

Documents required prior to attending the Meeting and Documents for Proxy

The registration to attend the 2023 Annual General Meeting of Shareholders (The 30th Meeting) starts from 12:30 hours on Tuesday, March 28, 2023.

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

1) Documents required to Attend the Meeting
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1. Self-Attending

1.1 Natural Person

- (1) Registration Form 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 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 Shareholder

- (1) Registration Form which is signed by the proxy;
- (2) The Proxy Form as attached in the 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 Shareholder

- (1) Registration Form which is signed by the proxy;
- (2) The Proxy Form as attached in the 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 Authorizing Proxy to the Company's Independent Director as listed in Attachment 4

- (1) Registration Form;
- (2) The Proxy Form as attached in the 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 the 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 to act as a depositary and administrator of shares

- (1) Registration Form which is signed by the proxy;
- (2) The Proxy Form as attached in the Notice (Form C), 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.

<p>2) Authorization of Proxy</p>

The Department of Business Development, Ministry of Commerce has specified 3 Proxy Forms pursuant to the Notification of the Department of Business Development regarding Prescription of Proxy Letter Forms (No. 5) B.E. 2550 as follows:

- Form A is a general proxy form which is simple and not complicated.
- Form B is a proxy which clearly specifies the items for which a proxy is granted.
- Form C is a form used only in case of a shareholder being a foreign person and has appointed a custodian in Thailand to act as a depositary and administrator of shares.

The Company provides Proxy Form A, Form B and Form C as specified by the Department of Business Development, Ministry of Commerce as attached herewith or the shareholders may download them from www.scgpackaging.com.

The Office of the Securities and Exchange Commission has stipulated the Notification of the Capital Market Supervisory Board Tor Jor. 79/2564, Criteria for the Proxy Solicitation to Attend the Meeting and Vote on the Shareholders' Behalf, dated December 29, 2021, effective from January 16, 2022. For more detailed information, please kindly download the notification from www.sec.or.th.

A shareholder who could not attend the Shareholders' Meeting by himself may appoint a proxy according to the following procedures:

1. Complete **only one of** the Proxy Forms attached herewith. A shareholder who does not appoint the Custodian shall use either Proxy Form A or Form B.
2. Appoint a person or an independent director of the Company as a proxy by filling in the name and information required or marking the box in front of the name of an independent director as specified by the Company on the Proxy Form for only one person to act as a proxy to attend the meeting.
3. Allocation of shares to several proxies to vote in the meeting is not allowed. A shareholder shall authorize the proxy to cast the votes equal to the total number of shares held by the shareholder. Authorizing less than the total number of shares is not allowed except for the Custodian appointed by foreign investors to act as a depositary and administrator of shares in accordance with Proxy Form C.
4. In case of a juristic person shareholder, if the person who signed in the Power of Attorney (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.
5. **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 desks before attending the meeting.
6. In case of authorizing proxy to one of the Company's independent directors, please send the original completed Proxy Form and certified true copies of supporting documents to reach the Corporate Secretary Office, SCG Packaging Public Company Limited, 19th Floor, SCG 100th Year Building, 1 Siam Cement Road, Bangsue, Bangkok 10800, **by Monday, March 27, 2023**, so that the Company can review the documents prior to the meeting.
7. In case a shareholder desires to revoke the proxy, the shareholder must notify the Company of the revocation in a written form prior to commencement of the Shareholders' Meeting.