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Guidelines for Proxy Appointment and Registration, and Documents Required for Attending the Shareholders' Meeting, Attending and Vote Casting via IR PLUS AGM Application

**Section 1
Proxy Appointment**

The Company has prepared a proxy form to attend the meeting which is attached with the invitation letter to the 2022 Annual General Meeting of Shareholders, shareholders may select to use either Proxy Form A., Form B., or Form C. (for foreign shareholders appointing custodian in Thailand to be their shares depository and keeper. Shareholders are advised to select Proxy Form B. and specify his or her vote for each agenda item. In light of this, for shareholders who select Proxy Form B. and Proxy Form C., we ask your cooperation to please deliver the proxy form along with the supporting evidence to the Company to the Secretariat Division of Chayo Group Public Company Limited, at No. 44/499-504, Phahonyothin Road, Anusawari Sub-district, Bang Khen District, Bangkok 10220 **within April 25, 2022, at 17:30**. The Company deemed that only proxy forms received by post on or before April 25, 2022 will be eligible for attend the meeting.

**Section 2
Registration and documents required to attend the shareholders' meeting**

Prior to the registration for attending the 2022 Annual General Meeting of Shareholders the Electronic Media (e-Meeting), shareholders can register via website <https://webagm.irplus.in.th/> or download IR PLUS AGM Application (the “**Application**”) and study an application manual from:

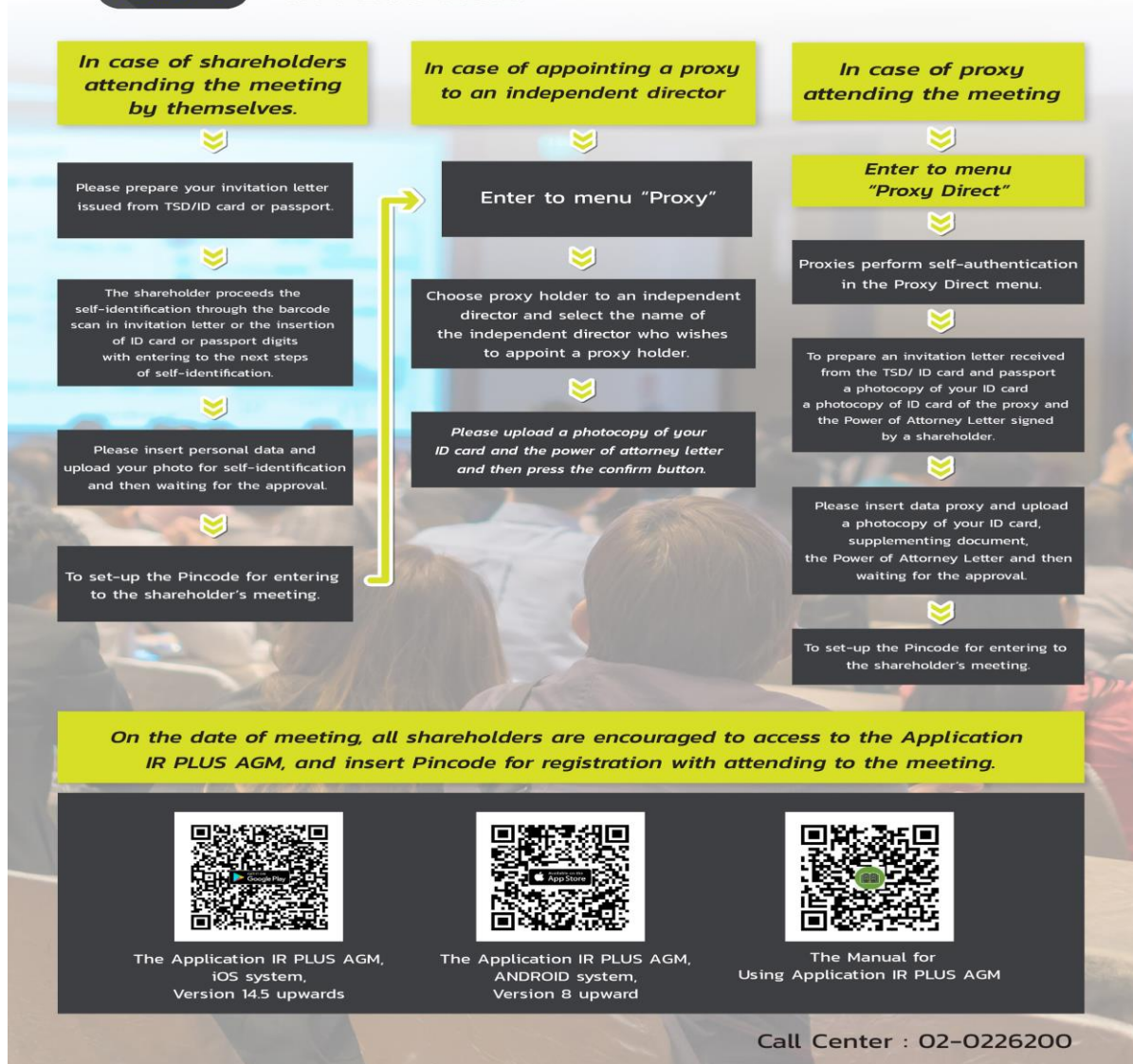


Processes of the registration and self-identification are illustrated below that selecting the type of attendance and select Chayo Group Public Company Limited (CHAYO). When shareholders register or grant proxies via E-EGM and receive the attendance confirmation from the system, it shall be noted that the voting must be casted via the application.

