

Guidelines for the Annual General Meeting of Shareholders No. 57 via electronic media (E-AGM)

Shareholders or proxies wishing to attend the meeting must submit identification documents as specified to the Company **by April 17, 2024**. After the Company verifies the information of shareholders entitled to attend on the record date, the service provider of the meeting via electronic media will send a link for attending the meeting and the system access manual to the email that shareholders or proxies have indicated to the Company. The link will be sent two days before the Meeting date.

Request for attending the meeting via electronic media

Shareholders wishing to attend the meeting through electronic media must send a request for attending the meeting via two methods as follows:

1. Sending request for attending the meeting by email or by post; or
2. Sending request for attending the meeting via QR Code.

For shareholders wishing to send the request for attending the E-AGM by email or by post:

1. Fill out the request form for attending the meeting through electronic media (E-AGM) and clearly indicate your email address and mobile phone number for the purpose of the registration.
2. Attach identification document confirming your right to attend the E-AGM.

2.1 For individual shareholders

- If shareholders wish to attend the E-Meeting in person:
 - Registration form
 - Copy of identification document issued by the government agencies, which has not yet expired, such as identification card, government official identification card or passport, including evidence for change of name or surname (if any).
- If shareholders appoint a proxy to attend the E-Meeting:
 - Proxy Form, as attached to the Notice of the Meeting, completely filled in and signed by the proxy grantor and the proxy, and affixed with stamp duty in full
 - Registration form
 - Copy of the identification document of the proxy grantor such as identification card, government official identification card, or passport (for a non-Thai person) issued by the government agencies, which has not yet expired and certified by the proxy grantor
 - Copy of the identification document of the proxy such as identification card, government official identification card or passport (for a non-Thai person) issued by the government agencies, which has not yet expired and certified by the proxy

2.2 For juristic person shareholders incorporated in Thailand

- If the authorized representative (i.e. director) wishes to attend the E-Meeting in person:
 - Registration form
 - Copy of the Certificate of Incorporation of juristic person shareholder issued no more than six months before the Meeting date and certified by the authorized representative of the juristic person shareholder which shows that the authorize representative attending the meeting is authorized to act on behalf of the juristic person shareholder

- Copy of the identification document of the authorize representative (i.e. director) such as identification card, government official identification card or passport (for a non-Thai person) issued by the government agencies, which has not yet expired and certified by the authorize representative
- If a proxy is appointed to attend the E-Meeting
 - Proxy form, as attached to the Notice of the Meeting, completely filled in and signed by the proxy grantor and the proxy and affixed with the stamp duty in full
 - Copy of the Certificate of Incorporation of the shareholder, issued by the Department of Business Development of the Ministry of Commerce no more than six months before the Meeting date, certified by the authorized representative (i.e. director) of the juristic person shareholder
 - Copy of the identification document of the authorized representative (i.e. director) such as identification card, government official identification card, or passport (for a non-Thai person) issued by the government agencies, which has not yet expired and certified by the authorized representative
 - Copy of the identification document of the proxy, similar to the case of individual shareholders, as specified above

Non-Thai individual shareholders or juristic person shareholders incorporated under foreign laws:

Please prepare the documents similar to the cases of Thai Individual Shareholders and Juristic Person Shareholders incorporated in Thailand, except for the identification documents that will use the following documents (as the case may be):

- copy of passport of the shareholder or authorize representative of a juristic person or proxy (as the case may be) which is certified true and correct;
- copy of Certificate of Incorporation of such juristic person issued by the government agency of the country where such juristic person is incorporated not more than 6 months prior to the Meeting date, certified by a representative of such juristic person, provided that such document must show the name of the juristic person, authorized signatory, conditions or limitations of authorized signatories, and the location of the head office; and
- any original documents, which are not in English, must be attached with an English translation certified true and correct by the shareholder or authorize representative of the juristic person

Foreign shareholders appointing a custodian in Thailand to keep his/her Shares in the Custody


- Documents similar to the case of juristic person
- Power of Attorney granted by the shareholder to authorize the custodian to sign the Proxy Form on his/her behalf
- Certification Letter of the custodian who signs the Proxy Form, which shows that the custodian is permitted to engage in custodian business.

