

April 21, 2021

**Subject: Change to electronic meeting (E-AGM) for the Annual General Meeting of Shareholders No. 52 to be convened on 30<sup>th</sup> April 2021**

**To: The President  
The Stock Exchange of Thailand**

**Enclosures :** 1. Guidelines for attending Electronic Annual General Meeting of Shareholder (E-AGM) and Proxy Assignment  
2. Registration Form for Attend the AGM through electronic devices (E-meeting)

On 24<sup>th</sup> February 2021 the Board of Directors of Univanich Palm Oil Public Company Limited resolved to convene the 2021 Annual General Meeting of Shareholders on 30<sup>th</sup> April 2021 at Pinnacle 4-5 room at the Intercontinental Hotel in Bangkok.

A recent surge of COVID-19 infections in Thailand has led to new Government guidelines to reduce the spread of the disease. These news pandemic precautions recommend to avoid large indoor gatherings.

At a Special Board Meeting No.2/2021 the UVAN Board authorized the Company Secretary to make any changes or alternative arrangements for the 2021 Annual General Meeting on 30<sup>th</sup> April 2021 to comply with any new Government guidance on pandemic precautions. As a result of this resolution we wish to announce the following procedures :

- 1- There will be no physical meeting of shareholders at the Intercontinental Hotel on 30<sup>th</sup> April 2021, as previously announced**
- 2- The Annual General Meeting of Shareholders No. 52 will be held as an electronic meeting online (E-AGM) on the same date of Friday 30<sup>th</sup> April 2021 and at the same time of 09.00 hrs.**

The Record Date for the right to attend the Meeting and agenda of the Meeting remain unchanged according to the resolution of the Board of Directors Meeting No. 1/2021 on 24<sup>th</sup> February 2021 and no.2/2021 on 26<sup>th</sup> March 2021

Shareholders wishing to attend the E-AGM are required to submit a registration form to the company by 26<sup>th</sup> April 2021 (**as per enclosure 2 and also available at [www.univanich.com](http://www.univanich.com)**), along with required identification documents as detailed in the AGM Invitation letter.

Shareholders who are unable to attend the E-AGM may assign an Independent Director as proxy to attend the E-AGM on their behalf. Details and guidelines of attending the E-AGM are **shown in Enclosure 1.**

Please be informed accordingly.

Yours faithfully,

( Mr. Thanaphol Leelangamwong )  
Company Secretary

## **Guidelines for attending Electronic Annual General Meeting of Shareholder (E-AGM) and Proxy Assignment**

The Company would like to inform the guidelines and procedures for attending the Annual General Meeting of Shareholders for the Year 2021 through electronic devices (E-AGM) as follows :

1. In case shareholders wish to attend the E-AGM in person, please follow the instructions below:
  - 1.1. Complete the registration form (Enclosure 2). **Clearly state your email and mobile number** and attach identification documents.
    - For ordinary shareholder  
Please attach certified true copy of valid ID card/passport/other government-issued documents
    - For shareholder who is juristic person  
Please attach a proxy letter or a signed proxy letter along with required documents as detailed in **Enclosure 9 of AGM invitation letter**
  - 1.2. The Company encourages shareholders to consider appointing Independent Directors instead of attending the meeting in person by sending the proxy form together with supporting documents as detailed in **Enclosure 9 of AGM invitation letter sent earlier**.  
Kindly return the registration form and identification documents to the Company by April 26<sup>th</sup> 2021 via following communication channels :
    - **E-mail** : [info@univanich.com](mailto:info@univanich.com) or
    - **Post** : Company Secretary, Univanich Palm Oil Public Company Limited  
258 Aoluk-Laemsak Road, T. Aoluk Tai, A. Aoluk Krabi 81110
  - 1.3. Upon receipt of documents in item 1.1, 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  
  
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 : Internet Explorer, 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.  
  
Registration for the E-AGM will open 1 hour before meeting start. The E-AGM will commence at 09.00 hrs.
  - 1.4. 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](mailto:OJ@ojconsultinggroup.com)
2. Enquiry submission Channels
  - 2.1. Shareholders may submit enquiries in advance via the following communication channels :
    - **E-mail** : [info@univanich.com](mailto:info@univanich.com) or
    - **Post** : Company Secretary, Univanich Palm Oil Public Company Limited  
258 Aoluk-Laemsak Road, T. Aoluk Tai, A. Aoluk Krabi 81110

**Registration Form for Attend the AGM through electronic devices (E-Meeting)**

Date \_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

I \_\_\_\_\_ Nationality \_\_\_\_\_ residing at \_\_\_\_\_  
Road \_\_\_\_\_ Sub-district \_\_\_\_\_ District \_\_\_\_\_  
Province \_\_\_\_\_ Postal code \_\_\_\_\_ Email \_\_\_\_\_  
Telephone \_\_\_\_\_, am a shareholder of Univanich Palm Oil  
Public Company Limited, holding total shares of \_\_\_\_\_

I hereby confirm that I will attend the 2021 Annual General Meeting of Shareholders using an electronic approach on April 30, 2021, at 09.00 hrs. and choose the following option :

Attend in person and request the Company to send username, password and web link to **e-mail** : \_\_\_\_\_ **mobile number** \_\_\_\_\_

Assign Mr./Mrs./Miss \_\_\_\_\_ as proxy to attend the E-AGM on my behalf and request the Company to send username, password and web link to **e-mail** : \_\_\_\_\_ **mobile number** \_\_\_\_\_

\_\_\_\_\_(shareholder)  
( )

\_\_\_\_\_(proxy)  
( )

**Remark** : Kindly return the completed form and identification documents to the Company for verification by **April 26<sup>th</sup> 2021**, via the following communication channels :

- **E-mail** : [info@univanich.com](mailto:info@univanich.com) or
- **Post** : Company Secretary, Univanich Palm Oil Public Company Limited  
258 Aoluk-Laemsak Road, T. Aoluk Tai, A. Aoluk Krabi 81110