

**Guidelines for attending the 2023 AGM
Through Electronic Media (E-AGM) and the Appointment of Proxies**

1. In case the shareholders attending the E-AGM by themselves

1.1 Please kindly fill the Registration form for attending the AGM through Electronic Method (E-Meeting) (Enclosure No.10) with clearly identify your email and mobile phone number in order to be used for the meeting registration and attach identification documents to confirm the attendance's rights of the E-AGM as follows:

- **In the event that the shareholder is an ordinary person** – a valid certified true copy of ID card, passport, or other official documents issued by government authority.
- **In the event that the shareholder is a juristic person** – an executed version of the power of attorney or a proxy and supporting documents as per the detail in item “Supporting Documents for the Appointment of Proxy” below.

Please submit the Registration form for attending the 2023 AGM through Electronic Method (E-Meeting) and such identification document to the Company during “1 - 21 April 2023 before 12.00 ONLY” via the following channels:

- E-mail Address : ir@royalplus.co.th or
- Registered Mail :

Company Secretary

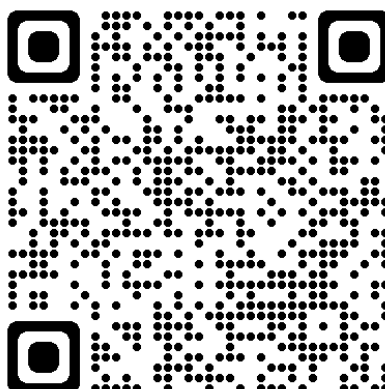
Royal Plus Public Company Limited (Head Office)

84/3-7 Soi Rama II Soi 69,

Samae Dam Sub-District, Bangkhun Thian District, Bangkok 10150

(Documents for AGM)

Or submit identification documents to confirm the attendance's rights of the E-AGM via the Pre-Registration via E-meeting registration system. Please click: <https://plus.focus.vc/registration/> or scan this QR Code.



1.2 When the Company receives document as per item 1.1 from the shareholder or proxy holder, the Company will proceed the document inspection to confirm the meeting attendance's rights. Once the inspection is completed, the Electronic Meeting System Service Provider (Quidlab) will send username, password and Weblink for registering to the AGM to you via e-mail.

Kindly refrain from giving your username and password to another person. In the case that your username and password are lost or you have not received within 21 April 2023, please immediately contact Quidlab Co.,Ltd, the E-Meeting System Service Provider of the Company, a contact channels appeared on the email sending username and password to you. Telephone no. 02-013-4322 or mobile 080-008-7616

1.3 Please read the manual thoroughly from the Notice of Annual General Meeting of Shareholders (Enclosure No.12) or email that the Quidlab sends to you. The system will be opened 1 hour prior to the meeting so that the shareholder can register for attending the meeting. However, the live broadcast will only begin at 15.00 hours.

1.4 For casting the vote during the E-Meeting, a shareholder may cast his/her vote in each agenda to either approve, disapprove, or abstain from voting. For the shareholders who do not vote in any agenda, the system will automatically count your vote as "approve".

1.5 If you have encounter with any technical problem in using the E-Meeting system before or during the meeting, please contact Quidlab Co.,Ltd who is the E-Meeting System Service Provider of the Company at a contact channel appeared on the email sending username and password to you.

2. In case the shareholders appointing proxy to attend the E-AGM

In case that a shareholder is unable to attend the meeting, he/she may authorize person or the Company's independent director, to attend and vote on his/her behalf. The name of independent directors are as follows:

Information of the Company's Independent Directors who represent to be a proxy in the 2023 AGM

Name of Directors	Age	Address	Interest in the agenda
1. Dr. Nilsuwan Leelarasamee	72	No. 84/3-7 Soi Rama II Soi 69, Samae Dam Sub-District, Bang Khun Thian District, Bangkok 1015	None
2. Dr. Thasana Boonkwan	55	No. 84/3-7 Soi Rama II Soi 69, Samae Dam Sub-District, Bang Khun Thian District, Bangkok 1015	None

