



บริษัท สหอุตสาหกรรมน้ำมันปาล์ม จำกัด (มหาชน)  
**United Palm Oil Industry Public Company Limited**

**CORPORATE HEADQUARTERS**

64 Soi Bangna-Trad 25, Khwaeng Bangna Nuea,  
Khet Bangna, Bangkok 10260 Thailand

Tel +66-(0)2-744 1046

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www.upoic.co.th

16 April 2021

To The President  
The Stock Exchange of Thailand

Subject Notification on cancellation of venue and changing of a convening method of the Annual General Meeting of Shareholders No. 44 to electronic meeting (E-AGM)

Enclosure 1. Details and guidelines for attending the E-AGM  
2. The registration form for the E-AGM

Whereas the Board of Directors' Meeting No. 1/2021 of United Palm Oil Industry Public Company Limited (the "Company"), convened on 24 February 2021, resolved to convene the Annual General Meeting of Shareholders No.44 on Friday 23 April 2021 at 10:00 hrs. on the 2<sup>nd</sup> Floor Conference Room at the Head Office, No. 64 Soi Bangna-Trad 25, Khwaeng Bangna Nuea, Khet Bangna, Bangkok 10260 (the "Meeting"). Due to the situation of a new wave of COVID-19 outbreak, the number of infected cases is rapidly and continuously increasing in several provinces, and the widespread is continuing to affect areas in wider range. In this connection, the government has asked for cooperation from private sectors to be cautious of organizing activities with a large number of people in order to reduce the spread of COVID-19. The Company is deeply concerned about health and safety of all the shareholders including staff members who take part in the Meeting and will strictly comply with the preventive measures of the government in order to prevent and reduce the spread of COVID-19.

In this regard, the Board of Directors' Meeting No. 2/2021 (URGENT CASE) of the Company, convened on 16 April 2021, resolved to change a way the Annual General Meeting of Shareholders No. 44 being convened from conventional meeting to electronic meeting (E-AGM) in accordance with the criteria specified in the laws on electronic meeting. The date of the Meeting will remain unchanged as on Friday 23 April 2021 at 10:00 hrs., as well as agenda details set out in the notice to the meeting, which has already been sent to the shareholders. In addition, the Board of Directors has authorized Ms. Anchalee Suebchantasiri, Managing Director, to have the authority, to the extent permitted by laws, to amend, determine the date, time, place and method on how the Annual General Meeting of Shareholders No. 44 be convened as deem appropriate.

In case the shareholders wish to attend the E-AGM, such shareholders or proxies will be required to send the registration form for the E-AGM, details as set out in Enclosure 2 and the verification documents required, details as set out in the meeting invitation to the Company within 22 April 2021 via email: upoic.secretary@upoic.co.th. Once the Company has successfully verified the identity of the shareholders who are entitled to attend the Annual General Meeting of Shareholders No. 44 as on the set record date, 11 March 2021, the Company shall send "Username" and "Password" for logging in the meeting control system to the shareholders via the email address provided to the Company. If the shareholders are not convenient to attend the E-AGM, such shareholders may appoint the independent director of the Company to attend the E-AGM on their behalf. In this respect, details and guidelines for attending the E-AGM are set out in Enclosure 1. It is worth noting that Quidlab Co., Ltd, a meeting control system provider certified by the Electronic Transactions Development Agency, is the owner of the meeting control system used with this E-AGM.

Please be informed.

Yours Sincerely

(Ms. Anchalee Suebchantasiri)  
Managing Director

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RSPO - 1106151



A Subsidiary of Lam Soon (Thailand) Public Company Limited



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Enclosure 1

## Guidelines for attending the AGM through Electronic Media (E-AGM) and the Appointment of Proxies

### 1. In case the shareholders attending the E-AGM by themselves

1.1. Please fill the registration form for the AGM through Electronic Media (E-AGM) attached to this guideline. Kindly fill email and your cell phone number clearly in order to be used for the meeting registration and attach identification document to confirm the attendance of E-AGM as follows:

- In the event that the shareholder is an ordinary person - a valid certified true copy of ID card, passport/ other official documents issued by government authority.
- In the event that the shareholder is a juristic person – please attach an executed version of the power of attorney or a proxy and supporting documents as per the detail in item “supporting documents for the appointment of proxy”.

Please submit the registration form for the AGM through Electronic Media (E-AGM) and such identification document to the Company within April 22, 2021 via the following channels:

- Email: upoic.secretary@upoic.co.th or
- Post: United Palm Oil Industry Public Company Limited, Company Secretary Office, 64 Soi Bangna-Trad 25, Bangna Nuea, Bangna, Bangkok 10260.

1.2. When the Company receives document as per item 1.1 from you, the Company will proceed with inspecting document for confirming the meeting attendance. Once the inspected is completed, the Company will send username and password, together with WebLink for attending the E-AGM. Kindly refrain from giving your username and password provided for shareholder to other person. In the case your username and password are lost or you have not received it within April 22, 2021, please immediately contact the Company.

