



**S&P Syndicate Public Company Limited.** Registration No.0107537001170

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**SIMPLY  
DELICIOUS**

Ref. POL 023/2024

22<sup>nd</sup> March 2024

Re: Invitation to the 2024 Annual General Meeting of Shareholders

To: The Shareholders

- Enclosures:
- Enclosure 1 A copy of the minutes of the 2023 Annual General Meeting of Shareholders
  - Enclosure 2 The 2023 Annual Registration Statement (56-1 One Report Form) with the Statement of Financial Position and Statement of Comprehensive Income ending 31<sup>st</sup> December 2023 in QR Code format
  - Enclosure 3 Details of directors nominated for election to replace those retiring by rotation
  - Enclosure 4 Proxy A and Proxy B of the Department of Business Development and Definition and Profile of Independent Directors to Present as Proxy
  - Enclosure 5 Articles of Association regarding only the part relating to meetings of shareholders
  - Enclosure 6 Documents and evidence to be demonstrated by the attendees prior to the Meeting; Methods of granting proxy, Registration procedures, and Casting vote at the Meeting of Shareholders
  - Enclosure 7 Guidelines for attending the Meeting via Inventech Connect system and Methods for attending the Meeting via Inventech Connect electronics channels
  - Enclosure 8 Request form for the 2023 Annual Registration Statement (56-1 One Report Form) and/or 2023 Sustainability Report in book format
  - Enclosure 9 Privacy Notice for the 2024 Annual General Meeting of Shareholders of S&P Syndicate Public Company Limited

The Board of Directors of S&P Syndicate Public Company Limited has resolved to convene the Annual General Meeting of Shareholders on Tuesday, 23<sup>rd</sup> April 2024, at 11.00 a.m. via only electronics media channels by broadcasting from S&P Hall Meeting Room, Sukhumvit 26 At no. 1/2 Soi Athakravi, Sukhumvit 26 Road Khlong Ton, Khlong Toey Bangkok 10110 to consider the agenda accordingly.

For the determination of the agenda for the 2024 Annual General Meeting of Shareholders, the Company has announced to invite the shareholder to propose matters to be included in the agenda in advance on the Company's website from 1 November 2023 until 30 December 2023. However, on the expiration of this period of time, it was found that no other agenda items were proposed to the Company. Therefore, the Company hereby notify the meeting agenda pursuant to the Board of Directors' resolution as follows:

**Agenda 1 To approve the Minutes of the 2023 Annual General Meeting of Shareholders**

**Objectives :** The Company has held the 2023 AGM 28<sup>th</sup> April 2023, which the copy of the minutes has been submitted to the Stock Exchange of Thailand and the Ministry of Commerce within 14 days as prescribed by law, including publicized on the Company's website. The details are as specified in Enclosure 1.

**The Board of Directors' Opinion :** The Minutes were correctly and completely recorded. It is deemed appropriate to propose to the Meeting of Shareholders to approve the Minutes of the Meeting

**Voting Requirements** : The approval resolution requires the majority of votes of the shareholders attended the meeting and cast their votes.

**Agenda 2 To acknowledge the report on the Company's operating results for the year 2023**

**Objectives** : The Company has prepared the Board of Directors' report regarding the Company's operating results for the year 2023. The details are as specified in Enclosure 2, Subject: Summary of the operating results for the year 2023

**The Board of Directors' Opinion** : The Board of Directors' deemed appropriate to propose the AGM to acknowledge the operating results and other report for the past year of 2023.

**Voting Requirements** : As this agenda is for acknowledgement, voting is not required.

**Agenda 3 To approve the Statement of Financial Position and Statement of Comprehensive Income ending 31<sup>st</sup> December 2023**

**Objectives** : The Company has completed preparing the audited consolidated of the statement of financial position and statement of comprehensive income for the fiscal year ended 31<sup>st</sup> December 2023, which were audited and certified by the certified auditor. The Audit Committee, and Board of Directors has considered and deemed correct, completed and adequate to the General Accepted Accounting Principle. The details are as specified in Enclosure 2., Subject: the Financial Statement.

**The Board of Directors' Opinion** : The Board of Directors' deemed appropriate to propose the AGM to approve the audited consolidated of the statement of financial position and statement of comprehensive income for the fiscal year ended 31<sup>th</sup> December 2023, audited and certified by the certified auditor in accordance with the General Accepted Accounting Principle.

