

**Documents or evidence of shareholder status or representation for shareholders entitled to attend meetings, proxy appointment procedures, registration, and voting procedures at shareholder meetings**

The policy of the Board of The Stock Exchange of Thailand, dated 19<sup>th</sup> February 1999, relating to good practices for holding of a shareholders' meeting, aims to establish guidelines for listed companies to follow. This will create confidence to shareholders, investors and all relevant parties. Accordingly, the Company believes that an inspection of documents or evidence showing an identity of the shareholder or a representative of the shareholder entitled to attend the meeting would cause transparency, fair and benefits to the shareholders. However, the Company reserves the right to waive any of these requirements for some of the shareholders on a case-by-case basis, at the Company's sole discretion.

**1. Documents that attendees must present before joining the meeting**

Individual shareholders

- (1) In the case of shareholders attending the meeting in person
  - National identification card, government officer identification card, state enterprise employee identification card, driver's license, or passport (for foreign nationals)
- (2) In the event of proxy representation
  - The Proxy Forms as attached to Shareholders with complete fill in
  - Copy of national identification card, government officer identification card, state enterprise employee identification card, driver's license, or passport (for foreign nationals) of both the proxy giver and the proxy receiver, duly certified

Juristic Person

- (1) In the case of authorized signatories representing legal entities attending the meeting in person
  - Certified true copy of Identification Card or Governmental Identification or Driver License or Passport (in case of foreigner)
  - Copy of corporate affidavit, issued within 30 days by the Department of Business Development, Ministry of Commerce certified true copy by the authorized director(s)
- (2) In the event of proxy representation
  - The Proxy Forms as attached to Shareholders with complete fill in
  - Copy of national identification card, government officer identification card, state enterprise employee identification card, driver's license, or passport (for foreign nationals), along with duly certified copies of the authorized signatory binding the company and the proxy receiver.
  - Copy of the certificate from the Ministry of Commerce or copy of the corporate certification (in the case of foreign registered entities), duly certified by the authorized signatory binding the company

**2. Process of appointing a proxy**

The Company has sent a proxy appointment form in Form "B" as specified by the Department of Business Development, Ministry of Commerce. If a shareholder is unable to attend the meeting in person, the shareholders can appoint a proxy as follows:

- (1) Completely fill the proxy form B as attached and delivered by the Company.
- (2) The shareholder may appoint any individual of their choice as the proxy, specifying the individual's name along with their details, to act as the proxy holder for attending the

aforementioned meeting. The proxy appointment form must be completed with all necessary information provided.

- (3) Attach a revenue stamp worth 20 Baht and affix the date of the proxy appointment to ensure its legality and enforceability according to the law.
- (4) Return the proxy appointment document provided by the Company **to the company secretary by Monday, 22<sup>nd</sup> April 2024**, to allow sufficient time for the Company's officials to review the documents before the meeting commences.

In this case, a shareholder will hold a certain number of shares in the company. This shareholder cannot split the shares by appointing multiple proxies to vote separately. The shareholder must appoint a proxy for the same number of shares they hold, and they cannot appoint a proxy for only a portion of the shares they own.

### **3. Registration process for attending the meeting**

The Company will commence registration for shareholders to attend the meeting no less than 1 hour before the meeting begins or **starting from 12.00 hrs. on Wednesday, 24<sup>th</sup> April, 2024 at Eternity Ballroom, Ground Floor, Pullman Bangkok King Power Hotel, 8/2 Rangnam Road, Thanon-Phayathai, Ratchathewi, 10400 Bangkok, Thailand**, following the attached map of the meeting venue provided.

### **4. Casting votes during the meeting**

#### **1. Criteria for voting at the meeting**

##### **General Agenda**

- (1) Each agenda item's vote will be conducted by shareholders or proxies who dissent or abstain by raising their hands and submitting their voting cards to the company's officials. The officials will then collect and tally these votes, deducting them from the total votes. The tally will reveal the number of concurring votes.
- (2) In the case of proxy representation, the proxy holder must vote according to the instructions specified in the proxy appointment document. If the proxy giver does not specify their voting preferences clearly or does not provide any instructions in the proxy appointment document, the proxy holder is entitled to consider and vote on their behalf using the method outlined in clause (1).

##### **Appointment of board members agenda item:**

Article 12 of the company's bylaws stipulates that shareholders at the meeting have the authority to appoint board members by a majority vote, according to the following criteria and procedures:

- (1) One shareholder shall have one vote for each share;
- (2) The shareholder shall vote for the election of the directors person by person;
- (3) Persons receiving the most votes are those who are elected to be directors, in descending order, to the number of directors who are to be elected. If there is a tie in for the last to be elected and this exceeds the said number of directors to be elected at that time, the presiding chairman shall have an additional casting vote.

For this agenda, please tally the votes for approval, disapproval, and abstention.

#### **2. Procedure for casting votes on each agenda item**

- (1) The chairman of the meeting will propose that shareholders consider voting on each agenda item. There will be a question posed to the attendees regarding each agenda item, asking which shareholder dissents or abstains from voting.

- (2) If any shareholder or proxy holder disagrees or abstains from voting, they should raise their hand when the chairman of the meeting asks for opinions. However, each shareholder or proxy holder is allowed to cast their vote according to their preference on any given matter, (except in cases where the custodian's proxy instructions explicitly specify the splitting of votes.)
- (3) For the agenda item regarding the election of committee members, the officials will collect votes for approval, disapproval, and abstention.

**3. Resolutions at shareholder meetings must include the following types of votes:**

- General Case: Majority vote of the Meeting
- In cases where there are legal provisions or the Company's Article of Association that differ from the usual procedures, resolutions at the meeting will adhere to the regulations or laws as stipulated. The chairman of the meeting will notify shareholders present at the meeting before voting on each respective agenda item.
  - (1) If the votes are tied, the Chairman of the Meeting shall have a deciding vote.
  - (2) Shareholders or proxy holders who have a special interest in a particular matter are prohibited from voting on that matter. The chairman of the meeting may invite such shareholders or proxy holders to temporarily leave the meeting, except for voting on the election of committee members.

**4. Process of counting votes and announcing the vote count**

The chairman of the meeting will explain the voting procedure to the attendees before the commencement of the meeting, stating that the Company will count the votes for each agenda item based on the votes cast by shareholders or proxy holders present at the meeting and entitled to vote. Additionally, the chairman will notify the meeting of the vote count for each agenda item after shareholders have made their decisions on each item.

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