

**Guideline for registration, procedures for attending the E-EGM No. 2/2021,
proxy appointment and submitting question**

1. Registration and Attendance

1. The shareholder can attend the Annual General Meeting of Shareholders in the form of electronic meeting (E-AGM) via weblink or QR Code (Attachment 5.1) by **registering your e-mail address and mobile phone number** and uploading your identification document and/or proxy instrument that can be clearly seen to verify the right to attend the meeting within December 22, 2021.
2. Upon receipt of the completed registration documents and/or proxy instrument, the Company shall verify eligibility to attend the meeting of the registrant. For the registered shareholder who is eligible to attend the meeting, the Company will send username and password together with weblink for attending the meeting to the shareholder via the registered e-mail. **Please keep the username and password in confidence.**

In case that the username and/or password for attending the E-EGM is lost or not received by December 23, 2021, please contact Quidlab Company Limited, the service provider for the meeting via phone number 02-013-4322 or 080-008-7616 or e-mail info@quidlab.com

3. The shareholder can attend the meeting at the date and time specified in this Notice. The system will be activated for logging in 60 minutes before the meeting time. Live broadcast of the meeting will begin at 10.00 a.m.
4. The shareholder can download the supporting documents of the meeting and user manual for the E-EGM system via the Company's website <http://www.simat.co.th> by selecting "Investor Relations" menu from December 9, 2021 onwards.
5. The shareholder can vote "Approve" or "Disapprove" or "Abstain" in each agenda. If the shareholder does not vote in any agenda, the system will automatically count your votes as "Approve" in such agenda.
6. If the shareholder encounters any technical issues related to the meeting, the shareholder can contact the administrator of the system via the contact details as specified in the confirmation e-mail received from the Company.

2. Proxy appointment

The shareholder may appoint any person or the Company's independent director as your proxy to attend the meeting and cast votes on your behalf by filling in information and affixing signatures of the shareholder and the proxy in one of the attached Proxy Form. Among Proxy Forms attached herewith, Proxy Form A is a general and simple proxy form, Proxy Form B clearly specifies authority to be delegated to the proxy and Proxy Form C is applicable to foreign shareholders in case of appointing a custodian in Thailand.

The shareholder may appoint the following independent director of the Company as your proxy:

1.		<p>Name : Mr. Yanapol Rakkasikorn Position in the Company : Chairman of Audit Committee/Independent Director Age : 46 years Address : Address No. 98/63, Village No. 7, Maha Sawat Subdistrict, Bang Kruai District, Nonthaburi Province 11130 Conflict of interest in the meeting agenda : None Percentage of shareholding in the company: 0%</p>
2.		<p>Name : Mr. Kritpong Wongmahatthana Position in the Company : Audit Committee/Independent Director Age : 46 years Address : Address No. 55/29, Village No. 5, Bang Phlap Subdistrict, Pak Kret District, Nonthaburi Province 11120 Conflict of interest in the meeting agenda : None Percentage of shareholding in the company: 0%</p>
3.		<p>Name : Ms. Napaporn Mesayanon Position in the Company : Audit Committee/Independent Director Age : 52 years Address : Address No. 20, Sai Phra Road, Phra Pathom Chedi Subdistrict Mueang Nakhon Pathom District Nakhon Pathom Province 73000 Conflict of interest in the meeting agenda : None Percentage of shareholding in the company: 0%</p>

If the shareholder appoints a proxy, please upload the Proxy Form with votes casted together with all supporting documents via weblink or QR Code for shareholder registration and submit the original documents to Department of Investor Relations at 123 Soi Chalongkrung 31, Ladkrabang industrial estate, Lamplatew sub-district, Ladkrabang district, Bangkok 10520 before December 22, 2021.

Documents required to be submitted for registration to attend the meeting

In case the shareholder is an individual

Shareholder holding Thai nationality

1. A copy of ID card of the shareholder; or
2. In case of proxy, a copy of the document in 1. and a copy of ID card or passport of the proxy.

Shareholder holding foreign nationality

1. A copy of Passport of the shareholder; or
2. In case of proxy, a copy of the document in 1. and a copy of ID card or passport of the proxy.

In case the shareholder is a juristic person

Juristic person incorporated in Thailand

1. In case of attendance in person by the authorized director:
 - a) A copy of Affidavit of the juristic person issued not longer than 6 months by the Department of Business Development, the Ministry of Commerce certified by the authorized director(s) of the Company; and
 - b) A copy of ID card or passport of the authorized director(s) of the Company
2. In case of appointment of a proxy:
 - a) A copy of the document in 1. certified by the authorized director(s) of the Company; and
 - b) A copy of ID card or passport of the proxy.

Juristic person incorporated abroad

1. In case of attendance in person by the authorized director:
 - a) A copy of Certificate of the juristic person issued not longer than 6 months by the relevant government authority certified by the authorized director(s) of the Company; and
 - b) A copy of ID card or passport of the authorized director(s) of the Company.
2. In case of appointment of a proxy:
 - a) A copy of the document in 1. certified by the authorized director(s) of the Company; and
 - b) A copy of ID card or passport of the proxy.

Remarks:

- All copies shall be certified true and correct with affixation of the seal, if any.
- In case the original document is not in English, please prepare and attach its English translation and have the authorized director(s) of the juristic person certify the correctness of the translation.

3. Submitting suggestion or question related to the Company or the meeting agenda

1. The shareholder can submit suggestion or question to the Company before the meeting date by using the Form for submitting question for E-EGM (Attachment 5.2) and sending to the Company within December 22, 2021 via the following channels:
By e-mail : ir@simat.co.th; or
By mail : Department of Investor Relations
No. 183 Regent House Building, 9th Floor, Rajdamri Road, Lumpini Subdistrict, Pathumwan District, Bangkok 10330
2. During the meeting, the shareholder can send suggestion or question related to the meeting via the E-EGM system of the Company.