

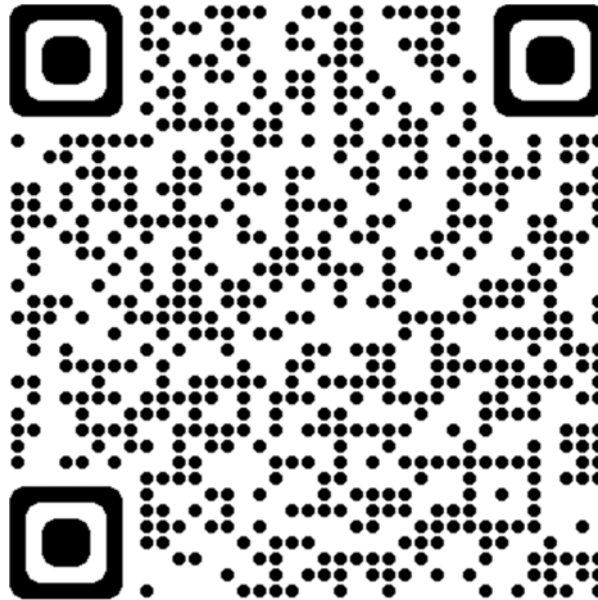
## Guideline for attending the AGM through electronic media (E-AGM) and proxy appointment

Shareholders or proxies who wish to attend the meeting via electronic media (E-AGM) for voting in the meeting, please perform the following steps.

- To request for attending the AGM via Electronic Media (E-AGM) via

URL - <https://tr.foqus.vc/registration/>

or scan this QR Code



The registration system will be available during 16-29 July 2021.

- After logging into the system, the shareholders or proxies must prepare the following information (which should be in line with the shareholders information determined as at the Record Date from the Thailand Securities Depository Co., Ltd.) to fill in through the system:

- Securities holder registration number
- Identification Card Number/Passport Number/ Registration Number for juristic person
- E-Mail address for receiving the Web Link, Username and Password for attending the E-AGM
- Mobile Phone Number
- Additional documents as follows:

| Attending in Person   | Proxy to any person who is not the Company's<br>Independent Director / Juristic person |
|---|--|
| Details as shown in Enclosure no.7 and original documents to send by post | Details as shown in Enclosure no.7 and original documents to send by post              |

3. When the Company receives the documents according to item 2 from shareholders or proxies. The Company will check the documents to confirm the right to attend the meeting. After that shareholders or proxies will receive an email with the following details.

- Username and Password
- WebLink for attending E-AGM system
- User manual

In case the request is rejected, the Shareholders will receive an e-mail to notify on the details and reason for rejection, then the Shareholder can resubmit through the system.

4. Please keep your username and password confidential. Do not disclose it to others and in case your username and password are lost or not received by 29 July 2021, please contact the Company immediately at Khun Suwanna Chalermwat, Tel. 02-253-6745-54 ext. 2250 or E-mail: [suwanna.c@adityabirla.com](mailto:suwanna.c@adityabirla.com)

5. Please study the manual on how to use the E-AGM system which the Company has sent to you via e-mail in detail.

In case you encounter technical problems while using the E-AGM system before the meeting or during the meeting, please contact Quidlab, the E-AGM system provider of the Company at Tel. 02-013-4322 or 080-008-7616 or E-mail: [info@quidlab.com](mailto:info@quidlab.com)

## Documents required for attending the Meeting and Proxy via electronic media (E-AGM)

### 1. Individual Shareholders

#### 1.1 In case of an individual Shareholder attending the Meeting in person

- a copy of “Identification Document<sup>1</sup>” of the Shareholders, certified true by the Shareholder.

#### 1.2 In case of a Shareholder represented by proxy attending the Meeting

- (a) a proxy form attached to the invitation of the Meeting, accurately completed and signed by the Shareholder and the proxy holder;
- (b) a copy of the “Identification Document<sup>1/</sup>” of the Shareholders, certified true by the Shareholder;
- (c) a copy of the “Identification Document<sup>1/</sup>” of the proxy holder, certified true by the Shareholder.

### 2. Juristic Shareholders

#### 2.1 In case of a representative of juristic Shareholder attending the Meeting in person

- (a) a copy of the “Identification Document<sup>1/</sup>” of the representative, certified true by its representative;
- (b) a copy of affidavit of the juristic Shareholders containing a statement indicating that such representative has been duly authorized to act on its behalf, certified true by its representative.

