

**Guidance for Electronic 2021 Annual General Meeting of Shareholder
Thursday 29th April 2021, at 10.00 A.M.**

Since the 2021 Annual General Meeting of Shareholder will be held through electronic media (E-AGM) by using the DAP e-Shareholder Meeting system only, the Company would like to inform shareholders of the guidance for attending the E-AGM as follows;

DAP e-Shareholder Meeting User Manual

Shareholders can study the DAP e-Shareholder Meeting User Manual through the below link:

https://www.set.or.th/en/eservice/files/Shareholder_Manual_Book_20210301.pdf

or scan QR Code here



Registration

Shareholders can pre-register from April 5, 2021 at 9 a.m. onwards according to the registration methods specified in the above DAP e-Shareholder Meeting User Manual.

The registration can be made on a desktop computer, a laptop, a tablet, or a smart phone with a camera, through web browser such as Google Chrome, Internet Explorer, or Safari and is compatible with both IOS and Android operating systems. **For the maximum efficiency of the system, strongly recommend that the shareholders use Google Chrome.**

1. Document for Registration

1.1 In case the shareholder is present at the meeting in person

- Individual Shareholder with Thai nationality
 - 1) Citizen Identification card
- Individual Shareholder with Foreign nationality
 - 1) Notification of Meeting (QR Code)
 - 2) Shareholder's certificate of alien registration or passport or document used in lieu of passport. In case of change of first name or surname, evidence verifying such change shall be presented.

1.2 In case the shareholder is present at the meeting by proxy

- Individual Shareholder with Thai nationality
 - 1) Notification of Meeting (QR Code)
 - 2) Proxy form A or B
 - 3) Photocopy of the shareholder's citizen identification card or civil servant identification card which are certified true and correct by the shareholder.
 - 4) Photocopy of proxy's citizen identification card, driving license or civil servant identification card or passport (in case of foreign person) which are certified true and correct by the proxy.

- Individual Shareholder with Foreign nationality
 - 1) Notification of Meeting (QR Code)
 - 2) Proxy form A or B
 - 3) Photocopy of the shareholder's certificate of alien registration or passport or document used in lieu of passport which are certified true and correct by the proxy.
 - 4) Photocopy of proxy's citizen identification card, driving license or civil servant identification card or passport (in case of foreign person) which are certified true and correct by the proxy.
 - Shareholder is a juristic person registered in Thailand
 - 1) Notification of Meeting (QR Code)
 - 2) Proxy form A or B
 - 3) Photocopy of citizen identification card or civil servant identification card of the authorized director(s) which are certified true and correct by the authorized director(s) power to bind such juristic person.
 - 4) Photocopy of Certification Document issued by Ministry of Commerce or competent authority issued no longer than 1 year which certified true and correct by the authorized director(s) power to bind such juristic person.
 - 5) Photocopy of proxy's citizen identification card, driving license or civil servant identification card or passport (in case of foreign person) which are certified true and correct by the proxy.
 - Shareholder is a juristic person registered in foreign country
 - 1) Notification of Meeting (QR Code)
 - 2) Proxy form A or B
 - 3) Photocopy of juristic person's certification document and citizen identification card or passport (in case of foreigner) of the authorized director(s) which its signature is certified by notary public no longer than 1 year.
 - 4) Photocopy of proxy's citizen identification card, driving license or civil servant identification card or passport (in case of foreign person) which are certified true and correct by the proxy.
 - Shareholder is a juristic person registered in a foreign country for which a custodian in Thailand is appointed
 - 1) Notification of Meeting (QR Code)
 - 2) Proxy form C
 - 3) Power of Attorney executed by the shareholder authorizing the custodian to execute the proxy form on behalf of such shareholder
 - 4) Letter confirming that the person executing the proxy form has obtained a license for being a custodian
 - 5) Photocopy of proxy's citizen identification card, driving license or civil servant identification card or passport (in case of foreign person) which are certified true and correct by the proxy.
 - 6) Register Proxy form C via e-Proxy Voting of the Thailand Securities Depository Co., Ltd. (TSD)
- 1.3 In case a shareholder is deceased
- A state administrator shall attend the Meeting in person or by proxy. Court's order appointing state administrator certified by the competent officer and issued not exceeding 6 months before the date of Meeting shall be presented.
- 1.4 In case a shareholder is a minor
- Parents or lawful guardian of the shareholder shall attend the Meeting in person or by proxy. Copy of Household Registration of the shareholder and official grant custody for minor children shall also presented.

