

Guidelines on Registration, Granting of Proxy, and Documentation Required to be Presented at the Meeting

Registration for the 2024 Annual General Meeting of the Company will be conducted using a barcode system. Thus, for transparency, fairness, and benefits and convenience for shareholders, the Company deemed it appropriate to specify verification of documents and evidence of being a shareholder or representative of a shareholder in attending the Meeting with details as follows.

1. Proxy Form

The Company prepared 3 types of proxy forms such that shareholders who are unable to attend the Meeting in person are able to grant proxy to another individual or to the Company's independent director to cast votes. Proxy Form B, which specifies various particulars with clear and concise details is attached along with this along with this Meeting invitation (with details as shown in Enclosure 6). Shareholders may download proxy forms at www.saam.co.th (หน้าหลักนักลงทุนสัมพันธ์ | SAAM Energy Development (SAAM))

2. Granting of Proxy

Shareholders who are unable to attend the Meeting in person may grant proxy with the following procedures.

- 1) Choose one type of proxy form:
 - 1.1 Ordinary shareholders may select and use either one of Proxy Form A or Proxy Form B.
 - 1.2 Foreign shareholders who appoint Custodian in Thailand shall use Proxy Form C.
- 2) Grant proxy to any one individual of legal age or choose to grant proxy to one of the Company's independent directors by making a mark and filling out details of the person which the shareholder wishes to grant proxy or specifying the name of the Company's independent director in accordance with information provided along with this Meeting invitation (with details as shown in Enclosure 7), granting proxy to only one individual to attend the Meeting.
- 3) Should the shareholder choose to grant proxy to the Company's independent director, for convenience, kindly send the proxy form and supporting documents delivered to the Company by Friday, 19th April 2024 at **SAAM Development Public Company Limited, Office of Company Secretary, Major Tower Thonglor, Room No. 2.2, 10th Floor, 141 Soi Sukhumvit 63 (Ekamai), Sukhumvit Road, Klongton Nua, Wattana, Bangkok 10110** which have been completely filled out and signed. Any modifications or markings to the document shall be accompanied by a signature for every instance.
- 4) Affix THB 20 stamp duty, crossed out and dated on the day such proxy form was written for accuracy and legal binding.

Shareholder granting proxy shall grant proxy to only one proxy holder to attend and vote at the Meeting, and shall not distribute to many proxy holders to vote separately.

3. Documents Required to be Presented Before Attending the Meeting

In every instance, identification documents shall be those issued by government agencies which are still valid, have not expired, and are not in such condition that identification is not possible. Identification documents include national identification card, government official identification card, and driver's license. Should shareholders previously change their name or surname, supporting documentation shall also be presented. The Company reserves the right of leniency in considering evidence on shareholders' identity or representation of a shareholder eligible to attend the Meeting on a case-by-case basis as the Company deems appropriate.

Natural Person

- 1) In case of attendance in person, shareholders are to present original identification document such as national identification card, or government official identification card, or driver's license.
- 2) In case of appointment of proxy, the following documents are to be presented:
 - Either one of Proxy Form A or Proxy Form B completely filled out, together with the signatures of the proxy grantor and proxy holder and affixed THB 20 stamp duty;
 - A copy of the proxy grantor's identification document signed to certify true copy by the proxy grantor; and
 - The proxy holder's original identification document and a copy of identification document signed to certify true copy by the proxy holder.

Juristic Person

- 1) In case of attendance in person by the juristic person's authorized director, the following documents are to be presented:
 - A copy of the Affidavit issued by the Department of Business Development, Ministry of Commerce for a period no longer than 6 months which contains a statement indicating that the representative attending the Meeting is authorized to act on behalf of such juristic person who is the shareholder, signed to certify true copy by the juristic person's authorized director(s); and
 - The authorized director, who is the representative attending the Meeting's, original identification document and a copy of identification document signed to certify true copy by such authorized director.
- 2) In case of appointment of proxy, the following documents are to be presented:
 - Either one of Proxy Form A or Proxy Form B completely filled out, together with the signatures of the proxy grantor and proxy holder and affixed THB 20 stamp duty;

- A copy of the Affidavit issued by the Department of Business Development, Ministry of Commerce for a period no longer than 6 months which contains a statement indicating that the representative attending the Meeting is authorized to act on behalf of such juristic person who is the shareholder, signed to certify true copy by the juristic person's authorized director(s);
 - A copy of the authorized director(s)' identification document as proxy grantor, signed to certify true copy by the authorized director(s); and
 - The proxy holder's original identification document and a copy of identification document signed to certify true copy by the proxy holder.
- 3) In case of foreign investors who appoint Custodian in Thailand, the following documents are to be presented:
- 3.1 Documents in accordance with either No. 1 or No. 2 as the case of a juristic person shall be prepared, together with Proxy Form C completely filled out, together with the signatures of the proxy grantor and proxy holder and affixed THB 20 stamp duty; and
- 3.2 In case that the foreign investor who appoints Custodian in Thailand appoints such Custodian to sign the proxy form on behalf of such shareholder, the following additional documents are to be presented:
- Power of attorney granted by shareholder to Custodian by which the Custodian is appointed to sign the proxy form on behalf of such shareholder and
 - Certification indicating that the authorized signatory of the proxy form is licensed to operate the business as Custodian.

4. Registration for the Meeting

Registration is open for shareholders and proxy holders from 12:00 p.m. onwards on Wednesday, 24th April 2024 at Thonglor 2 Room of Grande Centre Point Sukhumvit 55 Hotel, 300 Sukhumvit Soi 55 (Thonglor), Klongton Nua, Wattana, Bangkok 10110 (with details as shown in Enclosure 10).