

**The measures and guidelines for the shareholders attending the meeting
and proxy for**

**1. Attending the General Meeting of Shareholders of
Sermsuk Public Company Limited at the Athenee Crystal Hall A, The Athenee Hotel Bangkok,
a Luxury Collection Hotel (Physical Meeting)**

2. Attending shareholders' meetings via electronic media (E-AGM)

1. Guidelines for attending the General Meeting of Shareholders of Sermsuk Public Company Limited at the Athenee Crystal Hall A, The Athenee Hotel Bangkok, a Luxury Collection Hotel (Physical Meeting)

The Company has enclosed a map and directions to the meeting venue with the notice of this meeting as Enclosure 9. Shareholders and proxies can register beginning at 7:30 hrs. on the day of the meeting. The Company will use the barcode system for registration and vote counting in the meeting for the Physical Meeting. Therefore, shareholders and proxies have to bring registration documents on the meeting date as follows:

1.1 For Natural Person

- Registration form with a barcode
- National ID card or Government Official ID card or Government Employee ID card or valid Driver's License or Passport or document in lieu of a valid passport (in case of a foreigner) and a copy of proof of name and/or surname change (if any)

By proxy

- Registration form with a barcode
- Either Proxy Form A or Proxy Form B (Enclosure 4) filled in correctly and completely with the signatures of the grantor and the proxy
- Certified True Copy of National ID card or Government Official ID card or Government Employee ID card or valid Driver's License or Passport or document in lieu of a valid passport (in case of a foreigner) of the grantor and the proxy

1.2 For Juristic Person

- Registration form with a barcode
- A copy of the Company Affidavit issued within 6 months by the Department of Business Development, Ministry of Commerce, and signed by the authorized signatory to bind the juristic person with the seal of the juristic person (if any)

By proxy

- Registration form with a barcode
- Either Proxy Form A or Proxy Form B (Enclosure 4) filled in correctly and completely with the signatures of the grantor and the proxy
- Certified True Copy of National ID card or Government Official ID card or Government Employee ID card or valid Driver's License or Passport or document in lieu of a valid passport (in case of a foreigner) of the proxy
- Certified True Copy of National ID card or Government Official ID card or Government Employee ID card or valid Driver's License or Passport or document in lieu of a valid passport (in case of a foreigner) of the authorized signatory to bind the juristic person who signed the Proxy Form

- A copy of the Company Affidavit issued within 6 months by the Department of Business Development, Ministry of Commerce, or a copy of the Company Affidavit issued by a government agency with authority of the country in which the juristic person is located and signed by the authorized signatory of the juristic person with the seal of the juristic person (if any)

For Foreign Investor Appointing Custodian in Thailand

- Registration form with a barcode
- The Proxy Form C, which can be downloaded from the Company's website www.sermsukplc.com; under Investor Relation section > Shareholder Information > Shareholders' Meeting; by completing the correct and complete statements with the signatures of proxies and proxies.
- Certificate of incorporation of Custodian juristic person and signed by the authorized signatory of custodian or its authorized person with the seal of the juristic person (if any).
- Certified True Copy of National ID card or Government Official ID card or Government Employee ID card or valid Driver's License or Passport or document in lieu of a valid passport (in case of a foreigner) of the authorized signatory to bind the juristic person who signed the Proxy Form.

1.3 In case you wish to proxy others to attend the meeting and cast a vote on their behalf. Please give a proxy to mature person. Or you are eligible to proxy to the Independent Directors of the Company, namely:

- 1) Mr. Suchin Wanglee
- 2) Mrs. Siripen Sitasuwan
- 3) Mr. Pramoad Phornprapha

All such independent directors have no any vested interest in the agenda of the meeting. The profile of the independent director who is proposed to be a proxy of shareholders in case of proxy granting is attached hereto in the Enclosure 6.