1.5 In case a shareholder is an incompetent or quasi-incompetent

A curator or guardian of the shareholder shall be present in the Meeting in person or by proxy. Court's order appointing guardian or custodian certified by the competent officer and issued not exceeding 6 months before the date of Meeting shall be presented.

2. Procedures for Registration and Appointment of Proxy

2.1 For shareholders who wish to attend the meeting themselves can register through the link below:

<https://portal.eservice.set.or.th/Account/?refer=PPS9p%2fVhnZqNJ0XnMKV0ZP42pfrYkuKzA5O6uXxknHnNro9VMt4x6A%3d%3d>

or scan QR Code here



The registration can be made from April 7, 2021 at 9.00 a.m. onwards. Upon the completion of identity verification, shareholder will receive an email with username and password to Login the DAP e-Shareholder Meeting system.

2.2 For shareholders who wish to appoint a proxy

2.2.1 The Shareholders can appoint any person to be their proxies as they wish.

2.2.2 Shareholders are recommended to appoint an independent director as their proxies by specifying any one of the following independent directors:

- Mrs. Seenual Tasanapant, Director (Independent Director) , Audit Committee Member, Chairman of Nomination and Compensation Committee and Chairman of Corporate Governance Committee
- Mrs. Porntip Sookatup, Director (Independent Director) and Audit Committee Member

For the appointment of proxy as in Attachment No. 10.1, 10.2 and 10.3 in 2021 Annual General Meeting of Shareholder Invitation letter and stamp duty of Baht 20 is to be affixed to the proxy form as well as cross out and assign a date which proxy form has been made to ensure correctness and legal affiliation within April 22,2021 via channel as follows:

E-mail: companysecretary@brr.co.th or

By post: Company Secretary, Director Office

Buriram Sugar Public Company Limited

128/77-78 7th FL., Phayathai Plaza Building, Phayathai Road, Ratchathewi, Bangkok, 10400

Remark: If you have any inquiries or problems with the E-AGM please contract Company Secretary (Director Office) at telephone no. 02-216-5820-2 ext. 301-303 from Monday-Friday at 9:00 a.m. – 5.00 p.m. during 7 – 29 April 2021.

E-AGM Attendance

The 2021 Annual General Meeting of Shareholder (E-AGM) will be held on Thursday 29th April 2021, at 10.00 A.M. with the following procedures:

1. System Login

The attending shareholders can login to the DAP e-Shareholder Meeting system from 9.00 a.m. onwards with username) and password together with the OTP at <https://portal.eservice.set.or.th/> or scan the QR Code below:



- When logging in the DAP e-Shareholder Meeting system, the attending shareholders can click the button “joining the Meeting” to enter the Webex system to attend meeting broadcast.

The attendance can be made on a desktop computer, a laptop, a tablet, or a smart phone with a camera, through web browser such as Google Chrome, Internet Explorer, or Safari and is compatible with both IOS and Android operating systems. For the maximum efficiency of the system, strongly recommend that the shareholders use Google Chrome.

2. Voting in Each Agenda Item

- During the voting period, the Chairman will propose the Shareholder’s Meeting to consider and pass a resolution on each agenda item, the DAP e-Shareholder Meeting will enable the attending shareholders to cast votes for either “Approve”, “Disapprove”, or “Abstain”. The attending shareholders will have to switch back to the DAP e-Shareholder Meeting page previously logging in. Voting must be completed within the specified period. If not within the specified period, it will be deemed that such attending shareholder approve according to the consideration of the Shareholder’s Meeting. If there is still time left for voting on such agenda item, the attending shareholder can go back to change votes within the specified period.
- If the shareholders have already casted votes on each agenda item in the proxy form, the Company will record votes as specified in the proxy form only.

3. Vote Counting

- To count the votes, disapproved, abstained and invalid votes will be deducted from the total votes of the shareholders who attend the meeting and are entitled to vote.
- The Chair of the Meeting will announce voting result to the Meeting once the vote counting for such agenda is completed.

4. Submission of Questions during the Meeting

- If the attending shareholders wish to ask question during the meeting, they can submit questions by switch back to the DAP e-Shareholders Meeting page as previously logging in and typing questions on each agenda item. The Company will read and answer questions of each shareholder according to the sequence of agenda items.