



SIAM FOOD PRODUCTS PUBLIC CO., LTD.

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Ref. SFP 013 / 2021

January 11, 2021

To: President of The Stock Exchange of Thailand

Subject: Notification on cancellation of venue and change a method of convening the 2021 Annual General Meeting of Shareholders to electronic meeting (E-AGM)

Enclosed: 1. Guidelines for attending the AGM through Electronic Media (E-AGM) and appointment of proxy
2. Registration Form for attending the AGM through Electronic Media (E-AGM)

Reference is made to Board of Directors' Meeting No. 1/2021 of Siam Food Products Public Company Limited (the "Company"), convened on 24 November 2020, which resolved to convene of The Annual General Shareholders Meeting No. Bor Mor Jor 29 for the year 2021 on January 26, 2021, at 13.30, Rajpruek Ballroom, 2nd floor Sport Building, Rajpruek Club, North Park Golf and Sport Club Co., Ltd. located at 100 Moo 3 Vibhavadi-Rangsit Road, Laksi, Bangkok.

Due to the new wave of the COVID-19 outbreak has spread widely throughout many areas. As a result, the government has enacted regulations issued under Section 9 of the Emergency Decree on Public Administration in Emergency Situations B.E. 2548 (2005) (No.16), as announced on 3 January 2021. Such regulations prohibit activities which may promote person-to-person transmission of the virus in areas designated as areas of greatest control, which involves gathering of large numbers of participants and activities in which there is an opportunity for one person to have can contact with another person easily, such as meeting, seminars, catered events, or which involve the distribution of food or other items.

In this regard, the Board of Directors' Meeting No. 2/2021 of the Company, convened on 11 January 2021, resolved to approve the changing of a method of convening the Meeting to electronic meeting (E-AGM) in accordance with criteria specified in the laws on electronic meeting. The meeting date has not been changed, is the Tuesday 26th, January 2021 and the same agenda as details in the notice to the meeting which already been sent to the shareholders.

The E-AGM will start at 13.30 hrs. If the shareholders intend to attend the E-AGM, the shareholders or proxies shall send the registration form for attending the AGM through Electronic Media (E-AGM), details in the attachment 2 and identification documents as details in the notice to the meeting to the Company within 20 January 2021 at Email: comsec.sfp@siamfood.co.th. Once the Company has verified the name of the shareholders at a record date on 9 December 2020, the Company shall send Username, Password and the Manual for Access to the AGM via Electronic Media (E-AGM) of QuidLab Co., Ltd., which is the meeting control system provider has been certified by the Electronic

Transactions Development Agency (ETDA) to the shareholders via the email that given to the Company. If the shareholders are inconvenient to attend the E-AGM, the shareholders can appoint the independent director of the Company to attend the E-AGM on their behalf. In this respect, the details and guidelines for attending the AGM through electronic media (E-AGM) are specified in attachment 1.

Please be informed accordingly,

Yours sincerely,



(Mr. Charnvit Subsanyakorn)

President

Guidelines for attending the AGM through Electronic Media (E-AGM) and Proxy

1. For the shareholders who require to attend the electronic meeting by themselves or appoint other persons apart from the Company's independent directors as their proxies to attend the electronic meeting

1.1 Identity Verification of the Shareholders or Proxies

The shareholders or proxies must submit the registration form for attend the AGM through electronic devices (E-AGM) in according to the Enclosure No. 2, including with the required documents such as copy of the identification card or passport of the shareholders and proxies (in case that the shareholders appoint proxies) to have their identity verified to the Company within January 20, 2021 through the following channels:

- E-mail: comsec.sfp@siamfood.co.th
- Post: Please send the original document to Company Secretary, Siam Food Products Public Company Limited, 1 Empire Tower, 43rd Floor, South Sathorn Road, Yannawa, Sathorn, Bangkok. 10120 Thailand.

1.2 Attending the E- AGM

When receiving documents, the company will check the documents to confirm the right to attend the meeting and will send the Username, Password along with the manual for accessing the E-AGM meeting system to the E-mail that the shareholders have given to the company. In this regard, shareholders are kindly not providing your username and password to others. In case your username and password are lost or haven't been receive within January 22, 2021, please contact the company immediately.

