

Guideline for attending the Extraordinary General Meeting of Shareholders No. 1/2021 through electronic meeting (E-EGM) and proxy

1. Shareholders attend the Meeting in person

1.1 The shareholders or proxies must submit the acceptance form for the invitation of E-EGM, together with email address and mobile phone number and the identification documents or proxies (In case the shareholder has a proxy) for attending the meeting as follow:

- **Shareholder as Natural Person** – A copy of the shareholder's valid official document issued by government authorities e.g. citizen's identification card, government officer's identification card, driving license or passport (in case of foreigner)
- **Shareholder as Juristic Person** – The Proxy Form filled in and signed by the authorized person of the juristic person together with the supporting documents as Proxy Form signed by the authorized person/s and document as shown below in the topic of **Required documents for shareholders assigning a proxy**.

The shareholders and proxies are required to submit the acceptance form for the invitation of e-Meeting along with the identification documents to the Company **within July 1st, 2021** via the following channels:

- Email Address : IR@nrinstant.com
- By Mail:

Company Secretary

NR Instant Produce Public Company Limited

518/5, 6th Floor Maneeya Center Building, Ploenchit rd., Lumpini, Pathumwan, Bangkok 10330

1.2 After the shareholders or proxies have their identity verified and the validity of documents as per (1.1) have confirmed. The Company afterwards will send the Username and Password including the system access manual to the email that the shareholders or proxies have registered with the Company for use in attending the shareholders' meeting via electronic meeting (E-EGM) through the system of OJ International Company Limited (from July 6th, 2021 onwards). Please DO NOT share your username and password with others.

Kindly contact OJ International Company Limited as per stated in No. 1.5 immediately in case of not receiving username and password by July 6th, 2021.

1.3 Shareholders or proxies can study the Guideline for attending the Extraordinary General Meeting of Shareholders No. 1/2021 through electronic meeting and proxy which will be send to the email. The registration will be available 120 minutes ahead of the meeting. However, the live broadcast will begin when the meeting start.

- 1.4 The shareholders or proxies must solely “approve” or “disapprove” or “abstain”. Shareholders, who have not chosen “approve”, “disapprove” or abstain” will be deemed to resolve to approve the agenda as proposed to the meeting for consideration
- 1.5 In case of any inquiries regarding the request to attend the electronic meeting, please contact OJ International Company Limited by Tel. 09 7087 2591 or 09 7237 0094 or 09 9220 5684

2. Shareholder appointing a Proxy

Shareholders may appoint the proxy or grant the proxy to following Independent Directors of the Company:

1. Mrs. Kesara Manchusree Independent Director Age 60 years
Address: 622/159 Rama 2 Road, Samae Dam, Bang Khun Thian, Bangkok 10150
2. Dr. Dhas Udomdhammabhakdi Independent Director Age 62 years
Address: 9 Soi Wachirathamsatit 30, Sukhumvit 101/1, Bang Na, Bang Na, Bangkok 10260
3. Mr. Udomkarn Udomsub Independent Director Age 45 years
Address: 147/19 Soi 30, Phatthakarn Rd., Suanlaung Bangkok 10250

Those aforementioned Independent Directors of the Company who are being proposed to act as proxy for the shareholders, have no special conflict of interest in any agenda proposed in the meeting. Please fill in and sign the Proxy Form B as per attachment 6 to the Invitation Letter, then send the Proxy Form B together with the required documents to the Company **within July 1st, 2021** via the following channels:

- Email Address: IR@nrinstant.com

- By Mail:

Company Secretary

NR Instant Produce Public Company Limited

518/5, 6th Floor Maneeya Center Building, Ploenchit rd., Lumpini, Pathumwan, Bangkok 10330

Documents required for appointment of proxy

Individual shareholders

1. The Proxy Form, as attached to the Invitation Letter completely filled in and signed by the shareholder and the proxy and
2. A copy of valid official document, issued by government authorities, of the shareholder e.g. citizen's identification card, government officer's identification card, or passport (in case of foreigner)
3. Copy of valid official document, issued by government authorities, of the proxy, e.g. citizen's identification card, government officer's identification card, or passport (in case of foreigner)

