

Guidelines for Attending the E-AGM, Proxy Forms, Registration and Voting

Documents Required Prior to Attending the Meeting

1. For Natural Person

1.1 Self-Attending

Shareholders must sign the Registration Form (Enclosure 11) to attend the meeting.

- **Thai Nationality** The identification card of the shareholders issued by government authorities, e.g. the identification card, governmental identification card, including the evidence of name or last name's change (if any).
- **Non-Thai Nationality** The passport of the shareholder.

1.2 Proxy

Shareholders must sign the Registration Form (Enclosure 11) to attend the meeting.

- **Thai Nationality / Non-Thai Nationality**
 1. Proxy Forms in the form as attached to the Notice to Shareholders, completely filled up and signed by the Shareholder and the Proxy.
 2. Certified true copy of valid identification card or passport of the Shareholder.
 3. Certified true copy of valid identification card or passport of the Proxy.

2. For a Juristic Person

Shareholders must sign the Registration Form (Enclosure 11) to attend the meeting.

2.1 A Juristic Person registered in Thailand

1. Proxy forms in the form as attached to the Notice to Shareholders, completely filled up and signed by the authorized director(s) of the Shareholder and the Proxy.
2. Copy of the Certificate of Incorporation issued within 60 days by Department of Business Development, Ministry of Commerce, certified by the authorized director(s) of the Shareholder.
3. Certified true copy of valid identification card of authorized director(s) signing the Proxy Form.
4. Certified true copy of identification card of the Proxy.

2.2 A Juristic Person registered outside Thailand

1. Proxy forms in the form as attached to the Notice to Shareholders, completely filled up and signed by the authorized director(s) of the Shareholder and the Proxy.

2. Copy of Certificate of Incorporation (or by-law document) certified by the authorized director(s) of the Shareholder.
3. Certified true copy of passport the authorized director(s) who signed the Proxy Form.
4. Certified true copy of valid identification card or passport of the Proxy.

Kindly return the registration form and identification documents to the Company **by 18 April 2022** via following communication channels :



- E-mail : info@univanich.com or
- Post : Company Secretary, Univanich Palm Oil Public Company Limited
258 Aoluk-Laemsak Road, Aoluk Tai, Aoluk, Krabi 81110

Registration for Meeting

Upon receipt of documents, the Company will check the documents to confirm the right to attend the meeting. The Company will proceed with verification and send a username, password and web link for attending the E-AGM together with the E-AGM manual to shareholders two days before the meeting date.

In this connection, the registration program and the vote counting of the Company can be used with computers, notebooks, tablets or mobile phones via Web Browser : Chrome with 4G internet or basic home internet. Additionally, the system supports both E-Meeting and E-Voting, whether by the shareholders themselves or by appointing proxies.

Note: In case of meeting via tablet and mobile phone, Zoom Cloud Meeting program must be installed before attending the meeting, which can be downloaded as follows:

IOS system	Android system
	
https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307	https://play.google.com/store/apps/details?id=us.zoom.videomeetings

The system will open for meeting 1 hr. before the starting of the meeting. However, the live broadcast will only start at the time of the meeting.

In case shareholders have technical difficulties in attending the E-AGM, please contact OJ International Co., Ltd. Tel. 097-087-2591, 097-237-0094 and 099-220-5685 or by e-mail OJ@ojconsultinggroup.com

Enquiry submission Channels :

Shareholders may submit enquiries in advance via the following communication channels :

- **E-mail** : info@univanich.com or
- **Post** : Company Secretary, Univanich Palm Oil Public Company Limited
258 Aoluk-Laemsak Road, Aoluk Tai, Aoluk Krabi 81110

Proxy Forms

The following three Proxy Forms specified by the Department of Business Development, Ministry of Commerce have been submitted to Shareholders together with the Notice;

- **Form A** : General Proxy Form (Simple Form)
- **Form B** : Specific Proxy Form (recommended)
- **Form C** : For Foreign Shareholders Appointing Custodian in Thailand

Shareholders who will not be able to attend the meeting may appoint a person as your Proxy as follows:

- (1) Complete **only one** of the above Proxy Forms.
- (2) Authorize a person to attend and vote at the meeting on your behalf by specifying the name with details of a person to be your Proxy or authorize anyone of the following Directors of the Company to be your Proxy:

1. Mr. Apirag Vanich	Chairman
2. Mr. Suchad Chiaranussati	Independent Director
3. Mr. Pramoad Phornprapha	Independent Director
4. Dr. Veerathai Santiprabhob	Independent Director
- (3) Affix the Baht 20 stamp duty with specifying the date of Proxy Form across such stamp duty. For your convenience, the Company will facilitate in affixing the stamp duty when registration to attend the meeting.

Voting

1. For the voting and vote counting procedures at the meeting, shareholders have the right to vote according to the number of shares held, wherein one share is equal to one vote. For each agenda item, each shareholder is eligible to cast his/her vote, to approve, disapprove or abstain from voting. No split voting is allowed. Exceptions are

made for proxy holders of foreign investors who appoint custodians in Thailand to keep their clients' securities.

2. For the agenda 5 the election of directors in replacement of those who retire by rotation the Shareholders may separately vote for each director.
3. For the agenda 2 this agenda shall not be determined by votes since it is only a report for shareholders' acknowledgement.
4. For casting the vote during the meeting, shareholders may cast his / her vote for each agenda using the menu "E-Voting" in the system by voting "agreed" or "disagreed" or "abstained". For the shareholders who do not vote in any agenda, the system will automatically count your vote as "approved", and the votes would be counted according to the number of shares they hold.
5. The shareholders who have entrusted their proxies to Independent Directors to attend the meeting and cast their votes on their behalf, would have their votes cast according to their wishes. The result of voting for each agenda item will be announced and shown on the screen during the course of the meeting.