

Guidelines on How to Attend Annual General Meeting of Shareholder via Electronic Meeting (E-AGM) and How to Attend the Meeting by Proxy

1. For shareholders who want to attend the E-AGM by themselves

1.1 Please complete the Registration Form for attending the Annual General Meeting of Shareholder via Electronic Meeting (E-AGM) attached to these guidelines. Please clearly provide your E-mail address and mobile phone number used for the registration and attach the following identification documents to confirm your attendance.

- **For individual shareholders**

A copy of a valid identification document issued by a competent authority, such as your national identification card, civil servant card, driver's license, or passport. And sign to certify a true copy.

- **For juristic person shareholders**

Either Proxy Form A or Proxy Form B, duly completed and signed by authorized directors, and the supporting documents as indicated in the "Supporting Documents for Proxies" section.

Shareholders must submit the Registration Form for attending the Annual General Meeting of Shareholder No.1/2023 via Electronic Meeting (E-AGM) and the identification documents to the Company by April 20, 2023 (by post) and April 25, 2023 (by E-mail) to the following addresses:

- by E-mail : komklid@cpi-th.com or
- by post to :

Company Secretary

Chumporn Palm Oil Industry Public Company Limited

1168/91 30th floor, Lumpini Tower, Rama IV Road, Thun Mahamek, Sathorn, Bangkok 10120

1.2 When the Company has received the registration form and identification documents as prescribed in Clause 1.1, the Company will examine the documents to confirm the meeting attendance. Once the examination is completed, the Company will send username and password, and the Weblink to attend the E-AGM.

Please refrain from sharing your username and password with others. If your username and password are lost, or if you have not received them by April 26, 2023. Please contact the Company immediately via telephone number 02-679-9166 ext. 300

1.3 The Company will send details, including your username and password, along with the manual for using the E-AGM system to your E-mail. Please study the manual for using the E-AGM system thoroughly.

1.4 On the date of Annual General Meeting of Shareholder No.1/2023 on April 27, 2023, the Company will allow shareholders and proxies to register their attendance in the E-AGM from 13.00 hours.

1.5 For casting the vote during the E-AGM, you may cast your vote in each agenda item by selecting “Approve” or “Disapprove” or “Abstain from voting”. If you do not cast your vote in any agenda item, the system will automatically count your vote as “Approve”

1.6 If you encounter any technical problems in using the E-AGM system before or during the meeting. Please contact Quidlab Company Limited, the service provider of the Company's E-AGM system. The Company will provide contact information of Quidlab Company Limited in the E-mail that the Company sends you the username and password.

2. For shareholders who wish to appoint other persons as their proxies to attend the E-AGM

Shareholders, who could not attend the E-AGM by themselves, may consider authorizing another person, or any of the following independent directors of the Company as their proxy to attend and vote on their behalf.

- **Mr. Banphot Hongthong** Age 75 years old
Position : Independent Director / Chairman of the Board of Directors /
Chairman of the Nomination and Remuneration Committee
Address : 1168/91 30th Floor, Lumpini Tower, Rama IV Rd, Sathorn, Bangkok 10120
Special conflict of interests in the meeting agenda : No special conflict of interests in the meeting agenda.
- **Mr. Nopporn Picha** Age 74 years old
Position : Independent Director / Chairman of the Audit and Risk Management Committee /
Chairman of the Nomination and Remuneration Committee
Address : 1168/91 30th Floor, Lumpini Tower, Rama IV Rd, Sathorn, Bangkok 10120
Special conflict of interests in the meeting agenda : No special conflict of interests in the meeting agenda.
- **Mr. Paiboon Kujareevanich** Age 65 years old
Position : Independent Director / Member of the Audit and Risk Management Committee
Address : 1168/91 30th Floor, Lumpini Tower, Rama IV Rd, Sathorn, Bangkok 10120
Special conflict of interests in the meeting agenda : No special conflict of interests in the meeting agenda.
- **Mr. Saravut Menasavet** Age 74 years old
Position : Independent Director / Member of the Audit and Risk Management Committee
Address : 1168/91 30th Floor, Lumpini Tower, Rama IV Rd, Sathorn, Bangkok 10120
Special conflict of interests in the meeting agenda : No special conflict of interests in the meeting agenda.