3. Submit the request for attending the E-AGM (as specified in clause 1), identification documents and supporting documents (as specified in item 2) to the Company **within April 17, 2024** by:

- Email: suparapornp@singerthai.co.th
- Mail :
Attn: **Registration form for attending the E-AGM**
Singer Thailand Public Company Limited
Investor Relations Department
17th Floor, 72 NT Bangrak Building,
Charoen Krung Road, Bangrak, Bangkok 10500
Telephone: 02-352-4777 ext. 4201

For shareholders wishing to send the request for attending the E-AGM by scanning the QR code

1. The request can be submitted via Google Chrome by:

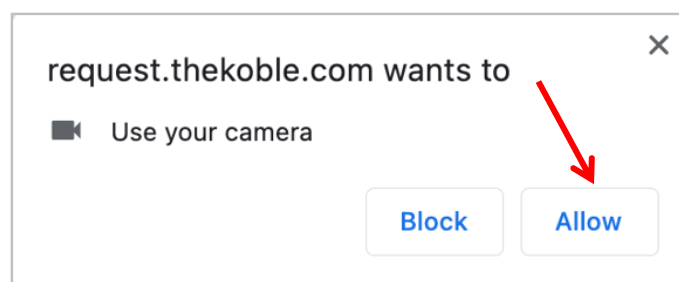
| Scan QR Code | Link |
|---|---|
|  | http://singer.thekoble.com/aggm/emeeting/index/1 |

2. Fill out the information of the shareholder
 1. Securities account number
 2. Name (without specifying title prefixing a person's name) if the shareholder is a juristic person, please skip this field
 3. Last name (if the shareholder is a juristic person, enter the name of the juristic person in the surname field)
 4. Identification card number
 5. Attach the Certification of Incorporation (in the case of juristic person shareholders)
 6. Choose accept the terms and give consent to access personal data
 7. Click "Confirm"
3. Check the shareholder's name and the number of shares held. If correct, please fill out the following information of the shareholder:
 1. Name-surname (in English)
 2. Email to receive a URL link for attending the E-Meeting
 3. Mobile phone number
 4. Choose types of attendance
 - i. Attend the E-AGM in person
 - ii. Appoint a proxy to attend the E-AGM
 - iii. Appoint an independent director as a proxy
 5. Click "Next"

For shareholders attending the meeting in person

Take a photo of the shareholder

- 1.1 To allow the website to access the camera, click "Allow"



- 1.2 Take a full picture of the identification card
 - Click "Take a photo"
 - Click "Save"
 - If you want to take another photo, click "Retry"
- 1.3 Take a photo of the shareholder holding his/her identification card (as shown in the sample photo)
 - Click "Take a photo"
 - Click "Save"
 - If you want to take another photo, click "Retry"
- 1.4 Click "Next"
- 1.5 The system will display a message "information received"; recheck the name, surname, and number of shares
- 1.6 Click "Done"

For shareholders appointing a proxy to attend the E-AGM

1. Save photo of shareholders' information (similar to the case of shareholders attending the meeting in person).
2. Save information of the proxy and attach the relevant documents
 - a. name-surname of the proxy (in Thai)
 - b. name-surname of the proxy (in English)
 - c. Attach a copy of the proxy's identification documents
 - d. Attach the completed and signed Proxy Form
 - e. Click "Next"
3. Click "Next"
4. The system will display a message "information received"; recheck the name, surname and number of shares
5. Click "Done"

For shareholders appointing an independent director as proxy

1. Save photo of shareholders' information (similar to the case of shareholders attending the meeting in person)
2. Attach the completed and signed Proxy Form
3. Click "Next"
4. The system will display a message "information received"; check the name, surname, and number of shares again.
5. Click "Done"

Notes:

- The system for receiving requests to attend the meeting will be active from April 4 to April 18, 2024.
- If the above-mentioned documents or evidence are not in Thai or English, shareholders must present an English translation thereof, certified by the shareholder or by their authorized signatory (in the case of juristic person shareholders).

How to attend the E-AGM

1. After the shareholders or their proxies have requested to attend the meeting and have been verified, the shareholders or proxies will receive two emails from the meeting service provider; one email will contain a URL link for attending the meeting, and another mail will contain the access manual, not less than two (2) days before the meeting. Please carefully study the manual on how to use the E-AGM system.

If the shareholders do not receive the email by April 17, 2024, please contact us immediately.

2. Online attendance and voting via the E-Meeting platform is compatible with computer/notebook/tablet, and mobile phones via Chrome with 4G broadband cellular network or basic home internet connection.

