

**Guideline for registration, appointment of proxies, documentation and evidence required to be presented on the date of the meeting and method of attending the Annual General Meeting of Shareholders via electronic media**

The 2024 Annual General Meeting of Shareholders will be convened through electronic media provided the system by Quidlab Company Limited, therefore, the Company would like to inform the procedure to attend the E-AGM as follow:

1. Shareholders who wish to attend the E-meeting by themselves

1.1 Please fill the registration form for the E-AGM through Electronic Platform attached to this guideline. Kindly fill E-mail and your cell phone number clearly in order to be used for the meeting registration and attach identification document to confirm the attendance of E-Meeting as follows :

- In the event that the shareholder is an ordinary person - a valid certified true copy of ID card, passport/ other official documents issued by government authority.
- In the event that the shareholder is a juristic person - please attach an executed version of the power of attorney or a proxy and supporting documents as per the detail in item “supporting documents for the appointment of proxy”.

Please submit the registration from the E-AGM through Electronic Meeting Platform and such identification document to the Company within April 16, 2024 via the following channels:

- E-mail: [investorrelations@tfg.co.th](mailto:investorrelations@tfg.co.th) or
- Post: Investor Relations Department, Thaifoods Group Public Company Limited, No.1010, Shinawatra Tower 3, 12 Fl., Vibhavadi Rangsit Road, Chatuchak Subdistrict, Chatuchak District, Bangkok 10900

1.2 When the Company receives document as per item 1.1 from you, the Company will proceed with inspecting document for confirming the meeting attendance. Once the inspected is completed, the Company will send username and password, together with WebLink for attending the E-Meeting. Kindly refrain from giving your username and password provided for shareholder to other person. In the case your username and password are lost or you have not received it within April 16, 2024, please immediately contact the Company.

1.3 The Company will send details such as username and password to you and also send a manual for using the E-Meeting system at the same time. Please read the manual thoroughly from the E-mail that the Company sends to you. The system will be opened 60 minutes prior to the meeting in advance so that the shareholder can register for attending the meeting. However, the live broadcast will begin at 10.00 am.

1.4 For casting the vote during the E-AGM, a shareholder may cast his or her vote in each agenda to either “approve”, “disapprove”, or “abstain” from voting. For the shareholders who do not vote in any agenda, the system will automatically count your vote as “approve”.

1.5 If you have encounter with any technical problem in using the E-AGM system before or during the meeting, please contact Quidlab Company Limited who will be the Company’s service provider for the Company’s E-AGM’s meeting. The Company will specify a contact channel to Quidlab Company Limited in the E-mail that the Company sends username and password to you.

2. Shareholder who wishes to appoint a proxy

In the case that the shareholders are unable to attend the meeting, the shareholders can appoint other person as their proxy to attend the meeting and vote on their behalf. The Company has provided 3 Proxy Forms as for Proxy Form A, Form B and Form C in accordance with the forms specified by the Department of Business Development, the Ministry of Commerce, as appeared in **Enclosure 13**

The appointment of proxy can be done as follows:

1. Shareholders may choose to use either Proxy Form A or Proxy Form B. In any case, only one type of the proxy form can be chosen. The Company recommends the shareholders to use Proxy Form B. and specify the voting for each agenda.
2. Shareholders who are foreign investors and have appointed a custodian in Thailand to be a share depository and keeper shall choose to use Proxy Form C.
3. A shareholder who appoints a proxy shall appoint only one proxy to attend the meeting and cast a vote. The shareholder cannot split his/her votes to different proxies to vote separately.
4. A shareholder can appoint any person to be his/her proxy as he/she wishes, or appoint an independent director of the Company whose details are shown in **Enclosure 9** to be his/her proxy. If the shareholders choose to appoint an independent director of the Company to be his/her proxy, the Company recommends the shareholder to use Proxy Form B, indicate his/her vote on each agenda item, and deliver the proxy form together with supporting documents to the Investor Relations Department, Thai Foods Group Public Company Limited, No.1010, Shinawatra Tower 3, 12th Fl., Vibhavadi - Rangsit Road, Chatuchak Subdistrict, Chatuchak District, Bangkok 10900, Telephone No. 0-2513-8989. For convenience purposes of reviewing documents, please have the documents delivered to the Company no later than April 16, 2024.
5. A proxy form must be correctly and clearly filled out, signed by the grantor and the proxy, and affixed with Baht 20 stamp duty, which must be crossed and dated upon appointment of the proxy.
6. Send the original documents to Thaifoods Group Public Company Limited, No.1010, Shinawatra Tower 3, 12th Fl., Vibhavadi Rangsit Road, Chatuchak Subdistrict, Chatuchak District, Bangkok 10900, Telephone No. 0-2513-8989 within the date April 16, 2024 (The Company can reserve the right to receive documents that have arrived later than the time specified by the Company) your documents will be verified to verify the identity of the shareholders after the registration is approved. Shareholders will receive an E-mail with a username, password, and manual for accessing the system in order for proxies to log in on the meeting day from 10:00 a.m. onwards.



