

Guidelines for attending the Annual General Meeting of Shareholders

The registration to attend the Annual General Meeting of Shareholders 2021 (the "**Meeting**") of Glow Energy Public Company Limited (the "**Company**") will be made by a barcode system and each shareholder's barcode is printed on registration form. For convenience in registration, the attendees, both shareholders in person and the proxies, are hereby requested to bring the registration form and proxy form enclosed with the invitation letter of the Meeting (the "**Invitation**").

Documents required for attending the Annual General Meeting of Shareholders

Each attendee shall present and submit the following documents to the registration officers (as the case may be) before attending the Meeting.

1. Shareholder in person

1.1 The natural person shareholder (Thai or foreign nationality)

The shareholder shall present his/her identification such as identification card, government officer identification card, state enterprise officer identification card, passport or any other identification card, which has his/her photograph and was issued by a government agency.

1.2 The juristic person shareholder (Thai or foreign nationality)

The authorized person of the juristic person shareholder shall present the company affidavit issued by the registrar of the company or any other evidence of registration as a juristic person or a photocopy of such certificate certified by the registrar (each certificate shall be issued not more than 3 months). The authorized person of the juristic person shall also present evidence of his/her authorization and identification card as stated in 1.1.

2. Proxy

2.1 The proxy of a natural person shareholder who resides in Thailand shall submit the following documents before attending the Meeting;

2.1.1 The proxy form (as attached to the Invitation) containing accurate required data with signatures of the shareholder and the proxy. The proxy form shall be affixed with crossed out 20 Baht revenue stamp.

2.1.2 A certified photocopy of the shareholder's identification card as stated in 1.1.

2.1.3 A certified photocopy of the proxy's identification card as stated in 1.1.

2.2 The proxy of natural person shareholder who resides outside of Thailand shall submit the following documents before attending the Meeting;

2.2.1 The proxy form (as attached to the Invitation) containing accurate required data with signatures of the shareholder and the proxy. The proxy form shall be affixed with crossed out THB 20 revenue stamp.

2.2.2 A certified photocopy of the shareholder's identification card as stated in 1.1.

2.2.3 A certified photocopy of the proxy's identification card as stated in 1.1.

- 2.3 The proxy of a juristic person shareholder registered in Thailand shall submit the following documents before attending the Meeting;
- 2.3.1 The proxy form (as attached to the Invitation) containing accurate required data with signatures of the shareholder and the proxy. The proxy form shall be affixed with crossed out 20 Baht revenue stamp.
 - 2.3.2 A photocopy of the company affidavit issued by the registrar certified by authorized person of the juristic person (the company affidavit shall be issued not more than 3 months).
 - 2.3.3 A certified photocopy of the identification card (as stated in 1.1) of the authorized person of the juristic person.
 - 2.3.4 A certified photocopy of the proxy's identification card (as stated in 1.1)
- 2.4 The proxy of a juristic person shareholder registered outside of Thailand shall submit the following documents before attending the Meeting;
- 2.4.1 The proxy form (as attached to the Invitation) containing accurate required data with signatures of the shareholder and the proxy. The proxy form shall be affixed with crossed out 20 Baht revenue stamp.
 - 2.4.2 A certified photocopy of the company affidavit or other registration documents of being the juristic person with evidence identifying the name of authorized person.
 - 2.4.3 A certified photocopy of identification card (as stated in 1.1) of the authorized person of the juristic person.
 - 2.4.4 The signatures appeared in documents stated in 2.4.1 - 2.4.3 must be endorsed by the Thai embassy or consul in that country or notary public or other authorized persons under local laws of such country.
 - 2.4.5 A certified photocopy of proxy's identification card (as stated in 1.1)
- 2.5 In case of the foreign shareholder who appoints the custodian in Thailand to be in charge of his/her shares, the following evidence shall be submitted before attending the Meeting;
- 2.5.1 Evidence stating authorization from the shareholder to the custodian to sign the Proxy Form on behalf of him/her.
 - 2.5.2 Evidence confirming the person who signs on the Proxy Form is a licensed custodian.
- 2.6 For examining the accuracy of documents, the proxy of a foreign shareholder should be present at the registration desk at the early of the registration period.
- 2.7 In case that the attendees changed his/her title-name-surname, please present the document certifying such changes to the registration officers.
- 2.8 The Company reserves the right to allow only the attendees whose documents are complete and accurate to participate in the Meeting.

