

**Guidelines for Attending the 2023 Annual General Meeting of Shareholders through
Electronic Means (E-Meeting)**

Siam Makro Public Company Limited

Siam Makro Public Company Limited (“the Company”) convenes the 2023 Annual General Meeting of Shareholders on Thursday, 20 April 2023 at 2.00 p.m. which will be held through electronic means pursuant to the criteria specified in the law related to Electronic Meeting without arrangement of physical meeting or registration. In this regard, the Company has employed Inventech Systems (Thailand) Company Limited to provide services and systems for the E-Meeting, which has been reviewed by self-assessment method for the information security standard of Electronic Meeting B.E. 2563 (2020), by Electronic Transaction Development Agency under the announcement of the Ministry of Digital Economy and Society.

The shareholders and proxies who wish to attend the E-Meeting by self-attending are required to proceed in accordance with the following guidelines:

<u>Documents required to be presented to attend the shareholders meeting</u>
<p>The shareholders are required to upload supporting documents as listed below into the registration system. The Company shall consider the documents depending on the type of each shareholder. In this regard, photos of documents are applicable for upload.</p>
<p>1. Natural Person</p> <p>1.1 <u>Self-Attending</u></p> <p>A copy of valid identity document issued by government authorities e.g. identification card, driving license or passport, or a photo of document as mentioned placing on a paper, including the evidence of name or last name's change (if any). All documents must be certified as true and correct.</p> <p>1.2 <u>Proxy</u></p> <p>(1) The Proxy Form as enclosed with the Notice, completely filled in and signed by the shareholder and the proxy.</p> <p>(2) A copy of valid identity document of the shareholder issued by government authorities as specified in item 1.1, completely certified as true and correct.</p> <p>(3) A copy of valid identity document of the proxy issued by government authorities as specified in item 1.1, completely certified as true and correct.</p>
<p>2. Juristic Person</p> <p>2.1 <u>Attendance in person by authorized representative of juristic person</u></p> <p>(1) A copy of valid identity documents of the juristic person’s representative issued by government authorities as specified in item 1.1, completely certified as true and correct.</p> <p>(2) A copy of the juristic shareholder's Affidavit (not older than one year), certified true and correct by its authorized representative with the company’s seal affixed (if any), which indicates that the juristic person’s representative attending the meeting is authorized to act on behalf of the juristic shareholder.</p> <p>2.2 <u>Attendance by proxy</u></p> <p>(1) The Proxy Form as enclosed with the Notice, completely filled in and signed by the proxy grantor and the proxy including the Company’s seal affixed (if any).</p> <p>(2) A copy of the shareholder's Affidavit (not older than one year), certified true copy by the juristic person representative with the Company’s seal affixed (if any), which indicates that the juristic person</p>

representative attending the meeting has the authority to act on behalf of the juristic person shareholder.

- (3) A copy of valid identity documents of the juristic person representative issued by government authorities as specified in item 1.1, completely certified as true and correct.
- (4) A copy of valid identity documents of the proxy issued by government authorities as specified in item 1.1, completely certified as true and correct.

3. Foreign Investor appointing Custodian in Thailand


- (1) The Proxy Form C as enclosed with the Notice, completely filled in and signed by the shareholder and the proxy.
 - (2) Letter certifying that the person signing the Proxy Form is authorized to operate custodian business.
 - (3) A copy of Affidavit of the Custodian certified true copy by the juristic person's representative with the Company's seal affixed (if any), which indicates that the juristic person representative is signed as the proxy grantor has the authority to act on behalf of the custodian.
 - (4) A copy of valid identity documents of the custodian's representative issued by government authorities as specified in item 1.1, completely certified as true and correct.
 - (5) Power of Attorney by Foreign Investor authorizing the Custodian as depository.
 - (6) A copy of Affidavit of the juristic shareholders certified true copy by the juristic person's representative with the Company's seal affixed (if any), which indicates that the juristic person's representative is authorized to sign the Power of Attorney and has the authority to act on behalf of the juristic shareholders.
 - (7) A copy of an identity document issued by government authorities of the juristic person's representative as specified in item 1.1, completely certified as true and correct.
- 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 of juristic person shareholder.