1.3. The Company will send details such as username and password to you and also send a manual for using the E-AGM system at the same time. Please read the manual thoroughly from the email that the Company sends to you. The system will be opened 60 minutes prior to the meeting in advance so that the shareholder can register for attending the meeting. However, the live broadcast will begin at 10.00 hrs.

1.4. For casting the vote during the E-AGM, a shareholder may cast his or her vote in each agenda to either approve, disapprove, or abstain from voting. For the shareholders who do not vote in any agenda, the system will automatically count your vote as “approve”.

1.5. If you have encounter with any technical problem in using the E-AGM system before or during the meeting, please contact Quidlab Company Limited who will be the Company's service provider for the Company's E-

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AGM's meeting. The Company will specify a contact channel to Quidlab Company Limited in the email that the Company sends username and password to you.

## 2. In case the shareholders appointing proxy to attend the E-AGM

In case that a shareholder is unable to attend the meeting, he/she may authorize another person or the Company's independent director, to attend and vote on his/her behalf. The name of independent directors are as follows:

- Mr. Sangiam Santad, independent director, 74 years Address: United Palm Oil Industry Public Company Limited, 64 Soi Bangna-Trad 25, Bangna Nuea, Bangna, Bangkok 10260
- Mr. Wasin Patchakapati, independent director, 67 years Address: United Palm Oil Industry Public Company Limited, 64 Soi Bangna-Trad 25, Bangna Nuea, Bangna, Bangkok 10260

All independent directors have no special interest in every agenda. Please fill statement and sign in the proxy, as appeared in **Enclosure 7** in the invitation letter and send the proxy together with supporting documents for the appointment of proxy (as specified below) to the Company within **April 22, 2021** via the following channels:

- Email: upoic.secretary@upoic.co.th or
- Post: United Palm Oil Industry Public Company Limited, Company Secretary Office, 64 Soi Bangna-Trad 25, Bangna Nuea, Bangna, Bangkok 10260

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#### Supporting documents for the appointment of proxy

##### 1. Shareholder appoints a proxy

- 1) A Proxy Form which is completely filled and signed by the proxy grantor and the proxy;
- 2) A copy of valid ID card or passport certified true copy by the proxy grantor; and
- 3) A copy of valid ID card or passport certified true copy by the proxy.

##### 2. Juristic person

- 1) A Proxy Form which is completely filled and signed by such juristic person's authorized person and have such juristic person's company seal affixed (if any) of the proxy grantor and signed by the proxy;
- 2) A certified true copy of the Affidavit or Certificate of Incorporation which is issued in the period of not exceeding 1 year prior the proxy grantor's shareholder meeting;
- 3) A copy of valid ID card or passport certified true copy by the proxy grantor; and
- 4) A copy of valid ID card or passport certified true copy by the proxy.

#### For the person who is not Thai citizen or is a foreign juristic person

If the documents or evidence as per above is not in Thai or in English version, the shareholder must show translation of those documents in English which is certified true translation by the shareholder or such juristic person's authorized person (in the case of juristic person).

##### 3. Channel for shareholder to send comment or questions related to business, industry and business operation of the Company or any relevant agenda to be considered in this E-AGM are as follows:

- 3.1 During the E-AGM meeting, the shareholder attending the meeting can submit comment or questions during E-AGM system.
- 3.2 The shareholder can submit comments or question in advance to the Company prior to the meeting date via following channels:
  - Email: [upoic.secretary@upoic.co.th](mailto:upoic.secretary@upoic.co.th) or
  - Post: United Palm Oil Industry Public Company Limited, Company Secretary Office, 64 Soi Bangna-Trad 25, Bangna Nuea, Bangna, Bangkok 10260

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Enclosure 2

Registration form for attending the AGM through Electronic Media (E-AGM)

Written at \_\_\_\_\_

Date \_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

I/We \_\_\_\_\_ Nationality \_\_\_\_\_

Address \_\_\_\_\_ Road \_\_\_\_\_ Sub-district \_\_\_\_\_ District \_\_\_\_\_

\_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_ E-

mail \_\_\_\_\_ Tel \_\_\_\_\_ as a shareholder of

United Palm Oil Industry Public Company Limited (the "Company") holding a total number of

\_\_\_\_\_ shares

I hereby confirm to attend the meeting and cast the votes in Annual General Meeting of Shareholders no. 44 on April 23, 2021 10.00 hrs. through Electronic Media (E-AGM). Please send a weblink for attending the E-AGM, Username, and Password my/our email as follows.

Email \_\_\_\_\_

Sign \_\_\_\_\_ Shareholder  
( \_\_\_\_\_ )

Sign \_\_\_\_\_ Shareholder  
( \_\_\_\_\_ )

Important remark: Kindly send this registration form for attending the AGM through Electronic Media (E-AGM) which is completely filled and attached identification document for inspection in attending the EAGM to the Company within April 22, 2021 via the following channels:

- Email: upoic.secretary@upoic.co.th or
- Post: United Palm Oil Industry Public Company Limited, Company Secretary Office, 64 Soi Bangna-Trad 25, Bangna Nuea, Bangna, Bangkok 10260

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