

**Guidelines for Attending the 2025 Annual General Meeting of Shareholders
via Electronic Means (E-AGM) and Proxy Appointment Procedures**

1. In the case that a shareholder wishes to attend the E-AGM, please proceed as follows:

1.1 Please complete the Notification of Attendance Form (Enclosure 8) and attach a copy of identification documents as specified below to confirm the right to attend the E-AGM.

Identification Documents

- **For individual shareholders** - A copy of a valid identification card, passport, or other government-issued document that has not expired.
- **For corporate shareholders** - A signed **Power of Attorney** or **Proxy Form**, together with the supporting documents as specified under the section "Supporting Documents for Proxy Appointment" below.

1.2 Submit the completed registration form and identification documents to the Company by Tuesday, April 22, 2025 through one of the following channels:

- Via the "IR Plus AGM" application
- By email: **agm.siamgas@gmail.com**

- By post: Corporate Secretary Division
Siamgas and Petrochemicals Public Company Limited
553 The Palladium Building, 36th Floor, Ratchaprarop Road,
Makkasan Sub-district, Ratchathewi District,
Bangkok 10400

2. In the case that a shareholder wishes to appoint a proxy to attend the E-AGM, please proceed as follows:

Shareholders who are unable to attend the meeting in person may appoint another person or one of the Company's independent directors to attend and vote on their behalf.

- **Mr. Viroj Klangboonkrong**, Independent Director and Chairman of the Audit Committee
- Shareholders who wish to appoint a proxy to attend the E-AGM are requested to complete and sign the **Proxy Form** provided by the Company together with the Notice of the Meeting (or downloadable from the Company's website at www.siamgas.com). The completed Proxy Form

and copies of supporting documents must be submitted to the Company **by Tuesday, April 22, 2025** through one of the following channels:

- Via the “**IR Plus AGM**” **application** or the website **webagm.irplus.in.th**
- By email: **agm.siamgas@gmail.com**
- By post: Corporate Secretary Division
Siamgas and Petrochemicals Public Company Limited
 553 The Palladium Building, 36th Floor, Ratchaprarop Road,
 Makkasan Sub-district, Ratchathewi District,
 Bangkok 10400

Supporting Documents for Proxy Appointment

► **In the case of an individual shareholder:**

1. Complete the **Notification of Attendance Form** (Enclosure 8).
2. A copy of a valid identification card or passport issued by a government authority, duly certified as a true copy by both the shareholder (grantor) and the proxy (grantee).
3. Proceed with identity verification as specified in the Notice of the Meeting (Enclosure 7).

► **In the case of a corporate shareholder:**

1. Complete the **Notification of Attendance Form** (Enclosure 8).
2. A **Proxy Form** duly completed and signed by the authorized signatory(ies) of the legal entity, affixed with the company’s seal (if any), and signed by the proxy.
3. A **Certificate of Incorporation** or **Company Affidavit** of the shareholder, issued by the Ministry of Commerce (or relevant authority), dated not more than one year prior to the meeting date, certified as a true copy by the authorized signatory(ies) and affixed with the company’s seal (if any).
4. A copy of a valid identification card or passport issued by a government authority of the authorized signatory(ies), duly certified as a true copy.
5. A copy of a valid identification card or passport issued by a government authority of the proxy, duly certified as a true copy.
6. Proceed with identity verification as specified in the Notice of the Meeting.

For individual shareholders who are not Thai nationals or shareholders that are juristic persons incorporated under foreign laws,

please provide the required documents as specified above, as applicable, subject to the following conditions:

- The certificate of incorporation or affidavit of the juristic person may be issued either by a government authority in the country where the juristic person is domiciled, or by an authorized officer of the juristic person. Such document must contain details including the name of the juristic person, the authorized signatory(ies), any conditions or restrictions on the authorized signatory's powers, and the location of the head office.
- In the case that any of the above documents is not in Thai or English, the shareholder must provide a **certified English translation**, signed by the shareholder or, in the case of a juristic person, by the authorized signatory(ies), and affixed with the corporate seal (if any).

In the case of a foreign investor shareholder who has appointed a custodian in Thailand as the share depository and custodian and who appoints a proxy using Proxy Form C,

please submit the following documents:

1. **Proxy Form C** (attached with the Notice of the Meeting), duly and accurately completed and signed by both the shareholder and the proxy, with a Baht 20 duty stamp affixed.
2. A **certificate of incorporation** of the custodian, certified as a true copy by an authorized signatory of the custodian or by an authorized representative, and affixed with the corporate seal (if any).
3. A **power of attorney** issued by the shareholder authorizing the custodian to sign the proxy form on behalf of the shareholder.
4. A **certification letter** confirming that the person who signs the proxy form on behalf of the shareholder is duly authorized to operate a custodian business.
5. A copy of the national identification card, government officer ID, or passport (in case of a foreigner) of the proxy, certified as a true copy by the proxy.