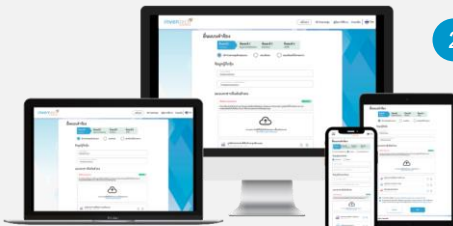
4. Granting Proxy to the Company's Independent Directors

- (1) The Proxy Form B as enclosed with the Notice, identifying any of the Independent Directors as listed in the Enclosure 6 as a proxy, completely filled in and signed by the shareholder.
- (2) In case the shareholder is a natural person, please provide documents as specified in item 1.2 (1) – (2)
- (3) In case the shareholder is a juristic person, please provide documents as specified in items 2.2 (1) - (3)

Guidelines for Attending the 2023 Annual General Meeting of Shareholders through Electronic Means by Inventech Connect

Registration process for attending the Meeting through Electronic Means

1. The Shareholders must submit a request to attend the Meeting by Electronic Means via Web Browser at <https://app.inventech.co.th/MAKRO142532R/#/homepage> or scan QR Code  and follow the steps as shown in the picture



- 1** Click URL link or scan QR Code from the notice of 2023 Annual General Meeting of Shareholders
- 2** Choose type of request for registration and follow 4 steps:
 - Step 1 Fill in the information shown on the registration page
 - Step 2 Fill in the information for verification
 - Step 3 Verify via OTP
 - Step 4 Successful transaction, The system will display information again to verify the exactitude of the information
- 3** Please wait for the email from the officer with the meeting details and Username & Password

**** Merge user accounts, please using the same email and phone number ****

2. The shareholders who would like to attend the Meeting either through the Electronic Means by self-attending or by proxy whom is not the Company's independent directors, please note that the e-Registration will be available from 7 April 2023 at 8:30 a.m. till Meeting adjourn on 20 April 2023.


3. The electronic conference system will be available on 20 April 2023 at 12:00 p.m. (2 hours before the Meeting starts.) The shareholders or proxies will receive the Username and Password for registration and kindly follow the Manual to attend the Meeting through Electronic Means accordingly.

Appointment of Proxy to the Company's Independent Directors


The shareholders who wish to **appoint the Company's Independent Directors as their proxy** to attend and vote on their behalf, please submit the proxy form together with supporting documents to the Company by post within Tuesday, 18 April 2023 at 5.00 p.m. to

Siam Makro Public Company Limited, Head Office,
Post Office Box 8, Non-Delivery Post Office Phattanakan, Bangkok 10251

For a troubleshooting relating to the meeting system, please contact Inventech Call Center

 02-931-9131

 @inventechconnect

 The system will be available from 7 – 20 April 2023 at 08.30 a.m. – 05.30 p.m.
(Only working days, excluding national holidays and public holidays)




Report a problem
@inventechconnect

Installation Guide for Webex Meetings


PC/Laptop is not required to install the application. Mobile is required to install the application with the following steps.

For IOS Operating System

- 1 Go to Application **App Store** 
- 2 Search **Webex Meetings**
- 3 Click **"GET"** to install the application
- 4 Please **wait** until the download is completed
- 5 **Finish** the application has installed it will appear on your smart phone



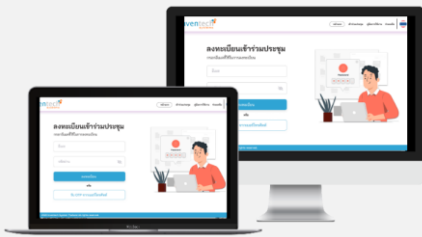
For Android Operating System

- 1 Go to Application **Play Store** 
- 2 Search **Webex Meetings**
- 3 Click **"INSTALL"** to install application
- 4 Please **wait** until to download is completed
- 5 **Finish** the application has installed and it will be appeared on your smart phone



Registration Process for attending the Meeting (e-Register)

- 1 Click registration link URL from the received e-mail.
- 2 Choose to login by Username and Password OR by mobile's phone number and OTP.
- 3 Click **"Register"** button, the voting rights will be counted as a quorum.
- 4 Then click **"Join Attendance"** button
- 5 Click **"Watch Meeting"** button



- 6 Click **"Open Webex"** button
- 7 Using PC/Laptop: Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows
 - 7.1 Fill in the user login in the name and e-mail fields to match with the information submitted to the request form.
 - 7.2 Click **"Next"** button
- 8 Click **"Join"** button to attend the meeting.