Shareholder as Juristic Person

1. The Proxy Form, completely filled in and signed by the authorized person of the juristic person and the proxy and
2. Copy of the shareholder's affidavit (issued no longer than 1 year) certified true by the authorized person of the juristic person who assign the proxy and
3. Copy of valid official document, issued by government authorities, of authorized person of the juristic person who assign the proxy e.g. citizen's identification card, government officer's identification card, or passport (in case of foreigner) and
4. Copy of valid official document, issued by government authorities, of the proxy e.g. citizen's identification card, government officer's identification card, or passport (in case of foreigner)

Shareholders as Foreign Individual or foreign Juristic Person

- For Foreign investor appointing Custodian in Thailand
 - The Proxy Form (Form C) as attached to the Invitation Letter, which is completely filled in and certified true by the shareholder and the proxy with the affix of 20 Baht stamp duty
 - Copy of the Custodian's affidavit certified true by the authorized person of the Custodian who assign the proxy, showing that the authorized person who assign the proxy has the authority to act on behalf of the Custodian
 - Power of Attorney by foreign investor authorizing Custodian to assign proxy
 - A Confirmation Letter or a copy of Custodian license, evidencing the rights to engage in custodian business
 - Certified as true and correct copy of valid official document, issued by government authorities, of authorized person of the juristic person who assign the proxy e.g. citizen's identification card, government officer's identification card, or passport (in case of foreigner)

Documents that are not in Thai or English are required to have Thai or English translation attached and the translation of such is to be certified correct translation by the shareholder or the authorized persons

3. Submission of recommendations and questions regarding business, industry, operating result or related to the meeting agenda in advance

- 3.1 During the meeting, shareholders or proxies who attend the meeting are able to submit the questions through the e-Meeting system with clearly stated the shareholder's full name

3.2 Shareholders or proxies are able to send the recommendation and relevant questions in advance through below channels:

- Email Address: IR@nrinstant.com

- By Mail:

Company Secretary

NR Instant Produce Public Company Limited

518/5, 6th Floor, Maneeya Center Building, Ploenchit rd., Lumpini, Pathumwan, Bangkok 10330

ใบตอบรับเข้าร่วมประชุมผ่านสื่ออิเล็กทรอนิกส์ บริษัท เอ็นอาร์ อินสแตนซ์ โปรดิวซ์ จำกัด (มหาชน)

Acceptance for the invitation of online meeting of NR Instant Public Company Limited

(1) ข้าพเจ้า สัญชาติ

I/we

Nationality

อยู่บ้านเลขที่

Address

(2) เป็นผู้ถือหุ้นของ บริษัท เอ็นอาร์ อินสแตนซ์ โปรดิวซ์ จำกัด (มหาชน)

Being a shareholder of NR Instant Public Company Limited

โดยถือหุ้นจำนวนทั้งสิ้นรวม หุ้น

Holding the total amount of shares

ประสงค์จะเข้าร่วมประชุมและลงคะแนนผ่านสื่ออิเล็กทรอนิกส์ (E-EGM) สำหรับการประชุมวิสามัญผู้ถือหุ้นครั้งที่ 1/2564 โดยต้องการเข้าร่วมประชุม

I confirm to attend and vote at the Extraordinary General Meeting of the Shareholders No.1/2021 via an electronic meeting by

☐ เข้าร่วมประชุมด้วยตัวเอง

Attending in person

☐ มอบฉันทะให้ (นาย/นาง/นางสาว)

Hereby appoint (Mr./Mrs./Miss)

หมายเลขบัตรประชาชน.....ได้เข้าร่วมประชุมดังกล่าวข้างต้น

Identification card/passport number

to attend the meeting

(3) ข้อมูลในการจัดส่งวิธีการเข้าร่วมประชุม

อีเมล..... (โปรดระบุ)

E-mail

เบอร์โทร..... (โปรดระบุ)

Phone Number

(4) จัดส่งสำเนาหลักฐานแสดงตัวตนให้ถึงบริษัท ภายในวันที่ 1 กรกฎาคม 2564

Submit the identification documents to the Company within July 1st, 2021

(5) เมื่อท่านได้รับการยืนยันตัวตนแล้ว บริษัทจะจัดส่งลิงค์การเข้าร่วมประชุมและวิธีการเข้าร่วมประชุม ไปยัง

อีเมลที่ท่านได้ระบุไว้ในข้อ (3)

After the shareholders or proxies have their identity verified. The Company afterwards will send the Username and

Password to the email as stated in No. (3)

