

Guidelines for Attending the Shareholders' Meeting through Electronic Means (E-AGM) and the Proxy

1. For shareholders who wish to attend the meeting by him/herself:

Please complete the Registration Form for Attending the 2024 Annual General Meeting of Shareholders through Electronic Means (E-AGM) as shown in Enclosure 9 by clearly indicating that you intend to attend the meeting by self, including all details for the registration to the meeting and attach the copy of the required identification documents for verification of the right to attend the meeting as follows:

- **For shareholder who is a natural person**
 - Copy of identification card or copy of passport of the shareholder, which is not yet expired, certified as true and correct copy by the shareholder.
- **For shareholder who is a juristic person**
 - Completed and signed proxy form, together with the supporting documents as detailed under the heading **"Required Documents for Proxy"** in the next page.

The shareholders can submit the said Registration Form for Attending the 2024 Annual General Meeting of Shareholders through Electronic Means (E-AGM) together with the identification documents as specified above to the Company within 22 April 2024 for advance registration to the meeting via the following channels:

E-mail: nopamas.p@somboon.co.th or

Post: Somboon Advance Technology Public Company Limited
The Company Secretary Office, Building 2
No. 215 Moo 2, Debaratna Road
Tambol Bangchalong, Amphur Bangplee
Samutprakarn Province 10540

2. For shareholders who wish to appoint a proxy to attend the meeting:

In case where the shareholders cannot attend the meeting by him/herself, the shareholders can grant the proxy to any other person or one of the Company's independent directors whose name and details are as shown in Enclosure 6 to attend the meeting and cast vote according to your instruction. ***Please carefully study the details of meeting agenda items before deciding to appoint proxy.***

For the shareholders who wish to appoint proxy, please complete the Registration Form for Attending the 2024 Annual General Meeting of Shareholders through Electronic Means (E-AGM) as shown in Enclosure 9 and clearly state that you intend to appoint proxy to attend the meeting on your behalf, including all details for the registration to the meeting. Please also complete and sign the proxy form provided by the Company as shown in Enclosure 7 or download it from the Company's website at www.satpcl.co.th for completing and signing and then submit the Registration Form for Attending the 2024 Annual General Meeting of Shareholders through Electronic Means (E-AGM) together with the proxy form and the copy of the required documents for proxy (as detailed under heading **"Required Documents for Proxy"** below) to the proxy and further send the said documents to the Company within 22 April 2024 for advance registration to

the meeting and, in case the shareholders grant the proxy to one of the Company's independent directors, please send the said documents to the Company **within 22 April 2024** via the following channels:

E-mail: nopamas.p@somboon.co.th or
Post: Somboon Advance Technology Public Company Limited
 The Company Secretary Office, Building 2
 No. 215 Moo 2, Debaratna Road
 Tambol Bangchalong, Amphur Bangplee
 Samutprakarn Province 10540

The shareholders may revoke the proxy by sending a written notice to the Company 7 days prior to the commencement of the meeting. In case where the revocation notice is submitted to the Company after the specified date, the Company reserves the rights to not consider such revocation of proxy.

In case that the shareholder appoints one of the Company's independent directors (whose name and details are as shown in Enclosure 6) to be proxy, such independent director who has been appointed as proxy shall cast vote according to the shareholder's direction. If the independent director who has been appointed as proxy fails to comply with such direction as indicated in the proxy form and such failure causes you damage, you are eligible to pursue a legal action. (If the shareholder does not indicate a vote on the proxy form in advance, the independent director who has been appointed as a proxy shall cast the votes as deems suitable and appropriate.) To avoid special conflict of interest, the independent director who has been appointed as proxy will not cast vote in the agenda item 7 "To consider and approve the directors' remuneration for the year 2024" (unless the shareholder clearly specified that the independent director to vote on his/her behalf by using Proxy Form B.)

Required Documents for Proxy

In case of shareholder who is a natural person appoints a proxy

- (1) The proxy form that is completely filled in and signed by the grantor and the proxy; and
- (2) Copy of identification card or copy of passport which is not yet expired and certified as true and correct copy by the grantor; and
- (3) Copy of identification card or copy of passport which is not yet expired and certified as true and correct copy by the proxy.

In case of shareholder who is a juristic person appoints a proxy

- (1) The proxy form that is completely filled in and signed by the authorized person of such juristic person with seal to be affixed (if any) as grantor and signed by the proxy; and
- (2) Copy of an affidavit of the juristic person who is the grantor, certified as true and correct copy by the authorized person of such juristic person with seal to be affixed (if any) and issued no longer than 6 months before the meeting date; and
- (3) Copy of identification card or copy of passport which is not yet expired and certified as true and correct copy by the authorized person of such juristic person; and
- (4) Copy of identification card or copy of passport which is not yet expired and certified as true and correct copy by the proxy.

For the shareholder who is the foreign natural person or the juristic person registered in foreign country

In case the document(s) mentioned above is not made in Thai or English language, English translation of such document(s) which is certified as true and correct translation by the shareholders or the authorized person of the juristic persons with seal to be affixed (if any) is required to be presented.

3. Once the Company receives all required documents specified in items 1 and/or 2 as aforementioned above, the Company will verify the documents in order to confirm the meeting attendance's right and when the verification is approved, the Company will assign Quidlab Co., Ltd. (who is the e-meeting control system provider of the Company) to send the Username and Password together with WebLink for logging into the e-meeting system to an e-mail provided to the Company.

In case that you have not received the Username, Password and WebLink for logging into the e-meeting system within **25 April 2024**, please contact the Company immediately.

4. Please thoroughly study the Manual for Attending Meeting through Electronic Means as shown in the link <https://www.satpcl.co.th/storage/content/ir/shareholders-meeting/agm2024/20240222-sat-agm2024-through-electronic-en.pdf> and which will be sent to the shareholders via e-mail by Quidlab Co., Ltd. The system for registration will be opened 60 minutes prior to the meeting's time. The live broadcast of the meeting will begin at 10.00 hours.
5. To cast the vote during the e-meeting, the shareholder may cast his or her vote in each agenda either "Approve", "Disapprove", or "Abstain" from voting. For the shareholders who do not cast the vote in any agenda, the system will automatically count your vote on such agenda as "Approve".
6. If you have any technical queries or problems in using the e-meeting system before or during the meeting, please contact Quidlab Co., Ltd. via the following channels:

Tel : 080-008-7616 or 02-013-4322

E-mail : info@quidlab.com or other channels specified in the e-mail sent to you by Quidlab Co., Ltd.

7. **Channels for shareholders to submit the suggestions or questions relating to the Company or this meeting's agendas:**
 - 7.1 The shareholders can submit suggestions or questions to the Company in advance within **22 April 2024** to nopamas.p@somboon.co.th and/or kansiri.tho@somboon.co.th by stating your name, surname and contact number which is reachable so that the Company can collect all questions and details and further clarify them to the meeting.
 - 7.2 During the e-meeting, the shareholders attending the meeting can submit their suggestions or questions through the e-meeting system.