**Thaifoods Group Public Company Limited**

No.1010, Shinawatra Tower 3, 12th Fl., Vibhavadi–Rangsit Road, Chatuchak Subdistrict, Chatuchak District, Bangkok 10900, Tel: (02) 513-8989 Fax: (02) 513-9060 Registration Number: 0107557000292

---

**Registration form for attending the E-AGM through Electronics Meeting Platform**

Written at.....

Date.....Month.....Year.....

I/We.....Nationality.....

Reside at.....Road.....Tambol/Khwaeng.....

Amphoe/Khet.....Province.....Post Code.....

E-mail.....Tel/Mobile.....

As a shareholder of Thaifoods Group Public Company Limited (the “Company”) holding a total of.....Shares

I hereby confirm to attend the meeting and cast the votes in the Annual General Meeting of Shareholders for year 2024 on April 23, 2024 at 10.00 a.m. through Electronics Meeting Platform (E-Meeting). Please send a WebLink for attending the E-Meeting, Username, and Password my E-mail is.....

Signed.....Shareholder  
(.....)

Signed.....witness  
(.....)

**Important remark:**

Kindly send this registration form for attending the E-AGM through Electronic Meeting Platform which is completely filled and attached identification document for inspection in attending the E-AGM to the Company within April 16, 2024 via following channels:

E-mail: investorrelations@tfg.co.th or

Post: Investor Relations Department, Thaifoods Group Public Company Limited, No.1010, Shinawatra Tower 3, 12th Fl., Vibhavadi Rangsit Road, Chatuchak Subdistrict, Chatuchak District, Bangkok 10900

## **Identification Documents to confirm of the shareholder or a representative of the Shareholder**

### **Individuals**

1. In case the shareholders attend the meeting by themselves, the shareholder is required to present his/her valid Thai national ID card or government identification card, driving license or passport ( for foreign shareholders) . In case of name or surname change, documentary evidence to such effect must also be presented.
2. In case a shareholder appoints a proxy to attend, it is required to present the following documents:
  - 1) The proxy form, correctly and completely filled in and signed by the grantor and the proxy, and affixed with a stamp duty.
  - 2) Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the grantor, certified as true and correct copy by the grantor.
  - 3) Valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the proxy

### **Juristic Persons**

1. In the case the authorized representative of the shareholders attends the meeting by themselves, it is required to present the following documents:
  - 1) Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the authorized representative, certified as true and correct copy by the representative.
  - 2) Copy of an affidavit of the shareholder, issued by the Ministry of Commerce within 6 months of the meeting date, certified as true and correct copy by the authorized representative, with the statement showing that such authorized representative who attends the meeting is empowered to act on behalf of such juristic shareholder.
2. In the case the shareholders appoint the proxy to attend the meeting, it is required to present the following documents:
  - 1) The proxy form, correctly and completely filled in and signed by the grantor and the proxy, and affixed with a stamp duty.
  - 2) Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the authorized representative, certified as true and correct copy by the representative.
  - 3) Valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the proxy.
  - 4) Copy of an affidavit of the shareholder, issued by the Ministry of Commerce, certified as true and correct copy by the authorized representative, with the statement showing that such authorized representative who signs the proxy form is empowered to act on behalf of such juristic shareholder.
3. In the case the shareholders, who are foreign investors and have appointed a custodian in Thailand to be a share depository and keeper, appoint a proxy by using Proxy Form C., it is required to present the following documents:
  - 3.1 Documents form custodian
    - 1) The Proxy Form C, correctly and completely filled in and signed by the authorized representative of the custodian which is the grantor and the proxy, and affixed with a stamp duty.
    - 2) Document confirming that the person who signed the proxy form is permitted to operate the custodian business.

- 3) Copy of an affidavit of the custodian, certified as true and correct copy by the authorized representative of the custodian no more than 6 months, with the statement showing that such authorized representative of the custodian, who signs the proxy form as the grantor, is empowered to act on behalf of the custodian.
- 4) Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the authorized representative of the custodian, certified as true and correct copy by the representative.

3.2 Documents from shareholder

- 1) Power of Attorney from the shareholder appointing the custodian to sign the proxy form on his/her behalf.
- 2) Copy of an affidavit of the shareholder, certified as true and correct copy by the authorized representative no more than 6 months, with the statement showing that such authorized representative who signs the power of attorney is empowered to act on behalf of such juristic shareholder.
- 3) Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the authorized representative, certified as true and correct copy by the representative.

3.3 Documents from proxy

It is required to presented Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the proxy, certified as true and correct copy by the representative.