- 2.9 To accelerate the process of registration, shareholders are entitled to send the documents for examining 3 days prior to the date of Meeting at the Company Secretary and Corporate Governance of Global Power Synergy Public Company Limited addressed 555/2 Energy Complex Building B, 18th Floor, Vibhavadi – Rangsit Road, Kwaeng Chatuchak, Khet Chatuchak, Bangkok 10900.

Proxy

The Company has provided the following three proxy forms as prescribed by the Department of Business Development, Ministry of Commerce:

- Proxy Form A is general and simple form
- Proxy Form B specifies certain details for the proxy.
- Proxy Form C is used only in case of foreign shareholder who appoints the custodian in Thailand to be in charge of his/her shares.

Shareholders who cannot attend the Meeting may appoint a person as your proxy as follows.

- (1) Complete **only one** of the above proxy forms. The foreign shareholder who appoints the custodian in Thailand to be in charge of his/her shares may use any Proxy Form A or B or C. And other shareholders may use either Proxy Form A or B.
- (2) Authorize a person to attend and vote at the Meeting on your behalf by specifying the name with details of such person or authorize one of the independent directors (Attachment 8)
- (3) Affix crossed out 20 Baht revenue stamp on the proxy form for legal validity and binding effect. For your convenience, the Company will facilitate in affixing the revenue stamp during the registration to attend the Meeting.
- (4) Return the completed proxy form to the Company's Finance and Investor Relations Department at least 3 days prior to the Meeting date or present it at the document examination desk before the Meeting commences on the Meeting date.

Split of shares to several proxies to vote in the Meeting is not allowed. The shareholder shall authorize the proxy to cast the vote equivalent to all shares held by him. Authorization of less than the total number of the shares held is not allowed except for the custodian appointed by the foreign investor to be in charge of his/her shares in accordance with Proxy C.

Voting

1. General agenda:

- 1.1 Each shareholder shall have a number of votes equal to the number of shares held by him where one share equals to one vote.
- 1.2 The voting shall be made by ballot paper and one share equals to one vote. Each shareholder or proxy shall vote in only one of the followings; Agree, Disagree or Abstain. Spilt of vote is not allowed.

- 1.3 The proxy shall vote in accordance with the authorization prescribed on the proxy form. In case the shareholder does not specify his intentions in voting or the authorization is unclear, the proxy shall be authorized to consider and vote on such matter on behalf of the shareholder and a proxy shall vote in only one of the followings; Agree, Disagree or Abstain, and the vote may not be split.
- 1.4 Any shareholder who has special interest in any particular matter of the Meeting cannot vote on such matter, except for the election of directors.
- 1.5 A resolution on general matters requires a simple majority of vote by shareholders attending the meeting and having voting right. In case of equality of vote (a tie vote), the chairman of the meeting shall have a casting vote.

2 Election of Directors:

Each shareholder shall have a number of votes equal to the number of shares held by him where one share equals one vote. The voting procedures for the election of directors are as follows:

- 2.1 Each shareholder may exercise his vote to elect one or several persons as director; however, must not exceed the number of directors to be elected at the meeting;
- 2.2 Each shareholder may exercise all the votes he or she has to elect one or several persons as director or directors but may not allot his or her votes to any person in any number;
- 2.3 The candidates shall be ranked in order descending from the highest number of votes received to the lowest, and shall be appointed as directors in that order until all of the director positions are filled. Where the votes cast for candidates in a descending order are a tie, which would otherwise cause the number of directors to be exceeded, the Chairman shall have a casting vote.

Vote counting and declaration process

The chairman of the Meeting or the Company's officers will inform the Meeting about vote counting process before commencement of the Meeting. The Company's officers will count shareholders' votes in each agenda from the votes of the proxy-holders under prescribed forms, of which have already been recorded by our officers, and/or from the voting forms that the shareholders have provided to the Company's officers and the chairman/appointee will then present the results of the votes passed by the shareholders during consideration of the next agenda. The number of shareholders who attend the Meeting may vary during consideration of each agenda as some shareholders may just attend or leave the Meeting during consideration of each agenda.

The Company's officers will only count the votes from shareholders who vote "Disapprove or Abstain" and will deduct such votes from the total votes of the shareholders who are present at the Meeting in each agenda. The remaining votes will be assumed to have approved the agenda in question.