

Guidelines for Proxy Appointment, Registration, and Identification Documents
Required to Attend and Vote in the General Meeting of Shareholders

Proxy appointment

The company has dispatched Proxy form B as prescribed by the Department of Business development, Ministry of Commerce which is the specified form with precise and clear details to shareholders. Therefore, the shareholder who unable to attend the meeting appoint other person or proposed director as specified in enclosure as his/her proxy. The shareholders may specify more than 1 name as proxy in order to flexibility, in case any proxy unable to attend the meeting, the others proxy could attend in the place of him/her. However, only one proxy eligible to attend the meeting and exercise his/her vote. The shareholders are unable to split their shares to several proxies for separate voting. Moreover, the voting in each agenda, the shareholders have only right to approve, disapprove or abstention.

The company prepared Proxy Form A which is a general power of attorney and Proxy Form C which is the specific power of attorney for foreign shareholders and appointing custodian in Thailand to keep the shareholders' share in the custody. The shareholders could print the details from the company's website at www.singerthai.co.th

Registration to attend the meeting

The registration will begin more than 1 hour before the meeting schedule, stating from 8.30 a.m. onwards at the meeting room, CAT tower, 30th Floor as specified in the attached map.

Evidence verifying to attend the meeting

Participant are requested to produce the following documents (as the case may be) prior to attend the meeting.

For Thai individual shareholders

1. In the event the shareholder is present in person:
 - Registration form
 - The identification document issued by a government department which shows a picture, name and has not yet expire, such as, an ID card or a public servant's ID card or passport. In the event of a change of first name and/or family name, evidence thereof shall also be submitted.
2. In the event proxy is granted for attendance at the meeting :
 - A letter of proxy in the form enclosed with the invitation letter which has been filled in correctly and completely and signed by grantor and grantee.
 - Registration form
 - The copy of verifying document which issued by a government department as in 1 and the shareholders certified true and correct by his/her signature.
 - The verifying document which issued by a government department of the proxy as in 1.

For Juristic person shareholders incorporated in Thailand

1. In the event a representative is present in person:
 - Registration form
 - The identification document issued by a government department of the representative as in 1
 - The affidavit of the shareholders which certified true and correct by the representative with a statement indicating that the juristic person's representative present at the meeting is authorized to act on behalf of the juristic person who is the shareholder.
2. In the event proxy is granted by the shareholder for attendance at the meeting:
 - A letter of proxy in the form enclosed with the invitation letter which has been filled in correctly and completely and signed by the representative who is grantor and grantee.
 - The affidavit of the shareholders which issued not over than 6 months by the Department of Business development, Ministry of Commerce and certified true and correct by the representative with a statement indicating that the juristic person's representative present at the meeting is authorized to act on behalf of the juristic person who is the shareholder.
 - The identification document issued by a government department of the proxy as in 1
 - The copy of verifying document which issued by a government department of the representative as in 1 and the representative certified true and correct by his/her signature.

For Non-Thai shareholders and juristic person shareholders incorporated under foreign law

Please prepare the documents as same as the case of Thai individual shareholders and juristic person shareholders incorporated in Thailand documents and produce the following documents (as the case may be).

- The copy of passport of the shareholder or the representative or the proxy (as the case maybe) which is certified true and correct by his/her signature.
- The copy of affidavit issued by a government department of the country where such juristic person was incorporate not over than 6 months before the Annual General Meeting date which is certified by representative with a statement indicating that the juristic person's the name of juristic person, the authorize signatory, condition or limitation of authorized signatories and the location of head office.
- Any original documents which are not in English must be attached with an English translation certified true and correct by the shareholder or representative of the juristic person.

For foreign shareholders appointing a custodian in Thailand to keep his/her shares in the custody

- The documents are as same as the case of juristic person.
- The power of attorney granted by the shareholders to authorize the custodian to sign the proxy form on his/her behalf.
- Certified letter of the custodian who signs the proxy form which shows that the custodian is permitted to engage in custodian business.

Voting procedure

1. In voting, one share is entitled to one vote and all ordinary matters shall require an affirmative vote of 52 percent of the total of votes of the shareholders attending the Meeting and having the right to vote. In case of a tie vote, the chairman of the meeting shall have a casting vote.
2. Any shareholder who has a specific interest in any matter shall not be entitled to vote in such matter, except for the matter relating to an appointment of directors, and the chairman may ask them to leave the meeting temporality.
3. The shareholder who attended the meeting in person can cast their votes on the ballots handed to them upon registration. The proxy shall cast his/her vote on the ballots as specified in the proxy form and deliver the ballots to the staff to be recorded together with the votes of the shareholders appointing the directors as proposed by the company as proxy.
4. The chairman will inform the meeting of voting results in each agenda. The counted votes will include the votes all from shareholders and appointed proxies. Each agenda will use the latest number of shares held by the shareholders attending the meeting.

Remarks

1. Shareholders attending the 2024 Annual General Meeting of Shareholders via electronic media (E-AGM) must submit the "Meeting Notification Form" and supporting documents. According to Enclosure 12 in the invitation letter to the meeting. to verify identity by scanning or taking a photo and send to
Email: suparapornp@singerthai.co.th **within 17 April 2024**
2. Shareholders who are unable to attend the 2024 Annual General Meeting of Shareholders via electronic media (E-AGM) of the Company can grant proxy to an independent director of the Company. to attend the meeting and vote on behalf of the shareholders By delivering the completed proxy form to Singer Thailand Public Company Limited, No. 72 NT Bangrak Building, 17th floor, Charoen Krung Road, Bangrak Subdistrict, Bangrak District, Bangkok 10500, Thailand **within 17 April 2024**.