

Documents or evidence showing an identity of the shareholder required for attending the meeting (via electronic device), submission of document and procedure of registration, method of granting proxy, procedures for attending the meeting via electronic device, voting, vote counting and questioning during the meeting including Registration Form

The Company will hold the 2022 Annual General Meeting of Shareholders via electronic device only on Wednesday 27 April 2022. All Shareholders are requested to attend the meeting via Electronic Device.

The Company has engaged Digital Access Platform Co., Ltd, the Stock Exchange of Thailand's subsidiary, to be DAP e-Shareholder Meeting system provider in order to provide the service and system for the meeting by electronic service. The shareholders, who would like to attend the meeting by Electronic Device, please proceed in accordance to the following guidelines:

Documents or evidence showing an identity of the shareholder required for attending the meeting (via electronic device)

1. Person

1.1 Personal Attendance

- Valid identification card or a copy of official document issued by government authorities e.g. government officer identification card, driver license or Passport supported by any documents in case of change thereto.

1.2 Proxy

- Any Proxy Form, either Form A or Form B duly filled in and signed by shareholder and proxy
- A copy of Identification Card issued by competent authorities duly certified shareholder
- A copy of Identification Card issued by competent authorities duly certified by proxy

2. Juristic Entity

2.1 Personal attendance by shareholder representative:

- A copy of a company certificate issued by Department of Business Development, Ministry of Commerce and duly certified by authorized director(s) who attends the meeting showing that the shareholder representative (authorized director) has the authority to act on behalf of the juristic person shareholder;
- A copy (ies) of Identification Card or issued by competent authorities duly certified by such authorized director(s).

2.2 Proxy:

- Any Proxy Form (either Form A or Form B) duly filled in and signed by authorized director(s) of shareholder and proxy;
- A copy of a company certificate issued by Department of Business Development, Ministry of Commerce and duly certified by authorized director(s);
- A copy (ies) of Identification Card or others issued by competent authorities to authorized director(s) duly certified by him/her/them;
- A copy (ies) of Identification Card or others issued by competent authorities to proxy duly certified by proxy.



3. For Foreign Investor appointing the Custodian in Thailand

- In case Custodian appointed as depositary by foreign investors, documents as under juristic entity 2 shall be applied by selecting one of any Proxy Form (either Form A, Form B or Form C) duly filled in and signed by shareholder and proxy;
- In the event custodian has been authorized to sign on proxy, the following documents shall be produced:
 - 1) A power of attorney appointing such custodian to sign on proxy;
 - 2) A confirmation letter that signatory has been licensed to engage in custodian business.

A copy of the documents must be certified true copy. In case of any documents or evidence produced or executed outside of Thailand, such documents or evidence should be notarized by a notary public. In case the original documents are not in English, the English translation shall be prepared and certified true and correct translation by the shareholder or the authorized person (as the case may be) of juristic person shareholder.

Submission of Document and Procedure of Registration

1. Shareholder intends to attend the meeting in person

1.1 Individual shareholders wishing to use their ID card for identity verification

- Shareholder can pre - register (e-register) to attend the 2022 Annual General Meeting of Shareholders (via electronic device) via DAP e-Shareholder Meeting system from 11 April 2022 until 27 April 2022, which is the meeting date by using the Shareholder's valid ID card to register at

<https://portal.eservice.set.or.th/Account/Login?refer=T7PY6q4ISLC0r55sdl3Op%2bGrcTdK4AXskSTMxHCowRSOtQW4huV5IA%3d%3d>

or scan this QR Code



- After the Shareholder performs the registration process through DAP e-Shareholder Meeting system, the Company will verify the validity of shareholder's information. After that Shareholders will receive an email confirming your registration result via e-mail address used at registration process.

1.2 Individual shareholders wishing to use official document issued by government authorities (other than ID card) for identity verification or the juristic person's representative attend the meeting in person.

- In case Individual shareholders wish to pre-register to attend the 2022 Annual General Meeting of Shareholders (via electronic device) via DAP e-Shareholder Meeting system by using official document issued by government authorities other than ID card or the juristic person's representative attend the meeting in person, please send registration form attached with enclosure no. 8 hereto together with other documents showing an identity as stated in subject "Documents or evidence showing an Identity of the shareholder required for attending the meeting" item 1.1 or 2.1 (as the case may be) to the Company through the following channels;

Mailing Address : Company Secretary

Vanachai Group Public Company Limited

2/1 Wongsawang Road, Wongsawang Sub-District, Bangsue District, Bangkok
10800 or

E-mail Address : aruck@vanachai.com

The Company shall receive the document within 17.00 hrs. of 22 April 2022. You are suggested to send via post no later than 20 April 2022.

