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LA012/2021 (PPP)

19 April 2021

Subject: Notification of postponing the meeting schedule and changing the format of the 2021 Annual General Meeting of Shareholders to Electronic Annual General Meeting (E-AGM)

To: The President  
The Stock Exchange of Thailand

Attachments: 1. Guidelines for Attending Electronic Annual General Meeting of Shareholders (E-AGM)  
and Proxy Assignment  
2. Registration Form for Attending E-AGM

In accordance with the resolution of the Board of Directors of Premier Products Public Company Limited (the "Company") No. 1/2021 held on February 12, 2021 passed a resolution to set the date of the 2021 Annual General Meeting of Shareholders on Thursday, April 22, 2021 at 10.00 a.m. at the Meeting Room 501, 5<sup>th</sup> Floor, Premier Corporate Park Building, No.1, Soi Premier 2, Srinakarin Road, Nong Bon Subdistrict, Prawet District, Bangkok.

Since the new outbreak of COVID-19 in Thailand brings a growing number of new cases nationwide and tends to spread continuously, on April 16, 2021, CCSA has issued regulations announcing various measures and ask for cooperation in the private sector to be careful in organizing activities that are a combination of the masses to strictly prevent and reduce the spread of such diseases.

For that reason, the Board of Directors' Meeting No. 3/2021 on April 19, 2021 resolved to postpone the schedule of the 2021 Annual General Meeting of Shareholders from Thursday, April 22, 2021 at 10:00 a.m. to **Wednesday, April 28, 2021 at 2 p.m. and schedule Electronic Annual General Meeting of Shareholders (E-AGM), only one format.** 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 February 12, 2021 and invitation to the 2021 Annual General Meeting of Shareholders, dated March 19, 2021.

Shareholders wishing to attend the E-AGM are required to submit a registration form (**as shown in Enclosure 2**) along with required identification documents as detailed in the Invitation to the Company by April 26, 2021, via e-mail: [teerapol@pfc.premier.co.th](mailto:teerapol@pfc.premier.co.th) After verification that shareholders are entitled to attend the Meeting on the Record Date, March 2, 2021, the Company will send a username and password for attending the E-AGM to registered emails of shareholders.

If any shareholder is inconvenient to attend the meeting through such E-AGM, shareholders can authorize independent directors of the Company to attend the E-AGM on their behalf. The shareholders can still use the original proxy form sent together with the meeting invitation letter dated March 19, 2021 with details and procedures for attending the E-AGM as shown in **Enclosure 1**. In addition, this E-AGM program is owned by Conovance Company Limited, a meeting control system provider certified by Electronic Transactions Development Agency, Ministry of Digital Economy and Society.

Please be informed accordingly.

Best Regards,

- Signed -

(Mrs. Pensri Dettingeng)

