Agenda

- 1) A vote in each agenda shall be counted by voting as indicated in the Shareholder registration or Shareholders voting in the meeting (Electronic Means) on the condition that each share constitutes one vote. Shareholders shall only vote for: agree, disagree or abstain while splitting of votes is not allowed, except in the case of custodian
- 2) Proxy
 - 2.1 For specific voting appointment, Proxy shall cast a vote only as specified in the Proxy non-compliance of direction shall not constitute a valid vote by Shareholders. Vote of the Proxy in any Agenda which is not in accordance with the Form of Proxy shall be invalid and shall not be counted as the vote of the Shareholder.
 - 2.2 For general appointment of proxy where no instruction on voting has been specified for any agenda, or instruction is not clear on the Proxy on each agenda, or the Meeting (Electronic Means) considers or votes on any issue (other than those specified on the Proxy) or there would be any amendment or addition in facts, then proxy shall have discretion to consider and vote as it deems appropriate.

5. Criteria on Director Election Agenda

According to Article 19 of the Company's Articles of Association, the Meeting of Shareholders shall elect Directors in accordance with the rules and procedures as follows

- (1) Every Shareholder shall have one vote for each share of which he/she is the holder
- (2) Each Shareholder may exercise all the votes he/she has under 1. above to elect one or several Director(s). In the event of electing several Directors, he/she shall not be entitled to allot his votes to elect each Director
- (3) The persons receiving the highest votes in their respective order of the votes shall be elected as Directors at the number equal to the number of Directors required at that time. In the event of an equality of votes among the persons elected in order of respective high numbers of votes, which number exceeds the required number of Directors of the Company at that time, the Chairman of the Meeting shall be entitled to a second or casting vote. According to the AGM guidelines for according to the AGM guidelines for good governance, on the Item 7 and 8 ,the Company will count the voting from the Shareholders (whether it specifies approve, disapprove or abstain) to calculate the votes in order to conclude the resolution

6. Procedures on Counting Votes

Chairman of the Meeting or the Company's officer shall explain the procedure of votes counting before commencement of the Meeting. Officers of the Company shall count and sum up votes on each agenda based on the voting in the Meeting and votings specified in proxy forms as registered for attending the meeting. Results on each agenda shall be announced before the consideration of each of such agenda is ended. In this regard, the numbers of shareholders casting votes in different agenda may not be the same because some of shareholders may additionally attend the meeting or leave the meeting before the agenda ends.

The Company will arrange for inspector (who is an external legal counsel) to examine procedures on counting votes in the Meeting to ensure our transparency and compliance with the laws and Company's articles of association.