- After the Company verifies the correctness of registration form and the validity of documents or evidence showing an identity, Username and Password used for Log-in to the electronic meeting via DAP e-Shareholder Meeting system will be sent to shareholder's e-mail address as specified in the registration form.
- For registration troubleshooting, please contact the Company's staffs at 02 585 4900-3 or 02 913 2180-9 during working hours available from 09.00-16.30 hrs. during 11 April 2022 (except on Saturday -Sunday or Public holidays).

2. Shareholder appoint the Independent Director

- Shareholder, who does not intend to attend the electronic shareholders meeting in person, may appoint to the Independent Director, Mr. Suebrakul Soonthornthum as your proxy to attend the meeting and vote instead. To do so, please select an Independent Director as specified in the proxy form to appoint as a proxy holder. Please be noted that granting a proxy to Independent Director are recommend to use Proxy Form B only, which has been sent to the shareholders together with Notice of Meeting, and submit it along with accompanying documents for proxy appointment accordingly. Profiles of the Independent director proposed as proxy for shareholders can be found in Enclosure No. 5.
- Please submit proxy duly filled in and signed by shareholders along with accompanying documents showing an identity for proxy appointment through the following channels

Mailing Address : Company Secretary

Vanachai Group Public Company Limited

2/1 Wongsawang Road, Wongsawang Sub-District, Bangsue District, Bangkok
10800 or

E-mail Address : aruck@vanachai.com

The Company shall receive the document within 17.00 hours of 22 April 2022. You are suggested to send via post no later than 20 April 2022.

3. Shareholder intends to grant a proxy to any person (other than Independent Director)

- Shareholder who intends to grant a proxy to any person to attend the meeting instead, shareholders and/or proxy can fill their name and details of proxy in completely and correctly in Proxy Form A which is general proxy form (simple form) or Form B which is specific details form according to Regulation of Department of Business Development sent together with Notice of Meeting.
- Please submit proxy duly filled in and signed by shareholders and proxy with accompanying documents showing an identity for proxy appointment through the following channels;



Mailing Address : Company Secretary
Vanachai Group Public Company Limited
2/1 Wongsawang Road, Wongsawang Sub-District, Bangsue District, Bangkok
10800 or

E-mail Address : aruck@vanachai.com

The Company shall receive the document within 17.00 hrs. of 22 April 2022. You are suggested to send via post no later than 20 April 2022.

- After the Company verifies the correctness of proxy form and other relevant documents, Username and Password used for Log-in to the electronic meeting via DAP e-Shareholder Meeting system will be sent to email address as specified in the proxy form.
- In the case the Shareholders have already granted the proxy by using Proxy Form B and specified the voting in each agenda, the Company will record the votes as specified in the proxy forms. In this regard, the proxy shall not be obtained Username and Password used to log-in to DAP e-Shareholder Meeting system for voting. However, the proxy will be obtained Link to attend the Meeting via Webex and proxy is allowed to ask the question. In this regard, shareholder will be queuing by pressing “Chat” button, typing the question and submitting in consequence so that the Company’s staff will be notified.

Please note that one e-mail address can be used for registration via DAP e-Shareholder Meeting system for only one shareholder. Therefore, in the case that a shareholder attending the meeting is also granted proxy from other shareholders or the proxy holder is granted proxy from many shareholders, the proxy holder has to prepare a number of e-mail address in accordance with the number of shareholders attending the meeting, either attending by themselves or by proxy.

Procedures for Attending the Meeting via Electronic Device

1. Shareholder and Proxy can Log-in to DAP e-Shareholder Meeting system on 27 April 2022 at 8.00 hrs. (2 hour before the meeting starts) by selecting “Log in” by using Username and Password together with OTP received. Log in at <https://portal.eservice.set.or.th>

or scan this QR Code



2. After logging-in to DAP e-Shareholder Meeting system, shareholders click “Attend the meeting” to join the 2022 Annual General Meeting of Shareholders through the Webex system.
3. Please use the following devices and/or programs to attend the electronic meeting:
 - Recommended internet speed should be at least 10 Mbps
 - Smartphone / Tablet with camera with Android OS that supports over 8 version or IOS that support over 10.0 version
 - PC Computer / Notebook via Web Browser with Windows that supports over 10 version or Mac that support over OS X 10.12 version. Web Brower that support namely Google Chrome (over 88 version), Safari or Internet Explorer.