Please read the manual carefully. The system will allow you to register for the meeting in advance from 12.30 hrs. and the meeting will start at 13.30 hrs. 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-AGM's meeting. The Company will specify a contact channel to Quidlab in the email that will send username and password to you.

2. In case the shareholders are not convenient to attend the meeting and require to appoint the Company's independent directors as their proxies

The shareholders can grant proxy to the independent directors of the Company, which is Mr. Chai Jroongtanapibarn, to attend the meeting and vote on behalf of the shareholders. Please send the Proxy Form together with the required documents to the company within January 20, 2021 through the following channels:

- E-mail: comsec.sfp@siamfood.co.th
- Post: Please send the original document to Company Secretary, Siam Food Products Public Company Limited, 1 Empire Tower, 43rd Floor, South Sathorn Road, Yannawa, Sathorn, Bangkok. 10120 Thailand.

3. Documents or evidences that the shareholders or proxies must submit to identify themselves

3.1 The shareholder is an ordinary person

In case of shareholders attending the meeting by themselves

- A copy of ID card or government official ID card or passport (In case of foreigner)

In the case of proxy

- Proxy (attached with the notice of the meeting) filled in correctly and completely Signature of proxy grantor and proxy with a 20 baht duty stamp attached.

- A copy of ID card or government official ID card or passport (In case of foreigner) of shareholder and proxies with certified true copy.

3.2 The shareholder is a juristic person

In the case of an authorized signatory for the juristic person attending the meeting in person

- A copy of ID card or government official ID card or passport (In case of foreigner) with certified true copy.

- A copy of the Ministry of Commerce, not more than 60 days and certified true copy by the authorized person on behalf of the juristic person with corporate seal (if any)

In the case of proxy

- Proxy (attached with the notice of the meeting) filled in correctly and completely with signature of proxy grantor and proxy with a 20 baht duty stamp attached.

- A copy of the Ministry of Commerce, not more than 60 days, or a copy of the juristic person's certificate issued by the competent government agency of the country where the juristic person is located certified true copy by an authorized person, signed on behalf of the juristic person with corporate seal (if any)

- A copy of ID card or government official ID card or passport (in case of foreigner) of shareholder and proxies with certified true copy.

3.3 In case that the shareholder appears in the foreign investor register and appoint the local custodian as a depository

- Proxy form C filled in correctly and completely with signature of proxy grantor and proxy with a 20 baht duty stamp attached.

- Proxy Custodian Certificate of Incorporation (Custodian) and duly signed by the Custodian Juristic Person or Authorized Representative with corporate seal (if any)

-Power of attorney from shareholders to the Custodian is the operator who signs the proxy forms instead

-A letter confirming that the person who signs the proxy form is permitted to operate the custodian business.

-A copy of ID card or government official ID card or passport (In case of foreigner) of proxies with certified true copy.

However the document has not prepared in Thai or English, the shareholder is requested to provide an English translation and also have the juristic person's representative certify the translation's correctness.

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

Written at _____

Date ___ Month _____ Year _____

I/We _____ Nationality _____

Passport no. _____ Address _____ Road _____

Sub-district _____ District _____ Province _____

Postal code _____ Tel _____

(Please enter a contact phone number so that the company can contact you in case you have entered incorrectly e-mail)

as a shareholder of Siam Food Products Public Company Limited (the “Company”) holding a total number of _____ shares

I hereby confirm to attend the meeting and cast the votes in the 2021 Annual General Meeting of Shareholders in January 26, 2021 13.30 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 _____ Witness
(_____)

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 E-AGM to the Company within January 20, 2021 via the following channels:

- E-mail: comsec.sfp@siamfood.co.th
- Post: Company Secretary, Siam Food Products Public Company Limited, 1 Empire Tower, 43rd Floor, South Sathorn Road, Yannawa, Sathorn, Bangkok. 10120 Thailand.