6 Using Mobile/iPad: Please fill in the details for registration to watch the live broadcast via Webex Meetings Application as follows

- 6.1 Fill in the user login in the name and e-mail fields to match with the information submitted to the request form.
- 6.2 Click **"OK"** button

7 Click **"Allow"** to access the application

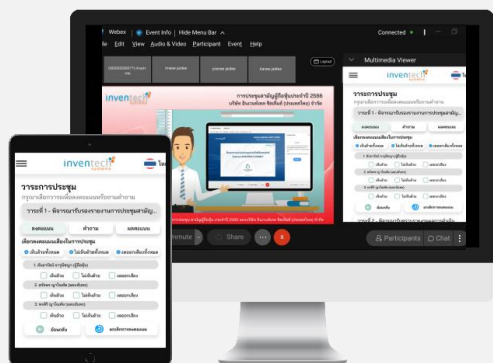
8 Click **"Join"** button to attend the meeting.





Registration process for voting (e-Voting)

Using PC/Laptop

- 1 Click "Continue" button on menu "Multimedia Viewer"
- 2 Get Username and password received from your e-mail or request OTP for login
- 3 Click "Login" button
- 4 Then click "Join Attendance" button
- 5 Select agenda that you wish to vote
- 6 Click "Vote" button
- 7 To vote as you wish
- 8 The system will display the latest voting status.



Using Mobile/iPad

- 1 Click "Participants" or symbol 
- 2 Click menu "Chat" and choose message from Inventech Connect (Android) or click "Chat" or Symbol  (iOS)
- 3 Click link in the chat message
- 4 Click "Continue" button
- 5 Get Username and password received from your e-mail or request OTP for login
- 6 Click "Login" button
- 7 Then click "Join Attendance" button
- 8 Select agenda that you wish to vote
- 9 Click "Vote" button
- 10 To vote as you wish
- 11 The system will display the latest voting status

To cancel the last vote, please press the button "Cancel latest vote" (This means that your latest voting result will be suspended or your voting result will be counted with the vote as determined by the Meeting) The Shareholders can revise the vote for each agenda until the voting is closed.

Q&A Process via Inventech Connect



- Select the AGM agendas
- Click “Question” button
- 1 Ask the question
 - Type the question then click “Send”
- 2 Ask the question via video
 - Click “Conference”
 - Click “OK” to confirm your queue
 - Please wait for the signal from the officer to allow you to open microphone and camera accordingly

Installation Guide for Webex Meetings and How to use Inventech Connect



User Manual e-Request



User Manual e-Vote

Remarks The operating system of the electronic conferencing and Inventech Connect are based on the Internet of the shareholder or proxies and equipment and/or the programs using. So please use the device and/or the following program to operate the system:

1. Internet speed requirements
 - High-Definition Video: Must be internet speed at 2.5 Mbps (Speed internet that recommend).
 - High Quality Video: Must be internet speed at 1.0 Mbps.
 - Standard Quality Video : Must be internet speed at 0.5 Mbps.
2. Equipment requirements.
 - Smartphone/Tablet for iOS or Android
 - PC/Laptop for Windows or Mac.
3. Requirement Browser for Chrome (Recommended Browser) Safari / Microsoft Edge