Please complete and sign the proxy. You may use Proxy Form B (Enclosure No.7).

If you would prefer Proxy Form A or Proxy Form C, please download it from the Company's website :

<https://www.cpi-th.com/th/ir-meeting-information/g>

Please send the Registration Form for attending the Annual General Meeting of Shareholder No.1/2023 via Electronic Meeting (E-AGM), the proxy and supporting documents to the Company by April 20, 2023 (by post) and April 25, 2023 (by E-mail) to the following addresses :

- by E-mail : komklid@cpi-th.com or
- by post to :
Company Secretary
Chumporn Palm Oil Industry Public Company Limited
1168/91 30th floor, Lumpini Tower, Rama IV Road, Thun Mahamek, Sathorn, Bangkok 10120

Supporting documents for proxy

- **For individual shareholders**
 - 1) Either Proxy Form A or Proxy Form B, duly completed and signed by the proxy grantor and the proxy. **and**
 - 2) A copy of a valid identification document issued by a competent authority of the shareholder, such as national identification card, civil servant card, driver's license, or passport. And sign to certify a true copy. **and**
 - 3) A copy of a valid identification document issued by a competent authority of the proxy, such as national identification card, civil servant card, driver's license, or passport. And sign to certify a true copy.
- **For juristic person shareholders**
 - 1) Either Proxy Form A or Proxy Form B, duly completed and signed by the representative (director) of the juristic person, as the proxy grantor and signed by the proxy. **and**
 - 2) A copy of the juristic person's registration certificate certified by the representative (director) of the juristic person, and the certificate must contain a statement indicating that the representative signing the proxy is authorized to act on behalf of the juristic person, which is a shareholder. **and**
 - 3) A copy of a valid identification document issued by a competent authority of the representative (director) of the juristic person, who is the proxy grantor, such as national identification card, civil servant card, driver's license, or passport. And sign to certify a true copy. **and**
 - 4) A copy of a valid identification document issued by a competent authority of the proxy, such as national identification card, civil servant card, driver's license, or passport. And sign to certify a true copy.
- **For a foreign investor as a shareholder and a custodian in Thailand is appointed as a depositary**
 - 1) Proxy Form C, duly completed and signed by proxy grantor and signed by the proxy. **and**
 - 2) Copies of the same set of supporting documents as those to be prepared by a juristic person shareholder, and the following additional documents;
 - 2.1) The power of attorney from the shareholder authorizing the custodian to sign the proxy on his or her behalf.

- 2.2) Certificate certifying that the person signing the proxy is licensed to engage in the custodian business. **and**
- 3) A copy of a valid identification document issued by a competent authority of the proxy, such as national identification card, civil servant card, driver's license, or passport. And sign to certify a true copy.

In case the documents as mentioned as above are not in Thai or English, The English translation shall be required and certified true and correct translation by the Shareholder or the authorized representative (s) of the juristic person.

3. Shareholder who has questions regarding the agenda items to be considered at the E-AGM may send them via the following methods.

- 3.1 During the E-AGM, shareholder present may submit their questions or comments through the E-AGM system.
- 3.2 Shareholders may submit their questions in advance to the Company before the E-AGM date by sending "Form for Submission of Questions for the Annual General Meeting of Shareholders in advance" to the following addresses :

- by E-mail : komklid@cpi-th.com or
- by post to :

Company Secretary

Chumporn Palm Oil Industry Public Company Limited

1168/91 30th floor, Lumpini Tower, Rama IV Road, Thun Mahamek, Sathorn, Bangkok 10120

Criteria for submission of questions in advance

- Being a shareholder, whose name is recorded on March 31, 2023 determined by the company to be entitled to attend and exercise his/her voting right in the Annual General Meeting of Shareholders No.1/2023.
- Must be relevant to the agenda of Annual General Meeting of Shareholders No.1/2023 or be significant information related to the company.

According to the announcement of the Personal Data Protection Act B.E. 2562 (2019), the Company will collect and use personal information of shareholders or attendees such as names, surnames, contact places, e-mails and telephone numbers for the purpose of confirming the right to attend the meeting liaison and submitting additional documents later and will record photos or movie during the meeting to use or dissemination according to the objectives of the meeting.

The Company has put in place measures to secure your information as required by law and will not disclose your information to any other third parties unless necessary for the purpose of holding such meetings or complying with applicable laws.