(6) ในวันประชุมผู้ถือหุ้นจะต้องเตรียม เลขบัญชีผู้ถือหุ้น และเลขบัตรประชาชนไว้ สำหรับการเข้าร่วมประชุมผ่านสื่ออิเล็กทรอนิกส์

On the meeting day, shareholders or proxies are required to prepare Shareholders' Registration No. and Identification card/passport number to access the meeting

กรณีที่ท่านไม่สามารถเข้าร่วมประชุมผ่านสื่ออิเล็กทรอนิกส์ และประสงค์จะมอบฉันทะเพื่อออกเสียงลงคะแนนในการประชุมครั้งนี้ โปรดกรอกรายละเอียดและลงนามในหนังสือมอบฉันทะ ปรากฏตามสิ่งที่ส่งมาด้วย และปิดอากรแสตมป์ จำนวน 20 บาท พร้อมกับการนำส่งหนังสือมอบฉันทะ เอกสารหรือหลักฐานเพื่อแสดงตน และเอกสารประกอบในการเข้าร่วมประชุม มาให้ถึงบริษัทภายในวันที่ 1 กรกฎาคม 2564

If you are unable to attend the electronic meeting (E-EGM) and would like to appoint a proxy. Please complete and sign the Proxy Form as per attachment with the affix of 20 Baht stamp duty and submit it enclosed with identification document and required documents for appointment of proxy to the Company by July 1st, 2021

Procedure for receiving information to attend the meeting via e-mail

1. When the shareholder has been verified for identity verification from the Company, shareholders will receive an email with a link to attend the meeting that shall be sent by OJ International Co., Ltd. ([e-egm@ojconsultinggroup.com](mailto:egm@ojconsultinggroup.com)). Please verify your name and the meeting's date and time.
2. When you want to attend the meeting, click on **"Click on this Link"** to open a web browser. Please fill in the **Shareholder's registration No.** and **Reference No.** (Citizen ID of shareholders) and select the button **"Register to attend the meeting"**
3. The system will show the details of the shareholders. Please select the button **"Confirm the meeting"**
4. The system will appear with buttons to select **"E-Meeting"** (Blue) and **"E-Voting"** (Green).

Note: For English version, please join the E-Meeting English via the link received by email only.

How to use E-Meeting

1. Shareholders select the button **"E-Meeting"** to attend the meeting, the system will appear Web Browser ZOOM. Then a pop-up will appear, please select the button **"Cancel"** and select the button **"Click here"**.
2. Then a pop-up will appear, click the button **"Cancel"** and select the button **"join from your browser"**.
3. The system will appear on the screen, then enter your first and last name.
 - *In case the shareholder is a natural person, fill in the first and last name of the shareholder.
 - *In case the shareholder is a juristic person, fill in the name of the juristic person.
4. Select the button **"Join"**. The message will appear **"Please wait, the meeting host will let you in soon"**. Please wait for the staff to check and accept your attendance.
5. When entering the meeting room, please select the button **"Join Audio by Computer"** to turn on the computer microphone and speaker system, then please turn off the microphone during the meeting by selecting the button **"Mute"**
 - When the Facilitator gives the opportunity to ask questions, shareholder or proxy who wants to ask a question can select the button **"Participants"** and select the button **"Raise hand"**. After receiving the signal from the staff, shareholder or proxy shall turn on the camera by selecting the button **"Start Video"** and microphone by selecting the button **"Unmute"**.
 - After completing the questionnaire, please select the button **"Lower hand"** to put the hand down as well as closing the camera and muting the microphone.
 - To ask questions via chat system, please select the button **"Chat"**, an area to type a message will appear. Select the button **"Enter"** to submit a question.

How to use E-Voting

1. When the shareholder or proxy would like to vote, please select the button **"E-Voting"**, the system will appear on the voting screen for each agenda.
2. The shareholder or proxy can choose to vote **"Approve"**, **"Disapprove"**, **"Abstain"**. After voting, the system will appear a pop-up to confirm the vote, please select the button **"Confirm"**.
 - The shareholder or proxy can change their voting by selecting to vote again within the voting period.
 - When voting period is over, the shareholder or proxy who have not yet voted will automatically count as an "Agree" vote.
3. When the shareholder or proxy finishes voting, please return to the E-Meeting window to continue attending the Meeting.