Name of Directors	Age	Address	Interest in the agenda
3. Dr. Sunti Chirawatthanagkoon	45	No. 84/3-7 Soi Rama II Soi 69, Samae Dam Sub-District, Bang Khun Thian District, Bangkok 1015	Agenda 6 To consider and approve the appointment of directors to replace those who retire by rotation
4. Mr. Comepisith Ratchatakanjanemas	45	No. 84/3-7 Soi Rama II Soi 69, Samae Dam Sub-District, Bang Khun Thian District, Bangkok 1015	None

Remark: The above independent directors have no special interests that are different from other directors in every agenda proposed in the 2023 Annual General Meeting

In this regard, the Company kindly ask the shareholders to send the completely signed Proxy form or downloaded from company website <https://www.royalplus.co.th> The shareholders can be requested a proxy form in hard copy at e-mail : ir@royalplus.co.th and submit the document for the appointment of proxy to the Company **within 21 April 2023 before 12.00 ONLY** via the following channels:

- Via Email address: ir@royalplus.co.th or

- Via Registered Mail:

Company Secretary

Royal Plus Public Company Limited (Head Office)

84/3-7 Soi Rama II Soi 69,

Samae Dam Sub-District, Bangkhun Thian District, Bangkok 10150

(Documents for AGM)

Supporting documents for the appointment of proxy

1. In case proxy grantor is ordinary person

- a) Proxy form has been correctly and completely filled in, signed by the grantor and the proxy.
- b) A copy of the identification card/passport (for non-Thai nationals) of the grantor and the proxy which has been certified true.

2. In case proxy grantor is juristic person

- a) Proxy form has been correctly and completely filled in, signed by the authorized representative of the juristic person with affixing the company's seal (if any) and signed by the proxy.
- b) A copy of the affidavit of the shareholder, which must be issued no later than 6 months prior to the meeting date and copy of the identification card/passport (for non-Thai nationals) of the authorized representative of the juristic person which has been certified a true.
- c) A copy of the identification card/passport (for non-Thai nationals) of the proxy which has been certified true.

Non-Thai National or juristic person registered outside the country

In case the supporting documents or evidence were produced outside Thailand, such document shall be notarized by a notary public. In the case that the original document is not in English translation shall be required and certified the correct translation by the shareholder or the authorized representative.

3. Voting

3.1 General Agenda: A voting in each agenda shall be made openly which one share shall be entitled to one vote. Shareholder or proxy shall make only one vote for approval, disapproval or abstention. The allocation of voting is not allowed.

3.2 Agenda on Election of Directors: The shareholder shall vote for each individual candidate nominated for directors, but not exceeding the number of directors required for that election. The vote shall not be distributed.

4. Voting Procedures

The Chairman shall inform the Meeting to vote in each agenda by asking time whether there is any shareholder wish to approve, disapprove or abstain. Shareholder or proxy shall make only one vote for approval, disapproval or abstention.

Channels for submitting questions related to the Company and Agenda of 2023 AGM Meeting
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To recognize the importance of the shareholders as well as to promote a good corporate governance, the Company provide a procedure to facilitate the shareholders for sending the Company enquires to which related the Company's business and the agenda of 2023 Annual General Meeting of Shareholders of the Company with following details:

Channel for Sending Question

1. Shareholders can send the questions on the agenda item along with their name, address, telephone number or email address to the Company Secretary before April 21, 2023 at 12.00 hrs. via the following channels:

☐ **Via Email address :** ir@royalplus.co.th

☐ **Via Registered Mail:**

Company Secretary

Royal Plus Public Company Limited

84/3-7 Soi Rama II Soi 69, Samae Dam Sub-District,

Bang Khun Thian District, Bangkok 10150

2. Shareholders who attend the Annual General Meeting of Shareholders through Electronic Method (E-Meeting) can submit the question during the meeting.