

e-AGM Meeting Guideline

Required Document for Attending e-AGM and Giving Proxy

Registration for Attending e-AGM

1) Submission of Documents to Document Registration System

Shareholders or proxies who wish to attend the e-AGM please register your attendance in advance by submitting related documents through web browser <https://serv.inventech.co.th/SCCC144711R/#/homepage> or scan QR Code from 7 March 2024 at 8:30 hrs. until the meeting adjourns.



2) Next process, please select “Request Form” and proceed as follows:

- Fill in the shareholder registration number (referring to the Notification of Meeting which you have received from the TSD).
- Fill in the ID card number/passport number (for non-Thai citizen) for individual shareholder, or business registration number for legal entity shareholder.
- Upload self-identification document i.e., copy of ID card, driving license, passport to the system. Please note that the system only allows you to upload jpg, png, and pdf files with a total maximum file size of 50 MB.
- Tick in a checkbox to indicate your agreement to comply with the e-AGM system attendance requirement and to grant your permission to the Company to record/use your personal information as outlined in the Privacy Policy. Then, click on the “Next” button.
- Fill in a mobile number and email address of the attending shareholder or proxy (attende), in order to receive OTP for a self-verification. Then, click on the “Next” button.
- Fill in OTP received on your mobile device into the designated field. If you haven’t received the OTP, click on the “Request OTP” button. A new OTP will be sent to your registered email. Then, click on the “Submit” button.
- Check your email inbox for a username and password for attending e-AGM. Status of your document request can be tracked on <https://serv.inventech.co.th/SCCC144711R/#/homepage>

Shareholders wishing to attend the e-AGM by themselves, without proxies, please upload the following documents:

- **Individual Shareholder:** Copy of valid ID card, or ID of Government Officer, or State Enterprise Employee, or Driver’s License, or Passport (for non-Thai citizen)
- **Legal Entity Shareholder: A juristic person or a legal entity attending e-AGM by its authorized director shall apply the same basis as an individual attending e-AGM by him/herself without proxy.** Please upload the following documents:

<p><u>Legal entity incorporated in Thailand:</u> The Affidavit of such legal entity shareholder issued by the Department of Business Development, Ministry of Commerce for a period of no longer than 1 year before the meeting date and a valid ID card or passport (for non-Thai citizen) of the authorized director who will attend the meeting (limit to 1 authorized director per a legal entity).</p>	<p><u>Legal entity incorporated outside Thailand:</u> The Affidavit of such entity issued no longer than 1 year before the meeting date, stating information of entity’s name, address of head quarter and a statement showing that the attending director is the authorized director of such entity, together with English translation, and a valid ID card or passport (for non-Thai citizen) of the authorized director who will attend the meeting (limit to 1 authorized director per a legal entity).</p>
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Attending the e-AGM by Proxy: Please use the enclosed Proxy Form attached to this Notice or appeared on website siamcitycement.com and upload it together with the following documents.

- **Individual Shareholder:** Copy of valid ID card, or ID of Government Officer, or State Enterprise Employee, or Driver's License, or Passport (for non-Thai citizen) of both the individual shareholder and the Proxyholder.
- **Legal Entity Shareholder:**

<p><u>Legal entity incorporated in Thailand:</u> The Affidavit of such legal entity shareholder issued by the Department of Business Development, Ministry of Commerce for a period of no longer than 1 year before the meeting date and a valid ID card or passport (for non-Thai citizen) <u>of both the authorized director of the legal entity shareholders and the Proxyholder.</u></p>	<p><u>Legal entity incorporated outside Thailand:</u> The Affidavit of such entity issued no longer than 1 year before the meeting date, stating information of entity's name, address of head quarter and a statement showing that the person who gives proxy is the authorized signer of such entity, together with English translation, and a valid ID card or passport (for non-Thai citizen) <u>of both the authorized signer of the legal entity shareholder and the Proxyholder.</u></p>
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Recommendations for document preparation:

- In case the shareholder is a foreign institution shareholder and appointed an authorized bank or financial institution in Thailand as an authorized **custodian**, no need to upload the Affidavit of foreign institution shareholder. Please upload only documents of Proxyholder who will attend the e-AGM, together with the document of proof as an authorized custodian.
- In case the original document is not in English or Thai, it shall be translated into English and certified correct translation by the authorized person of such legal entity shareholder.
- All photocopies of shareholders shall be certified true and correct by the relevant shareholder on each and every page of the photocopies. Documents prepared by entity outside Thailand shall be notarized by a notary public of such country, unless exempted by the Company in writing.
- The Company will affix duty stamps for the shareholders who successfully submit documents to Document Registration System.
- When the Company check documents, it reserves the rights to request any additional documents as it deems appropriate, such as the case of change of name prefix, change of name or last name, shareholder who is a minor, an incompetent or quasi-incompetent person, or an heir of the late shareholder. In case of having argument or requiring interpretation, representative of Legal Department of the Company shall make a final decision.