**Voting Requirements** : The approval resolution requires the majority of votes of the shareholders attended the meeting and cast their votes.

**Agenda 4 To approve the dividend payment for the year 2023**

**Objectives** : The Company has the policy to pay a dividend approximately at the rate of 60 percent of the net profit after deduction of income tax under the consolidated financial statements but not exceeding the retained earnings of the separate financial statements. The dividend payment of each year also depends on cash flow, investment plans, necessities and other factors of suitability in the future. When the Board of Directors has resolved to approve to pay the annual dividend payment, it must be proposed for an approval from the meeting of shareholders, except for the interim dividend payment which the Board of Directors shall be authorized to approve and report to the subsequent meeting of shareholders.

**The Board of Directors' Opinion** : From the operating results and the consolidated financial statements, the Company has the annual net profit from the year 2023 in the amount of 485,234,147 Baht, calculated to a profit of 0.94 Baht per share. The Board of Directors deemed appropriate to propose the AGM to approve the appropriation of dividend at the rate of 1.00 Baht per share. Whereas, the Board of Directors' meeting, held on 11<sup>th</sup> August 2023, had resolved to pay the interim dividend payment of 0.25 Baht per share for 514,710,383 shares, totaling 128,677,595.75 Baht (Derived from the operating result as of 1 January 2023 – 30 June 2023). The interim dividend payment has been paid on 8 September 2023, remaining this dividend payment (Derived from the operating result as of 1 July 2023 – 31 December 2023) in the rate of 0.75 Baht per share for 514,710,383 shares, totaling 386,032,787.25 Baht. The dividend payout shall be paid to the shareholders whose name listed on the record date to receive dividend payout on 12<sup>th</sup> March 2024 and scheduled to pay

the dividend on 13<sup>th</sup> May 2024. The resolution for the dividend payout is in accordance with the Company's dividend payment policy as proposed above. Nonetheless, the rights to receive dividend payout are not granted until received the approval from the Meeting of Shareholders.

**Table of Comparison of the Dividend Payment in 2021-2023**

Details of Dividend Payment	2023 (Proposed)	2022	2021
Net Profit (Baht)	485,234,147	460,357,387	340,019,932
Number of Shares (Shares)			
On the date of Interim Dividend Payment	514,710,383	512,391,132	490,408,365
On the date of Annual Dividend Payment	514,710,383	512,814,512	511,512,758
Dividend Paid per Share (Baht/Share)	1.00	0.80	0.63
- Interim Dividend (Baht/Share)	0.25	0.10	0.05
- Annual Dividend (Baht/Share)	0.75	0.70	0.58
Total Dividend Paid (Baht/Share)	514,710,383.00	410,209,271.60	321,197,817.89
- Interim Dividend Paid (Baht)	128,677,595.75	51,239,113.20	24,520,418.25
- Annual Dividend Paid (Baht)	386,032,787.25	358,970,158.40	296,677,399.64
Dividend Payment Proportion (Percent)	106.07	89.12	94.46

**Voting Requirements :** The approval resolution requires the majority of votes of the shareholders attended the meeting and exercises their votes.

**Agenda 5 To approve the appointment of directors replacing those retired by rotation**

**Objectives :** According to the Company Articles of Association, at every annual general meeting of shareholders shall have one-third of the directors retired from the position. This year 4 directors must retire by rotation, namely:

1. Ms. Patara Sila-On                      Chairperson
2. Mr. Vitoon Sila-On                      Director
3. Mr. Kamtorn Sila-On                      Director
4. Mr. Thunyachet Ekvetchavit              Director

The Company has announced on its website that the shareholders are invited to nominate individuals they consider appropriate to be selected as directors of the Company between 1 November 2023-30 December 2023. However, it appeared that on the expiration of the time specified no candidates for directorship have been proposed to the Company. The Nomination and Remuneration Committee, having considered the qualifications and eligibility under the law and the criteria and requirements of the Office of the Securities and Exchange Commission (SEC) as well as the public limited companies law and considered the qualifications, knowledge, ability and experience that would be beneficial to the conduct of business of the Company. The 4 directors whose retired by rotation have proposed to be reelected to the position as the director of the Company. Details and information of the directors and the definition of an independent director appear under Enclosure 3.