Director

Premier Products Public Company Limited

Company Secretary Department

Tel.02-301-1569,02-301-1565,02-301-1491

## Guidelines for Attending Electronic Annual General Meeting of Shareholders (E-AGM) and Proxy Assignment

### 1. In case shareholders attending the E-AGM in person, please follow the instructions below:

- 1.1 Please fill the registration form for the AGM through Electronic Media (E-AGM) attached to this guideline. Kindly fill your email and mobile phone number in order to be used for the meeting registration to enable the Company to send you the Username and Password for the E-AGM.
- 1.2 Please attach identification documents to confirm the attendance of E-AGM as follows:
- (a) In the event that the shareholder is an ordinary person
- (1) For Thai national shareholder: a copy of identity card or a driver's license or government official identification card, with certified true copy.
  - (2) For foreign shareholder: a copy of passport with certified true copy.
- (b) In the event that the shareholder is a juristic person
- (1) For Thai juristic person: 1. Copy of Affidavit, no longer than 6 months before the meeting, certified by the authorized person(s) and affix with the seal (if any). 2. Copy of identity card or passport (in the case of a foreigner) of the authorized signatory director who attends the meeting in person or sign to authorize or authorize any person to attend the meeting on their behalf, with certified true copy. 3. Copy of identity card or passport (in the case of a foreigner) of the attorney (in case the authorized director does not attend the meeting in person), with certified true copy.
  - (2) For juristic person registered overseas: 1. Copy of the certificate of being a juristic person issued by the competent government agency of the country in which the juristic person is located. The certificate of being a legal entity must be certified by a Notary Public or a competent government agency which was issued within 1 year. 2. Copy of identity card or passport (in the case of a foreigner) of the authorized signatory director who attends the meeting in person or sign to authorize or authorize any person to attend the meeting on their behalf, with certified true copy. 3. Copy of identity card or passport (in the case of a foreigner) of the attorney (in case the authorized director does not attend the meeting in person), with certified true copy.
- 1.3 Shareholder submit the registration form for the AGM through Electronic Media (E-AGM) and the verification documents set out in clause 1.1 and clause 1.2 to the Company within April 26, 2021 via the following channels:
- Email           teerapol@pfc.premier.co.th and primprapha.b@pfc.premier.co.th           or
  - Post            Company Secretary Office  
                    1 Premier Corporate Park, Soi Premier 2  
                    Srinakarin Road, Nongbon Sub-district, Prawet District,  
                    Bangkok 10250
- 1.4 Once the Company has received the document clause 1.1 and clause 1.2 from the shareholders, the Company shall verify the documents to confirm the rights of the shareholders who attend the meeting. As soon as the documents are verified as complete and the shareholders are in the list with the rights to attend the 2021 E-AGM (Record Date) as scheduled on March 2, 2021, the Company shall send username and password along with the Web Link to log in to the E-AGM meeting to the shareholders. Kindly refrain from

giving your username and password provider for shareholders to other person as only the shareholders and their proxies are entitled to attend the E-AGM. Providing username and password to those who are not authorized to attend the meeting may result in such person to be held responsible by the relevant laws. In the case your username and password are lost or you have not received it by April 27, 2021, please immediately contact the Company Secretary of Premier Products Public Company Limited via telephone number 02-301-1569, 02-301-1491 or via Email [teerapol@pfc.premier.co.th](mailto:teerapol@pfc.premier.co.th) and [primprapha.b@pfc.premier.co.th](mailto:primprapha.b@pfc.premier.co.th)

- 1.5 The Company will send link for E-AGM user manual E-AGM user manual together with username and password. The shareholders were asked to study the manual for details.

The system will be opened two hours prior to the meeting so that the shareholder will be able to the meeting attendance. However, live broadcast will be commencing at 2.00 p.m.

- 1.6 For voting during the E-AGM meeting, the Company will allow voting and summarizing each agenda item. The method of voting is as follows.

In the case of "Approval" with any agenda, the shareholders do not have to vote on that agenda. The system will count the shareholders' votes as " Approval" at the conclusion of the results.

In case of "Disapproval" or " Abstention " on any agenda, the shareholders will choose to vote according to the option in that agenda. The system will count the votes as the shareholders have chosen to vote at the conclusion of the result.

- 1.7 If you have encountered any technical problems, using the E-AGM system before or during the meeting, please directly contact Conovance Co., Ltd who is the Company's service provider for the E-AGM's meeting via contact number 082-979-4978 prior to the meeting or during the meeting period.

**2. In case the shareholder appointing proxy to attend the E-AGM, please follow the instructions below:**

- 2.1 Shareholders proceed to prepare documents details as in clause 1.1 or clause 1.2.

- 2.2 Shareholders and proxies sign the proxy form provided by the Company and affix the stamp duty of 20 baht (if any).

- 2.3 The proxy has prepared the documents to verify the identity as follows:

(a) Ordinary person as proxy

- (1) Thai national proxy: a copy of identity card or a driver's license or government official identification card, with certified true copy.  
(2) Foreign proxy: a copy of passport with certified true copy.