Promotion of Shareholders' Right to exercise their vote by Proxy: Shareholders are encouraged to exercise their votes. The Company prepared Proxy Forms as prescribed by the Registrar of Public Limited Companies under the Regulation of the Department of Business Development, re: Proxy Form (No. 5), 2007, issued on 2 February 2007, as follows:

- Form A:** A simple proxy for appointment of the proxy with general power. The Shareholder may grant the proxy the power to consider and vote on behalf of the Shareholder (grantor) in all respects as the proxy deems appropriate.
- Form B:** This form allows the Shareholder to grant, at the Shareholder's option, the proxy the power to vote on each matter on the agenda either, (i) at the proxy's discretion, or (ii) according to the Shareholder's instruction as specified in the proxy instrument; and
- Form C:** This form is for custodians in Thailand appointed as proxies of their respective customers who are foreigners.

Appointment of Independent Directors as Proxy: For convenience of shareholders, they may appoint the Company's independent directors as the Proxy. Details of these independent directors are in the Attachment 9. Shareholders may use Proxy Form B attached to this Notice to the AGM or download Proxy Form A, B, C from Company's website <https://investor.siamcitycement.com/en/downloads/shareholders-meetings> or request a printed Proxy Form by sending email to companysecretary@siamcitycement.com within 15 March 2024.

Receiving email for attending e-AGM

After the Company has received your files and verified your pre-registration via provided online platform, you will receive an email from Inventech Co., Ltd. with a meeting link, including Username and Password for attending the e-AGM. The Company reserves the right to allow only shareholders or proxies who have registered for attending e-AGM, and the Company has verified documents and sent email for Meeting link, Username and Password.

Data Privacy Protection for Shareholders

In organizing this e-AGM, the Company will record, use, and disclose personal information of the Shareholders to perform the duties as required by law and for the benefit of providing the services to the shareholders at the meeting. However, the shareholders will be protected according to the Privacy Policy as appeared on the Company's website <https://investor.siamcitycement.com/th/downloads/shareholders-meetings>.

Attending e-AGM on 29 March 2024

On the meeting date, a shareholder or proxyholder shall log in to e-AGM via the meeting link and fill in username and password that were received through the registered email. The meeting starts at 14:00 hrs. on 29 March 2024, but the shareholder can log in to the system since 12.00 hrs.

Technical Assistance

If your pre-registration was unsuccessful and you receive a notification email from Inventech Co., Ltd., you can upload the correct document to the system again. If you have lost the Username or Password or not received meeting link by Thursday, 28 March 2024, or you have technical issue related to Document Registration System, or E-Meeting System, please contact the Company via email companysecretary@siamcitycement.com or call 02 7977000 Ext. 7044, 7045, 7047, 7048 or study User Manual for E-Meeting System at <https://investor.siamcitycement.com/en/downloads/shareholders-meetings>.

Voting and Vote Counting via Electronic Media

The Company placed importance on facilitating the Shareholders while complying with the law governing e-Meeting. In this regard, voting and vote counting via electronic media are key components of e-AGM. Shareholders can study user manual or listen to VDO clip of meeting guideline which shall play at 12.00 hours of 29 March 2024, before the Meeting starts.

Voting

- The Chairman or the person assigned by the Chairman will ask the Shareholders to vote by clicking the menu “Voting” for each agenda and vote “Approve”, “Disapprove” or “Abstain” within the restricted timeline, then click “OK” to confirm the voting. If you do not vote within the given time, the System will deem that you vote “Approve”.
- For shareholders appointing independent directors as the proxy to vote according to their intention specified in the proxy instrument, once the independent directors have registered for the E-Meeting, the Company shall pre-record those votes in the proxy instruments, then will calculate together with votes of other shareholders in the Meeting.

Vote Counting

- Each share is entitled to one vote.
- Resolution of each agenda shall be made by the following votes:
 - Agendas 2, 3, 4, 5 and 6, vote counting shall comply with Section 107 of the Public Companies Act and Article 27 of the Company's Articles of Association which require a majority vote of the total number of votes of the Shareholders who attend the meeting and cast their votes. Each share is entitled to one vote. In case of tie vote, Chairman of the Board shall have a casting vote.

Therefore, the Company shall use votes “Approve” and votes “Disapprove” as the basis for calculation of percentage of the approval, not counting the Abstain votes, per ruling of the Ministry of Commerce.
 - Please note that for agenda 5 “To approve the re-election of the Directors retiring by rotation”, the Company shall proceed with the voting for each director on an individual basis.
 - Agenda 7, vote counting shall comply with Section 90 of the Public Companies Act which requires an affirmative of not less than two-third of the Shareholders attending the meeting.

(Agenda 1 is for acknowledgement and does not require a vote.).
- Vote counting shall be proceeded after the voting for such agenda is closed. Announcement of votes shall be made after voting of each agenda is closed.