

**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 Queen Sirikit National Convention Center,**

2nd Floor, Meeting Room 208-209 (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 Queen Sirikit National Convention Center, 2nd Floor, Meeting Room 208-209 (Physical Meeting)

The Company has enclosed a map and directions to the meeting venue with the notice of this meeting as Enclosure 11. 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.sermasukplc.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) Prof. Dr. Khunying Suchada Kiranandana
- 3) Prof. Dr. Rawat Chamchalerm

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. 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) Prof. Dr. Khunying Suchada Kiranandana
- 3) Prof. Dr. Rawat Chamchalerm

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 17 January 2024 through 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

- 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 19 January 2024, 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 60 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**

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 2024 Annual General Meeting of Shareholders, to be held on 23 January 2024 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 17 January 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