**The Board of Directors' Opinion :** The Board of Directors of the Company, excluding the directors with interests, considered and deemed appropriate to propose the shareholders' meeting to consider and

approve the appointment of the said four directors as thoroughly considered by the Nomination and Remuneration Committee. The four proposed directors possess the suitable capabilities to be the Company's director for another term.

**Voting Requirements :** The resolution shall be individually approved by the majority of votes of the shareholders attended the meeting and cast their votes.

**Agenda 6 To approve the director's remuneration for Year 2024**

**Objectives :** The Nomination and Remuneration Committee has thoroughly considered and reviewed the directors and other sub-committees' remuneration of the year 2024 by considering its suitability for the directors' duties and responsibilities, and compared to the companies within the same industry group and scale, including the Company's operating results and business growth of the year 2023. The Nomination and Remuneration Committee deemed it appropriate to determine to increase the remuneration and meeting allowance the details are as follows:

**Monthly Remuneration:**

Monthly Remuneration (Baht / Director / Month)	2024 (Proposed)			2023		
	Chairperson	Executive Director	Non-Executive Director	Chairperson	Executive Director	Non-Executive Director
Board of Directors	45,000	25,000	30,000	37,500	25,000	25,000
Audit Committee	25,000	-	15,000	22,500	-	15,000

**Meeting Allowances : For Non-Executive Directors only**

Meeting Allowances (Baht / Director / Meeting)	2024 (Proposed)		2023	
	Chairman (Non-Executive Director)	Non-Executive Director	Chairman (Non-Executive Director)	Non-Executive Director
Board of Directors	37,500	25,000	37,500	25,000
Audit Committee	37,500	25,000	37,500	25,000
Risk Management Committee	22,500	15,000	22,500	15,000
Nomination and Remuneration Committee	22,500	15,000	22,500	15,000
Corporate Governance and Sustainable Development Committee	15,000	10,000	-	-
Non-Executive Directors (NED)	-	25,000	-	25,000
Executive Committee	37,500	25,000	37,500	25,000

**Annual Gratuities**

The Nomination and Remuneration Committee deemed it appropriate to pay in the amount of not exceeding 2,765,000 Baht, by paying to the Chairperson in the rate of 290,000 Baht and pay to the other 11 directors at the rate of 225,000 Baht per person, which increased from previous year 7.2%.

**The Board of Directors' opinion :** The board of directors has reviewed the monthly remuneration rates and meeting allowances for the company's board of directors and sub-committees as proposed by the

Nomination and Remuneration Committee. It is deemed appropriate to propose to the shareholders for approval the remuneration for the Board of directors and the meeting allowances for the sub-committees' members, including annual gratuities for the year 2024 as proposed by the Nomination and Remuneration Committee.

It should be noted that Board of Directors and sub-committee members of the company do not receive any other benefits apart from monthly remuneration, meeting allowances or annual gratuities as a detailed above.

**Voting Requirements** : The approval resolution requires not less than two-thirds of votes of the shareholders attended the meeting.

**Agenda 7 To approve the appointment of auditor, and their remuneration for the year 2024**

**Objectives** : In pursuant to Article 120 of Public Company Limited Act B.E.2535 stipulating that the general meeting of shareholders shall appoint the auditor and determine his/her remuneration annually, same auditor shall not be re-appointed for more than seven consecutive accounting years.

The Company and its subsidiaries had PricewaterhouseCoopers ABAS Company Limited, which has no relationship and shares no interests with the Company and its subsidiaries as well as with executives and majority shareholders or a person related to such executives and majority shareholders. Therefore, they can audit and provide opinion independently on the financial statements of the Company and being an auditor of the Company. The Audit Committee has considered according to the "Audit Committee's Report" of the annual report and deemed that the performance of the auditor from PricewaterhouseCoopers ABAS Company Limited is in line with the acceptable standards. Furthermore, PricewaterhouseCoopers ABAS Company Limited applies technology for the auditing framework and posses the knowledge in the Company and its subsidiaries' business which will result in fast, flexible and effective auditing work for the year 2024 details are as follows:

1) Name and Auditor Office Deeming appropriate to propose an appointment of one of the following auditors from PricewaterhouseCoopers ABAS Company Limited to be an auditor of the Company in 2023:

1. Mr. Paiboon Tunkoon Certified Public Accountant License No. 4298  
The years of being auditor of the Company and its subsidiary: 3 year and/or
2. Ms. Sinsiri Thangsombat Certified Public Accountant License No. 7352  
The years of being auditor of the Company and its subsidiary: - year and/or
3. Mr. Chanchai Chaiprasit Certified Public Accountant License No. 3760  
The years of being auditor of the Company and its subsidiary: - year and/or

In the event these auditors are not able to perform their duties, PricewaterhouseCoopers ABAS Ltd. will appoint other auditors from the office to perform audit duties on their behalf.

2) The 2024 Annual Remuneration Audit Fee compared for 3 years (2024-2022) as follows:

Auditor's Remuneration	2024 (Proposal)	2023	2022
Company's Audit Fee (Baht)	3,050,000	2,950,000	2,680,000
Other Service Fees (Baht)	250,000	250,000	140,000
Total (Baht)	3,300,000	3,200,000	2,820,000

**The Board of Directors' opinion :** The Board of Directors deemed appropriate to propose the Meeting of Shareholders to consider and approve the appointment of the auditors, as the Audit Committee has approved, from PricewaterhouseCoopers ABAS Ltd., comprising of the certified auditors as mentioned above who have no relation and conflict of interests with the Company and its subsidiaries including the management and the major shareholders or related persons of such persons, to be the Company's auditor for the 2024 accounting period and determine their remuneration for the year 2024 for 3,050,000 Baht which increased for 100,000 Baht or 3.13 percent from previous year, excluding other reimbursement of 250,000 Baht.

The auditors of the subsidiary companies are the certified auditors from PricewaterhouseCoopers ABAS Ltd as same as the Company's auditors.

**Voting Requirements :** The approval resolution requires the majority of votes of the shareholders attended the meeting and cast their votes.

**Agenda 8: To approve for the decrease of the Company's registered capital from registered capital at 514,928,784 Baht, to the registered capital at 514,710,383 Baht, by cancelling the remaining unsold 218,401 ordinary shares and the amendment of Clause 4 of the Company's Memorandum of Association to reflect the reduction of the Company's registered capital.**

**Objectives :** Currently, the Company has the registered capital in the amount of 514,928,784 Baht, divided into 514,928,784 ordinary shares, at par value of 1 Baht per share, and the registered paid-up capital in the amount of 514,710,383 Baht, divided into 514,710,383 ordinary shares, at par value of 1 Baht per share. Thus, the Company has unsold ordinary shares in the amount of 218,401 shares, which are the remaining shares from reserved for the exercise of rights to purchase ordinary shares under the warrants to purchase the Company's ordinary shares No. 2 (SNP-W2) which was expired

**The Board of Directors' opinion :** The board of directors deemed it appropriated to propose the shareholders' meeting to consider and approve a decrease in the Company's registered capital in the amount of 218,401 Baht by cancelling 218,401 unsold ordinary shares from the former registered capital in the amount of 514,928,784 Baht, divided into 514,928,784 ordinary shares, at par value of 1 Baht per share to registered capital in the amount of 514,710,383 Baht, divided into 514,710,383 ordinary shares, at par value of 1 Baht per share, and approve the amendment of Clause 4 of the Company's Memorandum of Association to reflect the reduction of the Company's registered capital as follows:

“Clause 4	Registered Capital	514,710,383	Baht	(Five hundred fourteen million seven hundred ten thousand three hundred eighty three Baht)
	Divided to	514,710,383	shares	(Five hundred fourteen million seven hundred ten thousand three hundred eighty three shares)
	Par value	1	Baht	(One Baht)
	Divided to :			
	Ordinary shares	514,710,383	shares	(Five hundred fourteen million seven hundred ten thousand three hundred eighty three shares)
	Preferred shares	-	shares	(-shares)”

In addition, the Board of Directors authorizes the Company's executive committee or Chief Executive Officer or a person assigned by the Company's executive committee to sign requests or in any document related to the registration of amendments to the Company's Memorandum of Association, processing of amendments or changes to the application requests or contents of such documents. related to the registration of amendments to the Company's Memorandum of Association and applying for registration of amendments to the Company's Memorandum of Association with the Department of Business Development. Ministry of Commerce, including to take any action as necessary and related to such action as it deems appropriate, to comply with the law Regulations and interpretations of relevant government agencies, including to abide by the advice or orders of the registrar or officials.