**** The system will not support internet explorer.**

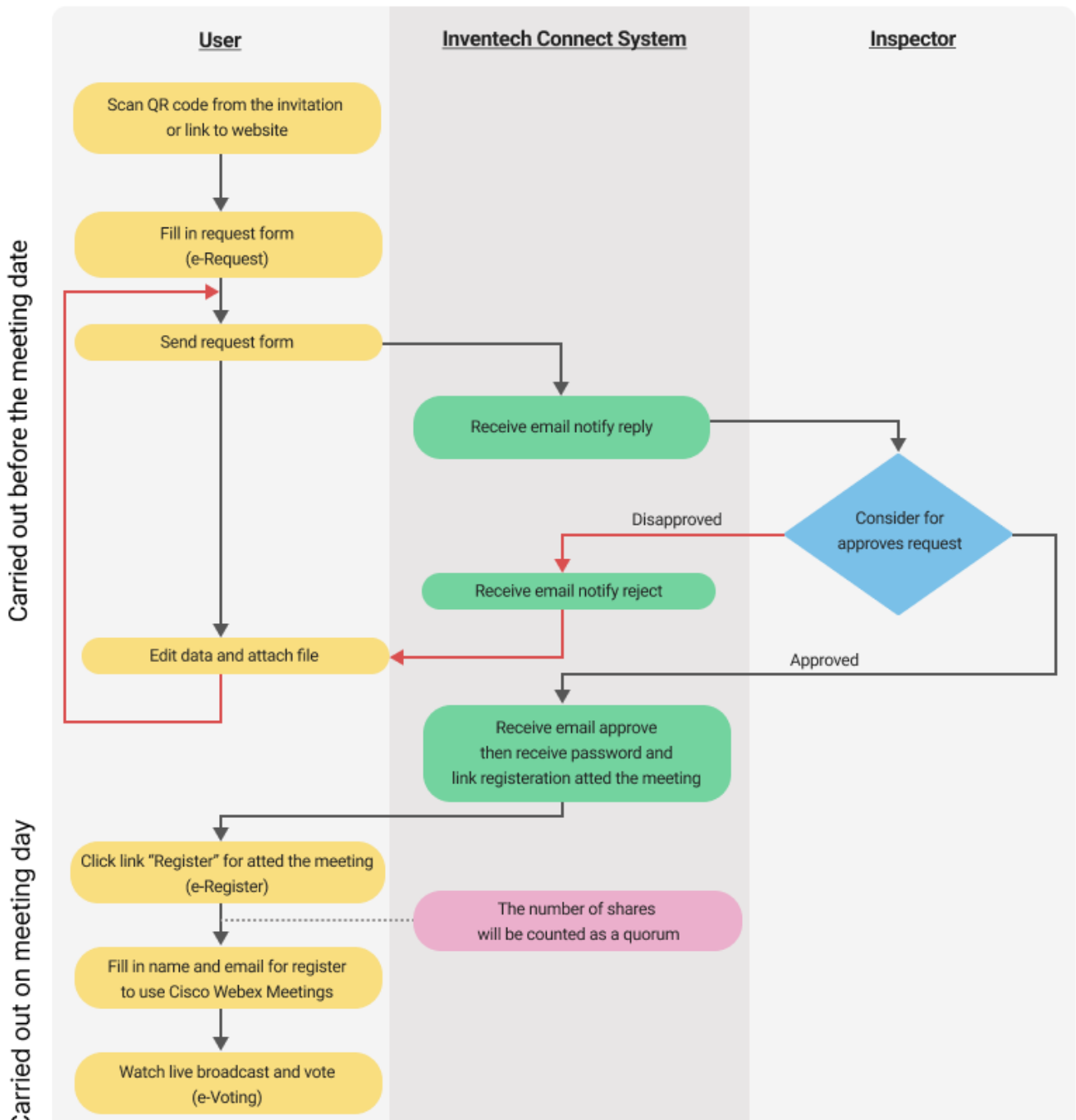
Please check the latest version to support your devices at

<https://help.webex.com/enus/article/nki3xrq/Webex-Meetings-Suite-System-Requirements> or scan the QR

Code below



Flowchart for attending the Meeting through Electronic Means (E-Meeting)



Condition of use

In case Merge account/change account

In case filing request multiple by using the same email and phone number, the systems will merge account or in case user has more than 1 account , you can click on "Change account" and the previous account will still count the base in the meeting.

In case Exit the meeting

Attendees can click on "Register for exit the quorum", the systems will be number of your shares out from the meeting base.