

**Documents required prior to attending the Meeting and Documents for Proxy**

The shareholders who intend to self-attend the meeting are requested to express their intention by filling in the form in attachment 9 and returning to the Company via E-mail address: corporatesecretary@scg.com or Fax no. 02-586-3007 or post by inserting in the provided envelope, which the Company sends to the shareholders together with the Notice of the meeting (no stamp needed), to the Corporate Secretary Office, Siam Cement Public Company Limited, 1 Siam Cement Rd., Bangsue, Bangkok, 10800, within Tuesday, March 30, 2021.

In accordance with the gradual release of official announcements under the circumstances of the epidemic of COVID-19, the Company is on the process of getting permission and in discussion with the relevant government authorities; however regarding the number of attendants and meeting places have not been clearly specified yet. The Company shall notify the shareholders of the official measures upon receiving a formal response from government authorities at the earliest. Please follow the progress via the Company's website.

The registration to attend the 2021 Annual General Meeting of Shareholders (The 28<sup>th</sup> Meeting) **starts from 07:00 hours on Wednesday, March 31, 2021.**

The registration will be made by barcode system. For your convenience, please bring Notice, Proxy Form (in case of authorizing proxy) and Registration Form with printed barcode, and present the following documents at registration desk before attending the meeting:

**1. Self-Attending**

**1.1 Natural Person**

- (1) Registration Form (Attachment 1) which is signed by the shareholder
- (2) An official document issued by government authorities e.g. identification card, government officer identification card, driving license or passport, including the evidence of name or last name's change (if any)

**1.2 Juristic Person by Shareholder Representative (Authorized Director)**

- (1) Registration Form (Attachment 1) which is signed by the shareholder representative (Authorized Director) attending the meeting
- (2) A copy of the shareholder's Affidavit (not older than one year) certified true copy by the shareholder representative (Authorized Director) who attends the meeting showing that the shareholder representative (Authorized Director attending the meeting) has the authority to act on behalf of the juristic person shareholder
- (3) An official document issued by government authorities of the shareholder representative (Authorized Director) as specified in item **1.1 (2)**

## **2. Proxy**

### **2.1 Natural Person**

- (1) Registration Form (Attachment 1) which is signed by the proxy
- (2) The Proxy Form as attached in Notice (Form A or Form B), completely filled in and signed by the shareholder and the proxy
- (3) A copy of an official document issued by government authorities of the shareholder as specified in item **1.1** (2) which is certified true by the shareholder
- (4) An official document issued by government authorities of the proxy as specified in item **1.1** (2)

### **2.2 Juristic Person**

- (1) Registration Form (Attachment 1) which is signed by the proxy
- (2) The Proxy Form as attached in Notice (Form A or Form B), completely filled in and signed by the authorized person of the juristic person shareholder and the proxy
- (3) A copy of the shareholder's Affidavit (not older than one year) certified true by the authorized person of the juristic person shareholder and a Power of Attorney (if any) showing that the person who signs the Proxy Form has the authority to act on behalf of the juristic person shareholder
- (4) A copy of an official document issued by government authorities of the authorized person as specified in item **1.1** (2) which is certified true by said authorized person
- (5) An official document issued by government authorities of the proxy as specified in item **1.1** (2)

### **2.3 Granting Proxy to the Company's Independent Director** as listed in Attachment 4

- (1) Registration Form (Attachment 1)
- (2) The Proxy Form as attached in Notice (Form A or Form B) which is marked in front of only one of the name of the Independent Directors specified in the Proxy Form to be your proxy, completely filled in and signed by the shareholder
- (3) In case the shareholder is a natural person, documents as specified in item **2.1** (3) and **2.1** (4)
- (4) In case the shareholder is a juristic person, documents as specified in items **2.2** (3), **2.2** (4) and **2.2** (5)

## **3. For Foreign Investor appointing the Custodian in Thailand**

- (1) Registration Form (Attachment 1) which is signed by the proxy
- (2) The Proxy Form (Form C) which can be downloaded from [www.scg.com](http://www.scg.com) and completely filled in and signed by the shareholder and the proxy
- (3) Documents as specified in item **1.2** or **2.2**
- (4) Power of Attorney by Foreign Investor authorizing Custodian to sign the Proxy Form on his or her behalf
- (5) Letter certifying that the person signing the Proxy Form is authorized to operate custodian business

In case the original documents are not in English, the English translation shall be prepared and certified true and correct translation by the shareholder or the authorized person of juristic person shareholder.

Notes:

1. In case of granting proxy to one of the Company's independent directors, please submit the completed Proxy Form together with all required documents and return it to Corporate Secretary Office **by Tuesday, March 30, 2021**.
2. Allocation of shares to several proxies to vote in the Meeting is not allowed. Shareholder shall authorize the proxy 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 Investor in accordance with Proxy Form C.
3. Please affix the 20 Baht stamp duty and specify the date of Proxy Form across such stamp duty. The Company will also facilitate in affixing the stamp duty for the proxy at registration desk before attending the meeting.
4. In case of juristic person shareholders, if the person who signed in the POA or Proxy Form is not an authorized director as specified in the Affidavit, the attendee shall prepare the POA showing that the attendee has the authority to attend the meeting and cast the vote on behalf of the juristic person shareholder. All complete POAs must be made uninterruptedly.