Voting

1. When the Chairman of the meeting notify the shareholders to cast their votes, shareholders need to return to DAP e-Shareholder Meeting system window that logged in before. DAP e-Shareholder Meeting system will be opened for voting system, shareholders please press “voting” button. After that the voting system will show the page for voting as “approve”, “not approve” or “abstain”.
2. Shareholders need to choose in each agenda whether “approve”, “not approve” or “abstain” within 1 minutes and then press “vote” button so that the voting procedure will be finished. Shareholders, who have not chosen “approve”, “not approve” or “abstain” within the voting period, will be deemed to resolve to approve the agenda as proposed to the meeting for consideration.
Nevertheless, if the voting period still exists, the shareholders may return to amend their votes within such period.
3. In the event the shareholder has granted a proxy to another to join the meeting on his/her behalf, the proxy shall have the right on his/her behalf to consider and approve independently as the proxy deems appropriate without specifying the voting in the proxy form. Unless in the case the shareholders have already specified the voting in the proxy forms, the Company will record the votes as specified in the proxy forms. In this regard, the proxy will not be obtained Username and Password using to log-in to DAP e Shareholder Meeting system for voting.

Vote Counting

1. Each agenda, vote will be counted for “approve” “not approve” and “abstain”. The scoring base will be majority vote counted against total votes of the shareholders attending the meeting and cast their votes which include “approve” and “not approve” vote. The “abstain” vote will not be counted.
2. After the vote counting for each agenda item, the Company will announce the voting result as approve, no approve or abstain as a number of vote and a percentage of total vote. Shareholders can check the results of each agenda by clicking the icon 

Questioning

In the event shareholders would like to ask questions during the meeting, shareholders need to return to DAP e-Shareholder Meeting system window that logged in before and click the “Send questions” button and then type your question and select “Confirm” button for queuing.

Only question regarding the agenda proposed for consideration to the Meeting will be allowed to asked so that the Company will employ the time for the best interest of all shareholders.



- There will be no physical meeting on Wednesday, 27 April 2022 in order to prevent the spread of Covid-19 pandemic. Therefore, shareholder will be asked to register to attend the electronic meeting or appoint the Independent Director to attend the electronic meeting instead of attending in person.
- The Company's staffs and technology provided by the Stock Exchange of Thailand will be well prepared to facilitate the verification the documents of each shareholder, who intend to attend the meeting. For the convenience of shareholders, please study procedure of registration. Shareholders are recommended to pre-register via DAP e-Shareholder Meeting system prior to the meeting date.
- Shareholder can study procedure of registration, attending the meeting via electronic device, broadcasting, voting and raising question in DAP e-Shareholder Meeting User Manual Enclosure No.10 or at <https://www.set.or.th/en/eservice/shareholder.html> or scan this QR Code



Any questions or problems regarding the pre-registration or attending the Annual General Meeting of Shareholders via Electronic Device, please contact

Company Secretary

Vanachai Group Public Company Limited

2/1 Wongsawang Road, Wongsawang Sub-District, Bangsue District, Bangkok 10800

Telephone 02 585 4900-3 or 02 919-2180-9

E-mail : aruck@vanachai.com

2022 Annual General Meeting of Shareholder (via electronic device) will be held by DAP e-Shareholder Meeting system. In this regard, the Company shall collect, use, and disclose the shareholders' personal data pursuant to applicable law and for the best interest of shareholder and shareholder shall be protected according to the Data Protection Policy.

Registration Form

2022 Annual General Meeting of Shareholders (via Electronic Device)

Please fill in this form, only for the following cases:

1. Individual shareholders wishing to use official document issued by government authorities or
2. Attendance in person by a representative of juristic person shareholders

Shareholder Name.....

ID Card No. / Juristic ID No.....Nationality.....

A shareholder / Shareholder's representative of Vanachai Group Public Company Limited
holding shares in the total amount ofshares

Status of the Meeting Attendee

Individual shareholders wishing to use official document (other than ID card) issued by government authorities
for identity verification

E-mail address *Mobile Phone (for receiving OTP) *

Attendance in person by a representative of juristic person shareholders

Representative NameNationality.....ID Card No.....

E-mail address *Mobile Phone (for receiving OTP) *

Shareholders for the above cases have to submit the documents to the Company for identity verification and register via DAP e-Shareholder Meeting system on behalf of shareholders. Shareholders can send the relevant document via post or e-mail address as specified in topic "Submission of Document and Procedure of Registration"

Sign.....Shareholder / Shareholder's Representative

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Remark: Please correctly and completely fill in the form, especially those e-mail address and mobile phone number specified with (*). Otherwise, the Company shall not be able to send you the Username & Password and OTP used for logging-in to the electronic meeting system.