แบบฟอร์มลงทะเบียนสำหรับการประชุมผ่านสื่ออิเล็กทรอนิกส์ (E-AGM)

Registration Form for attending the Annual General Meeting of Shareholder No.1/2023 via Electronic Meeting (E-AGM)

วันที่.....เดือน.....พ.ศ.....
Date Month Year

ข้าพเจ้า..... สัญชาติ.....
I/We Nationality

อยู่บ้านเลขที่..... ถนน..... ตำบล/แขวง.....
Address Road Tambol/Khweng

อำเภอ/เขต..... จังหวัด..... รหัสไปรษณีย์.....
Amphur/Khet Province Post code

โทรศัพท์มือถือ..... อีเมล.....
Mobile phone number E-mail

เป็นผู้ถือหุ้นของ บริษัท ชุมพรอุตสาหกรรมน้ำมันปาล์ม จำกัด (มหาชน) (“บริษัทฯ”) โดยถือหุ้น
As a shareholder of Chumporn Palm Oil Industry Public Company Limited (“The Company”) holding

จำนวนรวมทั้งสิ้น.....หุ้น
A total of Share(s)

ขอยืนยันว่าจะเข้าร่วมประชุมและออกเสียงลงคะแนนในการประชุมสามัญผู้ถือหุ้น ครั้งที่ 1/2566 ผ่านสื่ออิเล็กทรอนิกส์ (E-AGM)

ในวันพฤหัสบดีที่ 27 เมษายน 2566 เวลา 14.00 น. โดย

hereby confirm to attend the Annual General Meeting No.1/2023 via E-AGM on Thursday, April 27, 2023 at 14.00 hours by

☐ เข้าร่วมประชุม E-AGM ด้วยตนเอง และขอให้บริษัทฯ จัดส่ง Weblink สำหรับการเข้าร่วมประชุมผ่านสื่ออิเล็กทรอนิกส์ (E-AGM) พร้อม
ชื่อผู้ใช้ (Username) และรหัสผู้ใช้ (Password) มายังอีเมลข้าพเจ้า E-mail :

I hereby confirm to attend the meeting via E-AGM. Please send a Weblink for attending the E-AGM, Username and Password to my E-mail.

☐ มอบฉันทะให้ “กรรมการอิสระ” ของบริษัทฯ (นาย/นาง/นางสาว)เข้าร่วม
ประชุม E-AGM แทนข้าพเจ้า

I hereby confirm to appoint Independent Directors (Mr./Mrs./Ms) to attend the meeting on my behalf via E-AGM.

☐ มอบฉันทะให้ นาย/นาง/นางสาวเข้าร่วมประชุม
E-AGM แทนข้าพเจ้า และขอให้บริษัทฯ จัดส่ง Weblink สำหรับการเข้าร่วมประชุมผ่านสื่ออิเล็กทรอนิกส์ (E-AGM) พร้อม ชื่อผู้ใช้
(Username) และรหัสผู้ใช้ (Password) มายังอีเมลของผู้รับมอบฉันทะ E-mail :

I hereby confirm to appoint (Mr./Mrs./Mrs.) to attend the meeting on my behalf via E-AGM. Please send a Weblink for attending the E-AGM, Username and Password to his/her E-mail.

ลงนาม/Signed _____ ผู้มอบฉันทะ/Shareholder
()

ลงนาม/Signed _____ ผู้รับมอบฉันทะ/Proxy
()

โปรดส่งแบบฟอร์มลงทะเบียนสำหรับการประชุมผู้ถือหุ้นผ่านสื่ออิเล็กทรอนิกส์ (E-AGM), หนังสือมอบฉันทะ และ สำเนาเอกสารประกอบการมอบฉันทะ ให้บริษัทฯ ภายในวันที่ 20 เมษายน 2566 (กรณีส่งเอกสารทางไปรษณีย์) และ ภายในวันที่ 25 เมษายน 2566 (กรณีส่งเอกสารทางอีเมล (E-mail))

Please send the Registration Form for attending the Annual General Meeting of Shareholder No.1/2023 via Electronic Meeting (E-AGM), the proxy and supporting documents to the Company by April 20, 2023 (by post) and April 25, 2023 (by E-mail).