

**Explanation regarding documents and evidence proving the identity of a shareholder or a representative of a shareholder entitled to attend the meeting in order to register and vote at the shareholders' meeting.**

The Company will hold the 2022 Annual General Meeting of Shareholders only via electronic means (E-AGM) using Zoom Cloud Meeting system on Tuesday 26 April 2022, at 1:00 p.m. which will be broadcasted live from the meeting room located at No. 2044 Chavananand Building, Petchburi Extension Road, Bangkok Sub-District, Huai Khwang District, Bangkok 10310.

In order for the 2022 Annual General Meeting of Shareholders to be conducted in a transparent and fair manner and to benefit the shareholders, the Company deems it appropriate to review documents and evidence demonstrating the identity of a shareholder or a representative of the shareholder entitled to attend the meeting in order to be used as a practice by the shareholders. The Company therefore would like to clarify the followings to the shareholders:

**1) Attendance in person:**

A shareholder who attends the meeting in person is required to present the following documents before entering into the meeting:

1.1) For an individual shareholder

<b>Thai citizen</b>	<b>Non-Thai Citizen</b>
1. I.D.card; or 2. Government officer I.D.card; or 3. State enterprise employee I.D.card; or 4. Driver's license	Passport

1.2) For shareholder who is a juristic person

<b>Juristic person registered in Thailand</b>	<b>Juristic person registered outside Thailand</b>
1. The Affidavit of such entity issued by the Department of Business Development, Ministry of Commerce for a period no longer than 6 months before the meeting date; and 2. I.D. card or passport (in case of a foreigner) of the authorized director(s) who attend(s) the meeting in person.	1. The Affidavit of such entity; and 2. I.D. card or passport (in case of a foreigner) of the authorized director(s) who attend(s) the meeting in person.

**2) Attendance by proxy**

2.1) In the case that the shareholder wishes to appoint a proxy to attend and vote at the meeting on her/his/its behalf, the said shareholder must complete the Proxy Form enclosed to this invitation and submit the said Proxy Form together with

the following documents to the Company's officer at the address specified in Enclosure No.13 at least 1 day prior to the meeting date:

- 2.1.1) In case the shareholder is a natural person: (a) a copy of an identification card; or a government officer I.D. card; or a state enterprise employee I.D. card; or a driver's license of the shareholder (in case of a Thai citizen), or a passport of the shareholder (in case of a foreigner) that is valid and certified true and correct copy by the shareholder; and (b) an I.D. card; or a government officer I.D. card; or a state enterprise employee I.D. card; or a driver's license of the proxy (in case of a Thai citizen), or passport of the proxy (in case of a foreigner) that is valid and certified true and correct copy by the proxy.
- 2.1.2) In case the shareholder is a juristic person: (a) the Affidavit of such entity issued by the Department of Business Development, Ministry of Commerce for a period of no longer than 6 months before the meeting date (in case of juristic person registered in Thailand), or the Affidavit of such entity (in case of an entity registered outside Thailand) that is valid and certified true and correct copy by the shareholder; and (b) an I.D. card; or a government officer I.D. card; or a state enterprise employee I.D. card; or a driver's license (in case of a Thai citizen), or passport (in case of a foreigner) of the proxy that is valid and certified true and correct copy by the proxy.
- 2.2) Each Proxy Form must be affixed with stamp duty of Baht 20. In the event that more than one person is appointed as proxy, additional Baht 20 stamp duty must be affixed for each additional proxy.
- 2.3) For the granting of proxy to independent director of the Company, please specify the name and details of the independent director to be appointed as proxy as per the details as appeared in the Enclosure No. 9. In this regard, the independent director who is named to be the proxy will act within the scope of proxy granted by the shareholders. If the proxy does not act within the scope, the shareholders who suffer damages can exercise the rights to legal proceeding according to the laws against the Company and the proxy.
- 2.4) In case the shareholder wishes to cancel the granting of proxy, the shareholder can do so by serving a notice in writing to the Chairman of the Board of Directors to the address as provided in the Enclosure No. 13 or via E-mail vpo.admin@vcbpalmoil.com before the commencement of the meeting, or at the latest, before the voting of each agenda.

Remark: Shareholders should study the details of the meeting agenda prior to the granting of proxy.

- 3) All photocopies must be certified true and correct copy by the shareholder on each and every page of the photocopies. In the case of document produced or executed outside Thailand, such documents must be notarized by a notary public. The date of the notarization by the notary public shall not exceed 1 year.
- 4) A shareholder or a proxy may register for the meeting from 11.00 a.m. onwards on 26 April 2022.

**Criteria for voting at the shareholders' meeting**

The Chairman of the meeting or the person assigned by the Chairman will inform the meeting as to the methods of vote casting and counting prior to discussion of meeting agenda. The shareholders may study the manual on the use of Zoom Cloud Meeting system as provided in the Enclosure No. 14.