1.4 The company has taken safety measure to prevent the spread of the COVID-19 pandemic from overcrowding in the meeting area as follows:

- 1) To enter the meeting venue, the Company will provide temperature screening point. The Company also request shareholders or proxies to cooperate in showing ATK test result within latest 24 hours at registration point. The Company's staff will put a wristband to shareholders or proxies who passed the screening. If any shareholder or proxy who has a fever and high temperature from 37.5 degrees Celsius and above and/or has possible symptoms of COVID-19, the Company reserves the right to consider allowing meeting attendance. However, such shareholders are eligible to proxy to the Independent Directors of the Company to attend the meeting and cast a vote on their behalf.
- 2) For the safety of the attendees, the Company allows only the shareholders or proxies, excluding followers, who pass the screening to attend the meeting.
- 3) Please wear a wristband and a mask all the time in the meeting room

2. Guidelines for attending shareholders' meetings via electronic media (E-AGM)

2.1 Please fill out the registration form for the AGM via electronic media attached together with this guideline by **clearly providing your e-mail address and mobile phone number for**

registration and a copy of documentation as detailed in Clauses 1.1 - 1.2 to verify your right to attend the E-AGM as follows;

2.2 Shareholders who are unable to attend the E-AGM can proxy for others by submitting the proxy form and enclosing a copy of documentation as detailed in Clauses 1.1 - 1.2. Or shareholders are eligible to proxy to the Independent Directors of the Company, namely:

- 1) Mr. Suchin Wanglee
- 2) Mrs. Siripen Sitasuwan
- 3) Mr. Pramoad Phornprapha

All such independent directors have no any vested interest in the agenda of the meeting. The profile of the independent director who is proposed to be a proxy of shareholders in case of proxy granting is attached hereto in the Enclosure 6.

2.3 Please submit a registration form for the E-AGM together with a copy of the above-mentioned documentation to the Company by 20 January 2023 through the following channels:

- E-mail: ssc-comsec@sermsukplc.com
- Mail address to Company Secretary Unit, Sermsuk Public Company Limited.
No. 90, CW Tower, 31st Floor, Ratchadapisek Road, Huai Khwang Sub-district, Huai Kwang District, Bangkok 10310

2.4 Upon receiving the document, the Company shall verify and confirm the shareholders' right to attend the meeting. The shareholders shall receive the Username and Password, as well as WebLink to access the E-AGM. In this regard, it's all Shareholders are kindly requested to refrain from disclosing the Username and Password to others. In case the Username and Password are lost or not received by 23 January 2023, please contact the Company as soon as possible.

2.5 The Company will send the Username and Password together with electronics file demonstrating the instructions for E-AGM via the e-mail. Please go through them carefully. The system will be open for registration 120 minutes prior to the meeting time. However, it will be live broadcasting at 9.30 hrs.

2.6 For the method of voting during the E-AGM, the shareholders will be able to vote on each agenda by pressing the "Approve" or "Disapprove" or "Abstain" voting button. In case the shareholders do not cast no vote for any agenda, that vote will be automatically counted as "Approve".

2.7 In case you have technical difficulties in using the E-AGM system electronically before or during the meeting, please contact Quidlab Co., Ltd., an E-AGM service provider of the company. The Company will provide the contact channel of Quidlab Co., Ltd. in the email address that has sent the username and password.

3. Channels for sending suggestions or questions related to the Company's business, industry, the Company's performance, or any other related to the meeting's agenda

In order for the meeting to proceed as concisely as possible and in accordance with the legally defined agenda, the meeting will be open to your written questions. You can send suggestions or questions in advance of the meeting via the following channels:

- E-mail: ssc-comsec@sermsukplc.com or
- To the company's staff on the day of the shareholders' meeting.

During the Annual General Meeting of Shareholders, the shareholders who attend the E-AGM can also submit suggestions or questions via the E-AGM system.

A registration form to attend the meeting via electronic media (E-AGM)

Made at.....

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

I/We.....Nationality

residing/located at No. Building.....

Road.....Sub-District

District.....Province.....Postal Code.....

Mobile Number.....

Being a shareholder of Sermasuk Public Company Limited, holding the total number of
..... share(s).

I/We confirm to attend and cast vote in the 2023 Annual General Meeting of Shareholders, to be held on 25 January 2023 at 9.30 hrs. via electronic media (E-AGM). Please send weblink for the E-AGM, Username and Password to the following email.

E-mail.....

sign.....Shareholder
()

sign.....Proxy
()

Remark:

Please send the registration form for E-AGM attendance, which has been completely filled out, together with documents to verify the rights to attend the E-AGM to the Company within January 20, 2023 via the following channels;

- E-mail: ssc-comsec@sermsukplc.com
- Mail address to Company Secretary Unit, Sermasuk Public Company Limited, No. 90, CW Tower, 31st Floor, Ratchadapisek Road, Huai Khwang Sub-district, Huai Kwang District, Bangkok 10310