**Voting Requirements :** The approval resolution requires a vote of not less than 3 in 4 of the total number of votes of shareholders who attend the meeting and have right to vote.

**Agenda 9 To approve for the amendment to the Company's Articles of Association in accordance with the latest amendment to the Public Limited Companies.**

**Objectives :** In accordance to the amendment to the Public Limited Companies Act B.E. 2565, regarding the calling for the board of directors meeting by directors and the period of sending notice of the board of directors' meeting and sending of letters, documents, or meeting notices, the publication, and the appointment of a proxy by electronic means.

**The Board of Directors' opinion:** The board of directors deemed it appropriated to propose the shareholders' meeting to consider and approve the amendment to Clause 27, 28, 35 and 46 of the Articles of Association in accordance with the amended Public Limited Companies Act, details of which are shown in the Articles of Association of the Company, as follows:

Clause	Former Articles of Association	Amended Article of Association
27	The Chairman of the Board shall call a meeting of the Board of Directors. In the event that two or more directors request to call a meeting of the board of directors, the chairman shall set the meeting date within 14 days from the date of receipt of such request.	<p>The Chairman of the Board shall call a meeting of the Board of Directors. <u>However, when there is reasonable cause or to preserve the rights or benefits of the Company, two or more directors may jointly request the Chairman of the Board of Directors to call a meeting of the Board of Directors, provided that the matters and reasons to be proposed to the meeting for consideration shall be specified. In such case, the Chairman of the Board shall call and set a meeting date within fourteen (14) days from the date of receipt of such request.</u></p> <p><u>In the event that the Chairman of the Board does not proceed with calling a meeting as requested by the Board of Directors The directors who make the request may jointly call and schedule a meeting of the committee to consider the requested matter within fourteen (14) days from the expiration of the period under the preceding paragraph.</u></p> <p><u>In the event that the Chairman of the Board is not available for any reason, the Vice Chairman of the Board shall call a meeting of the Board of Directors. In the event that the Vice Chairman is not available for any reason. Two or more directors may jointly call a meeting of the board of directors.</u></p>

Clause	Former Articles of Association	Amended Article of Association
28	<p>In calling a meeting of the Board of Directors, the chairman of the board or the person assigned shall send a meeting notice to the directors at least 7 days before the meeting date, except in cases of urgent necessity to preserve the rights or benefits of the company, the meeting can be notified by other means and the meeting date can be set earlier than that.</p>	<p>In calling a meeting of the Board of Directors, the Chairman of the Board or the designated person shall send a meeting notice to the directors at least three <b>(3) days</b> before the meeting date, except in cases of urgent necessity to preserve the rights or benefits of the company, the meeting appointment may be notified <b><u>by electronic means or by any other means</u></b> and the meeting date may be set earlier than that.</p>
35	<p>In calling a shareholders' meeting, the Board of Directors shall arrange to have a meeting notice specifying the location, date, time, agenda. and matters to be presented to the meeting together with reasonable details, clearly specifying that it is a matter to be presented for acknowledgement, for approval, or for consideration, as the case may be, including the opinions of the Board of Directors on such matters, and send it to shareholders and the registrar not less than 7 days before the meeting date and advertise the meeting notice in a daily Thai newspaper published and distributed in the area where the company's head office is located for 3 consecutive periods, not less than 3 days before the meeting date.</p> <p>The location to be used as a shareholders' meeting must be in the area where the head office is located or branch office or provinces close to the head office location.</p>	<p>In calling a shareholders' meeting, the Board of Directors meeting shall arrange to have a meeting notice specifying the location, date, time, agenda. and matters to be presented to the meeting together with reasonable details, clearly specifying that it is a matter to be presented for acknowledgement, for approval, or for consideration, as the case may be, including the opinions of the Board of Directors on such matters, and send to shareholders and the registrar not less than 7 days before the meeting date and advertise the meeting notice in a daily Thai newspaper published and distributed in the area where the company's head office is located for 3 consecutive periods, not less than 3 days before the meeting date. <b><u>Or using electronic advertising instead by proceeding according to the rules and methods specified by law.</u></b></p> <p>The location to be used as a shareholder meeting must be in the area where the head office is located. or branch office or provinces close to the head office location.</p>
46	<p>It is prohibited to distribute dividends from any type of money other than profits. In cases where the Company still has accumulated losses, it is prohibited from dividing dividends.</p> <p>Dividends shall be divided according to the number of shares, each share equally.</p> <p>The Board of Directors may pay interim dividends to shareholders from time to time where the Company has reasonable profits to do so. and report to the shareholders at the next meeting.</p> <p>Dividend must be paid within 1 month from the date the shareholders' meeting or the board of directors passed the resolution, as the case may be. This must be notified in writing to the shareholders and advertise the notice of dividend payment in a Thai language daily newspaper, for 3 days consecutively.</p> <p>In the event that the Company has not yet sold the full number of shares registered or the Company has registered an increase in capital, the Company shall pay dividends in whole or in part by issuing new ordinary shares to shareholders with approval from the shareholders' meeting.</p>	<p>It is prohibited to distribute dividends from any type of money other than profits. In cases where the company still has accumulated losses, it is prohibited from dividing dividends.</p> <p>Dividends shall be divided according to the number of shares, each share equally.</p> <p>The Board of Directors may pay interim dividends to shareholders from time to time where the Company has reasonable profits to do so. and report to the shareholders at the next meeting, as the case may be. This must be notified in writing to the shareholders and advertise the notice of dividend payment in a Thai language daily newspaper, for 3 days consecutively. <b><u>Or electronic advertising may be used instead, by proceeding according to the rules and methods specified by law.</u></b></p> <p>In the event that the company has not yet sold the full number of shares registered or the Company has registered an increase in capital, the Company shall pay dividends in whole or in part, by issuing new ordinary shares to shareholders with approval from the shareholders' meeting.</p>