3. Meeting Attendance

Your identity verification documents will be reviewed to confirm your shareholder status. Once your identity has been successfully verified, you will receive a notification from the **"IR Plus AGM" application** (if verified via the mobile app), or via **email** (if verified via the web application at webagm.irplus.in.th), to proceed with setting a **personal identification code (PIN Code)** for logging in to attend the Annual General Meeting of Shareholders via electronic means.

The Company will open the system for verified shareholders to log in to the meeting platform from **1:00 p.m. on the meeting date**.

Participants may use a desktop computer, notebook, or mobile phone to access the meeting, with support for both **iOS** and **Android** operating systems.

4. Voting at the Shareholders' Meeting

Voting Procedures

A. General Agenda Items

1. Voting for each agenda item shall be conducted openly, on a **one share - one vote** basis. Shareholders or proxies must cast their vote in **only one** of the following manners: **approve, disapprove, or abstain. Split voting is not permitted.**
2. In the case of proxy voting:
 - 2.1 The proxy must vote strictly in accordance with the instructions specified by the shareholder in the proxy form. If the proxy's vote on any agenda item does not comply with the instructions, such vote shall be deemed invalid and **shall not be counted as a vote of the shareholder.**
 - 2.2 If the shareholder **does not clearly specify a voting instruction** on any agenda item in the proxy form, or **in the event that new matters are considered or resolutions proposed** in the meeting beyond those stated in the proxy form (including any changes or additions to facts), the proxy shall have the discretion to vote as they deem appropriate.

B. Director Election Agenda

For the agenda concerning the election of directors, Article 16 of the Company's Articles of Association provides that shareholders or their proxies shall have one vote per share. The procedure is as follows:

1. Each shareholder shall have voting rights equal to the number of shares they hold (one share - one vote).
2. Each shareholder shall cast all their votes as specified in (1) to elect one or more persons as directors; however, **votes cannot be split among candidates.**
3. The candidates receiving the highest number of votes in descending order shall be elected as directors, according to the number of director positions available. In the event of a tie that results in more candidates than the number of director positions to be filled, the **Chairman of the Meeting shall cast the deciding vote.**

Voting and Vote Counting Procedures

1. **Before the meeting begins**, shareholders will be requested to express their opinions through the electronic meeting application in accordance with **Section 102 of the Public Limited Companies Act B.E. 2535 (1992)** and **Section 13 of the Royal Decree on Electronic Meetings B.E. 2563 (2020)**, which require that votes be cast openly unless at least five shareholders request a secret ballot and the meeting resolves accordingly. The procedure for a secret ballot shall be as determined by the Chairman of the Meeting.
2. Each share carries **one vote**. Shareholders are entitled to vote either **approve, disapprove, or abstain**, and may cast their vote in only **one** of these options. **Split voting is not allowed**.
3. In the vote counting process, the Company will subtract the number of votes marked **disapprove** and **abstain** from the total number of votes of shareholders present and eligible to vote. The resolution shall be passed by a majority vote of shareholders who are present and cast their votes.
4. For each agenda item (**except Agenda Item 5 – Election of Directors**), only shareholders who wish to vote **disapprove** or **abstain** need to cast their votes via the electronic meeting application. Shareholders who approve the resolution **do not need to cast a vote** in the system.
5. For **Agenda Item 5 – Election of Directors**, all shareholders are required to cast their votes via the electronic meeting application, regardless of whether they vote **approve, disapprove, or abstain**. Shareholders who do not vote via the system will be deemed to have **abstained**.
6. Before voting on each agenda item, the Chairman of the Meeting will allow shareholders to raise questions or express their opinions on matters relevant to that agenda item. Shareholders may click the “Ask a Question” button, type their question in the message box, and wait for the system administrator to contact them and enable their camera and microphone to ask their question or make comments. Shareholders who wish to ask a question or comment are requested to **state their full name** before doing so.
7. **Agenda Item 6** – To approve the 2025 directors’ remuneration requires the approval of not less than **two-thirds of the total votes** of the shareholders present at the meeting.
Agenda Item 8 – To approve the issuance and offering of debentures and/or promissory notes not exceeding Baht 30,000 million (on a revolving basis) requires the approval of not less than **three-fourths of the total votes** of the shareholders present and eligible to vote.
8. Proxies are required to vote **strictly in accordance** with the instructions specified in the proxy form. If the proxy casts votes on any agenda item that does not comply with the

instructions, such votes shall be deemed **invalid** and **not considered votes of the shareholder**. If the shareholder does not specify voting instructions or provides unclear instructions for any agenda item, the proxy shall have the **discretion to vote as deemed appropriate**.

9. The Chairman of the Meeting shall announce the **results of the vote** for each agenda item once the vote counting has been completed.

For any inquiries or technical issues regarding the use of the IR PLUS AGM system for attending the Annual General Meeting via electronic means, please contact Tel: 02-022-6200 ext. 2 **or Add Line:** @irplusagm During business hours: **09:00 - 17:00**