

**Guidelines for attending the shareholders meeting
via electronic means (E-AGM) and the method of appointing a proxy**

1) In case that a shareholder wishes to attend the meeting, proceed as follows:

- 1.1 Fill out the registration form for attending the shareholders' meeting via electronic means ("Registration Form") attached to this guideline by clearly specifying e-mail and mobile phone number for use in registering to attend the shareholders' meeting via electronic means ("E-AGM") and attach a copy of the identification document as below in order to confirm the right to attend the E-AGM meeting.

Identification Document

- ❖ Shareholder is an ordinary person – a valid certified true copy of ID card or passport or other official documents issued by government authority not expired with certified true copy.
 - ❖ Shareholder is a juristic person – a signed power of attorney or a signed proxy form with supporting documents as detailed in Clause "Supporting documents for the appointment of proxy" below.
- 1.2 **Submit Registration Form and identification document to the Company by Monday 11 April 2022** via the following channels:
- ❖ E-mail: ir@rpcthai.com or
 - ❖ Post: To Company Secretary, RPCG Public Company Limited
86/2 Sammakorn Place, Ramkhamhaeng Road, Saphansoong, Bangkok 10240

2) In case a shareholder wishes to appoint a proxy to attend the E-AGM meeting, proceed as follows:

In case that a shareholder is unable to attend the meeting in person, he/she may authorize another person or one of the Company's Audit Committee who is independent director (Attachment 6) as follows, to attend the meeting and vote on his/her behalf.

- Ms. Panicha Pongsivapai Audit Committee and Independent Director, 52 years or
- Mr. Prasit Dheeraratbongkot Chairman of Audit Committee and Independent Director, 65 years

Remark: The above Audit Committee above do not have any special interests that are different from other directors in all agendas proposed in the 2022 Annual General Meeting of Shareholders.

Shareholders who wish to appoint a proxy to attend the E-AGM meeting, please fill out and sign proxy form that the Company has sent to the shareholders together with the meeting invitation (or can be downloaded from the Company website at www.rpcthai.com), then send the proxy form, copies of supporting documents for the appointment of proxy with Registration Form to the Company by **Monday 11 April 2022** via the following channels:

- ❖ E-mail: ir@rpcthai.com or
- ❖ Post: To Company Secretary, RPCG Public Company Limited
86/2 Sammakorn Place, Ramkhamhaeng Road, Saphansoong, Bangkok 10240

Supporting documents for the appointment of proxy

- **Shareholder is an ordinary person**

1. A proxy form which is completely filled and signed by the proxy grantor and the proxy; and
2. A copy of valid ID card or passport certified true copy by the proxy grantor; and
3. A copy of valid ID card or passport certified true copy by the proxy.

- **Shareholder is a juristic person**

1. A proxy form which is completely filled and signed by such juristic person's authorized person and have such juristic person's company seal affixed (if any) of the proxy grantor and signed by the proxy; and
2. A certificate of registration as a juristic person of the proxy grantor which is duly signed and issued no later than 6 months prior to the date of the shareholders' meeting; and
3. A copy of ID card or passport not expired and sign certifying the true copy of the person authorized to bind the juristic person (the proxy grantor) and
4. A copy of ID card or passport not expired and sign to certify true copy of the proxy.

3) Delivery of Username, Password and Web Link of E-AGM Meeting System to shareholders

When the Company receives the documents as per Clause 1. and 2. from the shareholder, the Company will check the documents to confirm the right to attend the meeting. The Company will email Username, Password, Web Link of E-AGM Meeting System and the manual for using the E-AGM Meeting System to the shareholder who have passed the authentication at the email address provided by the shareholder in the Registration Form. In this regard, please study the manual for using the E-AGM Meeting System and kindly refrain from giving the username and password provided for the shareholder to another person. **In the case that your username and password are lost or you have not received it within 19 April 2022, please immediately contact to the Company.**

4) Attendance of the shareholders' meeting and voting through the E-AGM Meeting System

- On the 2022 Annual General Meeting of Shareholders on Thursday 21 April 2022 at 13.30 hrs., the Company will allow shareholders can register for attend the meeting 60 minutes in advance before the meeting commences and the live broadcast will begin at 13.30 hrs.
- Shareholders attending the E-AGM Meeting System can vote separately for each agenda item by pressing to select to vote "Approve" or "Disapprove" or "Abstain" in each agenda and press the "Submit" button to send votes to the E-AGM Meeting System. For the shareholders who do not vote in any agenda, the system will automatically count your vote as "Approve".
- If the shareholders have encounter with any technical problem in using the E-AGM Meeting 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 meeting. The Company will specify a contact channel to Quidlab Company Limited in the email that the Company sends username and password to the shareholders.

5) Channel to send questions related to the meeting agenda

- During the shareholders' meeting via electronic means, the shareholder attending the meeting can submit questions through the E-AGM Meeting System at any time during the meeting.
- Submitting questions in advance prior to the meeting date, the shareholder can submit question in advance to the Company prior to the meeting date via following channels:
 1. E-mail: ir@rpcthai.com
 2. Post: To Company Secretary, RPCG Public Company Limited
86/2 Sammakorn Place, Ramkamhaeng Road, Saphansoong, Bangkok 10240