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Processes of shareholder / proxy holder self-identification through the application IR PLUS AGM



Documents used for registration and self-verification are as follows:

- In case shareholder wishes to attend the meeting by himself/herself
 - An invitation letter with barcode representing securities holder number (if any) to be used for scanning instead of having to fill in the identity card number. Otherwise, shareholder has to fill in the identity card number or passport number (passport number must be the same as recorded in the shareholders data base from Thailand Securities Depository Co., Ltd.)
 - Photo of identity card or passport which has not expired and
 - Photo of shareholder holding his/her identity card or passport

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2. In case shareholder appoints a person to attend and vote at the meeting on your behalf
 - An invitation letter with barcode representing securities holder number (if any) to be used for scanning instead of having to fill in the identity card number. Otherwise, shareholder has to fill in the identity card number or passport number (passport number must be the same as recorded in the shareholders data base from Thailand Securities Depository Co., Ltd.)
 - A proxy form A or B which has been completed and executed
 - Photo of a copy of the identity card, or passport of the Principal which has not expired, certified true and correct by the Principal
 - Photo of identity card or passport of the proxy which has not expired
 - Photo of the proxy holding his/her identity card or passport (for self-verification of the proxy)
 - Additional document for shareholder who is a juristic person
 - Photo of a copy of the certification document of the Principal backdated not more than six months, certified true and correct by an authorized person(s) of that juristic person and affixed with company's seal (if any)

Section 3

Attending the Meeting and Voting via the Application

1. The right to attend and cast votes at the meeting via the Application is exclusive for each shareholder and proxy. One username may not be able to log in the IR PLUS AGM simultaneously on several devices. Therefore, the shareholders or proxies must use the username and pin code to attend the meeting themselves,
2. In the case that one person is appointed as a proxy by several shareholders, the proxy may attend the meeting for one shareholder per one device only.
3. At the commencement of the meeting, shareholders or proxies may cast their votes via the Application on every agenda item in advance, or cast their votes during the consideration of that particular agenda item. The system will count the votes until the end of each agenda item.
4. In voting count, the number of votes against or votes abstain (if any) would be deducted from the total number of votes of shareholders attending the meeting, or of shareholders who have voting right, as the case may be, thus, the rest would be the number of votes agree.
5. In the case that a shareholder or proxy logs out from the Application before voting for any agenda item, the shareholder or proxy will not be counted as part of the quorum for that agenda item and the votes of such shareholder or proxy will not be counted in that agenda. However, if a shareholder or proxy logs out from any agenda item, the right to log in into the meeting and vote for the remaining agenda items shall not be prejudiced.

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Raising Questions and Expressing Opinions During the Meeting

1. The meeting will be broadcasted via the Application only. In order to ensure that the meeting shall be conducted smoothly, in the case that a shareholder or proxy has any question or would like to express his or her opinion on any agenda item, the shareholder or proxy can choose the question make icon on the screen to submit questions or to express an opinion in the system. The system will arrange the questions and opinions by the order of time requested. Questions asked and opinions expressed must be related to the agenda items being considered.
2. During the meeting, if any shareholder or proxy acts in any way that interferes with the meeting or causes annoyance to other attendees, the Company reserves the right to take any action in order to suppress the action that interferes with the meeting or causing annoyance to other attendees.

Other Requirements

1. Video and audio contents of the meeting are the sole intellectual property of the Company and the Company does not permit any shareholders or proxies to record, modify or publish video and audio at the meeting. The Company reserves the right to take legal action against those who do so.
2. In the event that shareholders or proxies use any system related to the meeting via IR PLUS AGM in any way which does not comply with this requirement, or other manuals that the Company has provided to the shareholders for use in supporting the meeting and it causes damage to the Company in any way, such shareholders or proxies shall indemnify and hold the Company harmless in full from and against the damages and costs resulting from claim and litigation by any third party, including claim and litigation by the Company against such shareholders and/or proxies who causes such damage.
3. The Company reserves the right to undertake any act in the case that any shareholder does not comply with this processes and guidelines, and may suspend the shareholder's right to attend the meeting via the Application if, during the meeting, the shareholders or proxies fail to comply with this processes and guidelines.