Notes: To attend the meeting via tablet and mobile phone, Zoom Cloud Meeting app must be installed before attending the meeting. The app can be downloaded as follows:

| iOS | Android |
|---|---|
|  |  |
| https://apps.apple.com/en/app/zoom-cloud-meetings/id546505307 | https://play.google.com/store/apps/details?id=us.zoom.videomeetings |

3. The system will be available for logging on 60 minutes before the meeting commences. However, the live broadcast will start at the commencement of the meeting.
4. The shareholder registration number and the shareholder's national ID card number must be used for logging in.
5. For E-voting, shareholders must cast a vote on each agenda item to "approve," "disapprove," or "abstain" only. If no vote is cast on any agenda item, the system will immediately assume that you vote "approve" (the vote counting method that counts the absence of a vote as a "yes" vote)
6. If any attendee encounters problems in using the E-AGM system, please contact OJ International Co., Ltd. at the phone number specified in the email containing the system access manual.

***** The E-AGM is the meeting conducted only through electronic media. There will be no physical meeting held. Please do not travel to our premises. *****

For shareholders wishing to appoint an independent director as a proxy

For a shareholder who is unable to attend the E-AGM in person or by proxy, if the shareholder wishes to appoint an independent director as proxy, please send a Proxy Form (Enclosure 10) indicating the appointed independent director specified by the Company as the proxy together with the relevant documents to us by **April 17, 2024 at 16.00 hrs.**, through the following channels:

- by email to suparapornp@singerthai.co.th
- by mail: Attn: **Proxy Form AGM 57**
Singer Thailand Public Company Limited
Investor Relations Department
17th Floor, 72 NT Bangrak Building,
Charoen Krung Road, Bangrak, Bangkok 10500
Telephone: 02-352-4777 ext. 4201

Notes: If the shareholder specifies the voting on each agenda item, the appointed independent director shall cast the votes as instructed in the Proxy Form. On each agenda item, the shareholder, through proxy, is entitled to vote either to approve, disapprove or abstain only. The shareholder may not split their votes (except for voting by the custodian).

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

Please submit the following information:

1. Completed Proxy Form C (as attached to the notice of the meeting) signed by the proxy grantor and the proxy with Baht 20 stamp duty affixed;
2. Copy of the Certificate of Incorporation of the custodian certified true and correct by an authorized signatory of the custodian or an attorney, with the corporate seal (if any) affixed;
3. Power of attorney made by the shareholder appointing the custodian to sign the Proxy Form on their behalf;
4. Certification Letter of the custodian who signs the Proxy Form is permitted to engage in the custodian business;
5. Certified true copy of national ID card, government officer ID card or passport (for non-Thai proxy) of the proxy; and
6. Send the foregoing documents to the Company by **April 17, 2024 at 16.00 hrs.**, through the following channels:
 - by email to : suparapornp@singerthai.co.th
 - by mail
Attn.: **Proxy Form AGM No. 57**
Singer Thailand Public Company Limited
Investor Relations Department
17th Floor, 72 NT Bangrak Building,
Charoen Krung Road, Bangrak, Bangkok 10500
Telephone: 02-352-4777 ext. 4201

Sending suggestions or questions relating to the Company's business, industry, operating results or relating to any meeting agenda to be considered at the E-AGM

If the shareholders have any suggestions or questions, please send to the Company through 2 methods as follows:

1. to the Company **in advance** by **April 17, 2024** before the date of the meeting:
 - by email to suparapornp@singerthai.co.th
 - by mail:
Attn.: **Questions and Suggestions for AGM No.57**
Singer Thailand Public Company Limited
Investor Relations Department
17th Floor, 72 NT Bangrak Building,
Charoen Krung Road, Bangrak, Bangkok 10500
Telephone: 02-352-4777 ext. 4201

2. **during the meeting**, those present in the E-AGM must state their full name and declare whether they are shareholders attending the meeting in person or by proxy every time before making suggestions or asking questions. The following channels are also available for making suggestions and questions during the meeting.
 - Text-based chat
 - Audio-based chat, where the attendee presses the "raise hand" button and turns on the microphone on their own device after the system operator sends an invitation to speak. Please turn off the microphone after talking. (For further details, please refer to the meeting access manual sent to the attendees' emails.)

In this regard, if the shareholders have any questions relating to the meeting, please contact our staffs:

1. For the questions relating to submission of identification documents to attend the E-Meeting, contact the Company Secretary for more information through the channels above-mentioned.
2. For the questions relating to procedures for attending and voting at the E-Meeting, if the identification documents has been duly submitted, please contact OJ International Co., Ltd. at the phone number specified in the email sent to you along with the meeting access manual.