

**Documents required to attend the Meeting, Guidelines for Appointment of Proxy, Registration Process, Voting Process and Vote Counting Procedures  
Thai President Foods Public Company Limited**

The registration to attend the Annual General meeting of Shareholders No. 5/2022 of Thai President Foods Plc. will be done in a barcode system. Therefore, for your convenience on registration, the shareholders or the proxy holders, please bring the Notice of Meeting with barcode (Meeting Registration Form) and the Proxy Form (if any), together with the identification documents, for meeting attendance, present them on the meeting date..

**Documents required to be presented to attend the Meeting**

1. Conditions and Procedures for the registration of the shareholders attending the Meeting

1.1 Individual Shareholders

The shareholder's official identification evidence, e.g. official identification card issued by the Government agencies or State Enterprises, passport, or other kind of the photo identification card issued by the Government or State agency.

1.2 Juristic Person

1.2.1 an original of such authorized representative's official identification evidence as referred to in 1.1

1.2.2 a copy of the Affidavit or Certificate of Incorporation of the shareholder showing the name of such authorized representative as a person having power and authority to act on the shareholder's behalf and such copy of the Affidavit or Certificate of Incorporation must be certified as a true and correct document by such authorized representative.

2. Conditions and Procedure for Proxy

2.1 In case the Proxy has been appointed by an individual shareholder, the following documents shall be submitted by such Proxy:

2.1.1 a proxy form (Form B), as attached hereto with the Notice of Meeting with barcode of Shareholders, which is completely filled and signed by both the proxy grantor (the shareholder) and the proxy

2.1.2 a copy of the shareholder's official identification evidence as referred to in 1.1, which is certified as a true and correct document by the shareholder

2.1.3 an original of the proxy's official identification evidence as referred to in 1.1

2.2 In case the Proxy has been appointed by juristic person, the following documents shall be submitted by such Proxy:

2.2.1 a proxy form (Form B), as attached hereto with the Notice of Meeting with barcode of Shareholders, which is completely filled and signed by both the proxy grantor (the authorized representative of the shareholder) and the proxy

- 2.2.2 a copy of the Affidavit or Certificate of Incorporation of the shareholder showing that the name of the person who signs in the proxy form as the proxy grantor is an authorized representative of the shareholder having power and authority to act on the shareholder's behalf and such copy of the Affidavit or Certificate of Incorporation must be certified as a true and correct document by such authorized representative
- 2.2.3 an original of the proxy's official identification evidence as referred to in 1.1
- 2.3 In the event that the shareholder is foreign investor who appointed custodian in Thailand
- 2.3.1 All evidence similar to that specified in the event that the shareholder is a juristic person under paragraph 2.1 and 2.2 above shall be applied
- 2.3.2 Power of Attorney by the foreign investor authorizing the custodian to sign the Proxy Form on its behalf
- 2.3.3 A letter of certifying that the custodian is engaged in the custodian business
- 2.4 The attendant who changed his/her title, name, surname has to present the document certifying such changing at the registration desk.
- 2.5 The Company reserves the right to allow only the attendant whose documents are complete and accurate to attend the meeting.

### **Appointment of Proxy**

The company has sent to each of the Shareholders the Proxy Form (Form B), pursuant to the Regulation of Department of Business Development, Ministry of Commerce, Re: Form of Proxy (No.5) B.E. 2550. There are three proxies and shareholders can be downloaded from the website [www.mama.co.th](http://www.mama.co.th) as follows:

- Form A : General Proxy Form( Simple Form)
- Form B : Specific Proxy Form
- Form C : Proxy Form for the foreign investor who appointed a custodian in Thailand to safeguard their shares

Any shareholder unable to attend the Meeting may appoint a proxy by following:

1. Complete only one of the above Proxy Form
  - 1.1 General shareholders shall select either Form A or Form B only (not both)
  - 1.2 Shareholder listed in the share register book as foreign investors appointing a custodian in Thailand may select one of the three proxy Forms (Form A, Form B or Form C)

2. Affix the Baht 20 stamp duty with the specifying date of the Proxy Form across the stamp to incur legal binding. For your convenience, the company will facilitate affixing the stamp at the Meeting Registration.
3. Return the completed proxy form to the Company's Secretary not less than 1 day before the meeting date or present it at the document examination desk before the meeting commences.

### **Registration Process**

The company will open for registration to attend the Meeting not less than 2 hours before the Meeting is commenced since 7.00 A.M. onward, on Wednesday, 27<sup>th</sup> April, 2022, at Ballroom 3<sup>rd</sup> Floor, The Grand Fourwings Convention Hotel (Srinakarin), 333 Srinakarin Road, Huamark Sub-district, Bangkok District, Bangkok 10240 as per detail in the map for the meeting place as attached hereto as Attachment No. 9.

#### 1. For Self-Attending

- 1.1 Contact the registration desk and submit the Notice of Meeting with barcode, together with identification documents required for meeting attendance.
- 1.2 Receive registration document and voting ballots for the agenda to elect the Directors.

#### 2. For Proxies

##### 2.1 Document Verification and Submission

- The Notice of Meeting with barcode, together with only one Proxy Form, completely filled in and signed by the Grantor and the Proxy.
- Identification documents required for meeting attendance, as the case may be.

2.2 Contact registration desk, submit document as in 2.1, which has been verified.

2.3 Receive registration confirmation and voting ballots for the agenda to elect the Directors.

### **Voting Process**

1. The Chairman of the Meeting shall propose the shareholders to cast their votes for each agenda item.
2. For the agenda to elect the Directors, all shareholders have already received the voting card since the meeting attendance registration, the shareholders shall vote to approve / disapprove / abstain for each individual nominated Director in the voting cards, any shareholders wishing to cast disapprove or abstain vote in the election of Director of the Company shall show their registration card, the voting would be counted, which would be collected at the end of the agenda.

3. For the other agenda, any shareholders wishing to cast disapproval or abstention vote shall show their registration card to receive the voting card. Please fill in your registration number, indicate your vote and sign the card. Voting cards would be collected and counted immediately.
4. Shareholders who do not cast their votes on the ballots or do not submit their ballots to meeting staff will be assumed to have approved the agenda item as proposed by the Chairman of the Meeting.
5. Proxies: The voting procedure is as follows.
  - Proxy Form A : The shareholders delegate the proxies to exercise their votes in the same manner as the present shareholders.
  - Proxy Form B : If the shareholders choose to fix their votes in advance, the Company will collate and record such votes at the time of the meeting registration. If the shareholders delegate the proxies to vote at their discretion or the vote is not clear, the proxies are required to cast their votes in the same manner as the present shareholders.
  - Proxy Form C : The voting procedure is the same as the holders of Proxy Form B. That is, if the shareholders had fixed their vote in advance, the proxies do not have to vote in the meeting room.

#### **Vote Counting Procedures**

1. One share shall be counted one vote and the majority of votes shall be deemed a resolution, except as stated otherwise by law. In case a tie of votes, the Chairman of the Meeting shall have a deciding vote.
2. The Company uses the Barcode system for vote counting.
3. In counting the voting results for each agenda item, the Company will deduct the total votes as disapprovals and/or abstentions and/or voided ballot from the total votes of shareholders and Proxies recorded in advance.
4. If the meeting attendants wish to leave the Meeting room and cast their votes in advance, he/she is requested to contact the staff, except for their voting in approval.
5. The voting results will be announced for votes as approval, disapproval, abstention and invalid ballots. In each agenda item, the quorum will be based on the latest number of shares held by attendants present in the Meeting.