(b) Juristic person as proxy

- (1) Thai juristic person: 1. Copy of Affidavit, no longer than 6 months before the meeting, certified by the authorized person(s) and affix with the seal (if any). 2. Copy of identity card or passport (in the case of a foreigner) of the authorized signatory director who attends the meeting in person or sign to authorize or authorize any person to attend the meeting on their behalf, with certified true copy. 3. Copy of identity card or passport (in the case of a foreigner) of the attorney (in case the authorized director does not attend the meeting in person), with certified true copy.  
(2) Juristic person registered overseas: 1. Copy of the certificate of being a juristic person issued by the competent government agency of the country in which the juristic person is located. The certificate of being a legal entity must be certified by a Notary Public or a competent government agency which was issued within 1 year. 2. Copy of identity card or passport (in the case of a

foreigner) of the authorized signatory director who attends the meeting in person or sign to authorize or authorize any person to attend the meeting on their behalf, with certified true copy.

3. Copy of identity card or passport (in the case of a foreigner) of the attorney (in case the authorized director does not attend the meeting in person), with certified true copy.

In appointing the proxy, if a shareholder wishes to appoint an independent director as a proxy attend a meeting instead, shareholders can authorize independent directors according to the names as follows:

- Miss Watchaneeporn Setthasakko
  - Mr. Chaiyavat Nitayaporn
  - Mr. Paritud Bhandhubanyong
- 2.4 Shareholders or proxies submit registration forms for the AGM through Electronic Media (E-AGM), proxy forms, documents confirming the identity of shareholders or proxies according to clause 1.1, clause 1.2, clause 2.2, and clause 2.3 to the Company within April 26, 2021 through the following channels:
    - Email           teerapol@pfc.premier.co.th and primprapha.b@pfc.premier.co.th           or
    - Post            Company Secretary Office  
                    1 Premier Corporate Park, Soi Premier 2  
                    Srinakarin Road, Nongbon Sub-district, Prawet District,  
                    Bangkok 10250

### 3. Attending E-AGM meeting

3.1 Shareholders or proxies have to download the program at [www.conovance.com/download.php](http://www.conovance.com/download.php)  
Recommendation system for E-AGM Meeting program

- Computer: Desktop / Notebook / Tablet
- Require Computer/Notebook/Tablet (\*Windows OS Only\*): Windows 7/8/10
- Internet Bandwidth 3.0 Mbps

3.2 Shareholders or proxies can download the manual of program at [www.conovance.com/support.php](http://www.conovance.com/support.php), the system support both E-Meeting and E-Voting that in person or grant proxy as set out in Enclosure 2.

4. Channel for shareholders or proxies to submit questions or suggestions related to the agenda or business of the Company as follows:

4.1 During the E-AGM meeting, shareholders or proxies attending the meeting can submit questions or suggestions through the AGM through Electronic Media (E-AGM) program.

4.2 Shareholders can send questions or advice in advance to the Company before the meeting date through the following channels:

- Email           teerapol@pfc.premier.co.th and primprapha.b@pfc.premier.co.th           or
- Post            Company Secretary Office  
                    1 Premier Corporate Park, Soi Premier 2  
                    Srinakarin Road, Nongbon Sub-district, Prawet District,  
                    Bangkok 10250

Registration Form for Attending E-AGM

Written at.....

Date.....April 2021

I/We.....nationality .....

Address.....Road .....Sub-district.....

District.....Province.....Postal Code.....Email.....

Mobile Number..... as a shareholder of Premier Products Public Company Limited (the "Company") holding total number of .....Shares

I confirm my attendance and make a vote in the 2021 Annual General Shareholder Meeting based on E-AGM on April 28, 2021 at 2:00 pm by

Self-Attendance to the E-AGM and request the company for username and password as well as the web link to the Email.....

Mobile Number..... to confirm my participation.

To authorize Mr., Mrs., Miss.....to attend the Meeting on my behalf as a proxy and send username and password as well as the web link to the Email:.....Mobile Number.....

Signed \_\_\_\_\_ Shareholder  
( )

Signed \_\_\_\_\_ Proxy  
( )

**Important remarks: Kindly send this registration form for attending the AGM through Electronic Media (E-AGM) which is completely filled and attached identification document for inspection in attending the E-AGM to the Company by April 26, 2021 via the following channels:**

- Email: teerapol@pfc.premier.co.th and primprapha.b@pfc.premier.co.th or
- Post: Please submit it to the Corporate Secretary, No.1, Premier Corporate Park, Soi Premier 2, Srinakarin Road, Nongbon Sub-district, Prawet District, Bangkok 10250