**Voting Requirements** : The approval resolution requires a vote of not less than 3 in 4 of the total number of votes of shareholders who attend the meeting and have right to vote.

**Agenda 10 Other Matters (If any)**

This item is provided so that shareholders may ask questions and/or that the Board of Directors may give explanations on questions or queries (if any). Therefore, no other matter will be proposed for approval to the Meeting of Shareholders and no resolution will be passed on this item.

The Board of Directors has resolved to determine the names of shareholders entitled to attend the 2024 Annual General Meeting of Shareholders and have the right to receive dividends on 12<sup>th</sup> March 2024.

A shareholder who is not able to attend the Meeting may grant proxy to another person to attend the Meeting on her/his behalf by executing the proxy form as specified and submit to the staff prior to the Meeting. A shareholder may grant proxy to Ms. Sophavadee Utamobol, the independent directors of the Company, details are as specified in Enclosure 4, to attend the meeting and vote on his/her behalf.

Any shareholder who is a foreign investor and has appointed a domestic custodian to serve as the depository of her/his shares desires to use Proxy Form C whereby the shares can be distributed to separate voting, the Proxy Form can be viewed and downloaded on the Company's website.

Details of the documents and evidence that attendees must present before joining the meeting, proxy appointment procedures, registration, and voting procedures at the shareholders' meeting are outlined in enclosure 6 and enclosure 7.

In the case that any shareholder who desires to obtain a hard copy of the 2023 Annual Registration Statement (56-1 One Report Form) together with the Statement of Financial Position and Statement of Comprehensive Income for the year 2023 and/or the 2023 Sustainability Report can fill in a form of request for information as specified in Enclosure 8, and/or any queries or questions related to the agenda can be sent to the Company in advance to Ms.Sunisa Somboon or Ms.Penpun Kasetsiri at E-mail address: [secretary@snpfood.com](mailto:secretary@snpfood.com) or Fax No. 0-2785-4040 or Telephone No. 0-2785-4000 Ext. 293, 637.

We may, therefore, request the pleasure of your attending to the 2024 Annual General Meeting of Shareholders via electronics media channels on the date and at the time.

Yours faithfully,

For and on behalf of S&P Syndicate Public Company Limited



(Vitoon Sila-on)  
Chief Executive Officer

President's Office

Telephone: 0-2785-4000 Ext. 293, 637

Facsimile: 0-2785-4040