#### 2.2 In case the juristic Shareholder attending by a proxy

- (a) a proxy form attached to the invitation of the Meeting, accurately completed and signed by the Shareholder and the proxy holder;
- (b) a copy of the “Identification Document<sup>1/</sup>” of the proxy holder, certified true by the proxy holder;
- (c) a copy of affidavit of the juristic Shareholders containing a statement indicating that such representative has been duly authorized to act on its behalf, certified true by its representative.

### 3. Non-Thai Individual Shareholders or Non-Thai Juristic Persons Established under Foreign Laws

Subject to the provisions set out below, the detail above shall apply *mutatis mutandis* to Shareholders who are non-Thai or juristic persons established under foreign laws, as the case may be:

- (a) Affidavit of juristic persons may be issued by the Government Agency of the country in which such juristic person has been established or by its authorized officer. However, the Affidavit of the juristic person must contain details regarding its name, name of the person authorized to sign on its behalf and relevant conditions or limitation and its registered office.
- (b) Original documents, which are neither in Thai nor in English, must be submitted together with Thai or English translation, certified true and correct by its authorized officer.

The Company has provided 3 proxy forms prescribed by the Department of Commercial registration, Ministry of Commerce to be used in shareholders’ meeting in order to facilitate the proxy as follows:

1. Form A, a general form that is easy to be used.
2. Form B, much of detail was clearly specified; and
3. Form C, in case proxy grantor is custodian.

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<sup>1</sup> “Identification Document” means the document containing the photo of such person issued by the Government Agency such as Identification Card, Driving License and Passport”

**The shareholder who is not able to attend the E-AGM may appoint the proxy as follows:**

1. Select only one of the three forms provided above as follows:
  - 1.1 General shareholder shall select only one of either Form A or Form B.
  - 1.2 Shareholder listed in the share register book as foreign shareholder appointing the custodian in Thailand can select only one of the three proxy forms.
2. Authorize a person or an Independent Director to attend and vote at the meeting on your behalf by specifying the name with details of a person to be your proxy or marking in front of the name of an Independent Director to be your proxy.
3. Affix the 20 Baht stamp duty and specify the date on the proxy form.
4. The shareholder may send the completed proxy form together with the above documentation to the Head Office of the Company at:
  - Email: [suwanna.c@adityabirla.com](mailto:suwanna.c@adityabirla.com) or [tida.r@adityabirla.com](mailto:tida.r@adityabirla.com)
  - Mailing Address: Reply-prepaid form within 29 July 2021 at 17.00 hrs. (date of receipt of documents)  
Thai Rayon Public Company Limited (Company Secretary)  
888/160-1 Mahatun Plaza Building, 16<sup>th</sup> Floor, Ploenchit Road, Lumpini, Pathumwan,  
Bangkok 10330

so that officers of the Company are given enough time to check the documentation. Spilt of shares to several proxies to vote in the meeting is not allowed. Shareholder shall authorize the proxy holder to cast the votes equal to the total number of shares held by shareholder. Authorizing less than the total number of shares is not allowed except for the custodian appointed by foreign shareholder in accordance with proxy form C.

**Meeting Registration**

The registration for attending the AGM 2021 will be opened on Friday, 30 July 2021 at 11.00 hrs. The meeting will be broadcasted live from the Company's Head Office at 13.00 hrs. via electronic media (E-AGM) only.

**Vote**

***Voting Process***

1. The chairman of the meeting shall propose the shareholders to cast their votes for each agenda.
2. Only shareholders desiring to cast their votes as disapproval or abstention are required to mark in a box as disapproval or abstention, for counting with the system.
3. Shareholders, who cast votes as approval or do not indicate any mark on the box, will be assumed to have approved the agenda as proposed by the Chairman. They do not have to check any box.

***Vote Counting Procedures***

1. One share shall be counted as one vote and the majority of the votes shall be deemed a resolution, except as specified otherwise by law. In case of a tie of votes, the Chairman shall have cast a deciding vote.
2. In order to count the vote results for each agenda, the Company will count only the votes as disapproval and abstentions and deduct from the total votes of shareholders and proxies recorded in advance.
3. The voting results for each agenda will be announced for votes as approval, disapproval, and abstention based on the latest number of shares held by attendants in the meeting.