

## Statement of Proxy Procedures, Attendance Registration, Documentation Requirement, And Vote Cast in the Annual General Shareholders' Meeting

The company will held the Annual General Shareholder's Meeting 2023 on Tuesday 25<sup>th</sup> April 2023 at 10.00 A.M. via electronic means. For the transparent, righteous, and advantage for shareholder. The company defined and check identify for shareholder's document or represented of shareholder who participated in the meeting as follow:

### 1. Proxy procedures

The Company has enclosed with this document 3 different forms of Proxy as outlined by the Department of Business Development as follows:

- Form A      A general, simple, and uncomplicated form of proxy.
- Form B      Proxy with clearly provided details and particulars for granting proxy.
- Form C      A particular proxy for the foreign investor who is a shareholder and appoints the custodian in Thailand as the share depository.

A shareholder who is unable to attend the Annual General Shareholders' Meeting for 2022 can give a proxy to anyone to attend the Meeting on his/her behalf by proceeding with the following instructions:

- (1) Use only one of the enclosed proxy forms.
- (2) The shareholder may give a proxy to a person as his/her own wishes or give a proxy to any one of the Company's independent directors. The shareholders are required to specify the name and details of his/her proxy or place a tick adjacent to the name of the independent director (as specified in the proxy form) to whom he or she wishes to give the proxy to attend the Meeting. Please note that only one person can be given a proxy to attend the Meeting on behalf of the shareholder.
- (3) A shareholder must authorize a proxy to cast the votes equal to the total number of shares held by such shareholder. Partial proxy is not allowed.
- (4) Affix 20 Baht duty stamp and date the proxy to make it valid.
- (5) Return the proxy to the Office of Managing Director of the Company by at least one day prior to the Meeting date or half an hour prior to the commencement of the Meeting.

Regardless of the number of shares held, the shareholder shall not split his/her shares to more than one proxy.

### 2. Attendance registration

Registration of attendance in the Meeting shall begin at least 2 hours prior to the commencement of the Meeting or from 8:00 A.M.- 10.00 A.M. onwards of 25<sup>th</sup> April 2023.

### 3. Documentation requirement for meeting attendance

Attendees are required to present the following documents (as the case may be) before attending the Meeting:

- 3.1 In case the shareholder is an individual (both Thai and non-Thai nationality):

- (1) In case the shareholder attends the meeting by him/herself, the shareholder shall present original Identification Card or Government Official Identification Card or State Enterprises Official Identification Card or Driving License or Passport.
  - (2) In case the shareholder appoints a proxy to attend the meeting, the proxy shall present the following documents:
    - (a) Proxy Form, with full and complete particulars, signed by the shareholder and the proxy;
    - (b) Copies of the documents of the shareholder listed in (1) above, certified true and correct copies by the shareholder; and
    - (c) Original Identification Card or Government Official Identification Card or State Enterprises Official Identification Card or Driving License or Passport of the proxy.
- 3.2 In case the shareholder is a juristic person (established under Thai laws or under foreign laws):
- (a) Proxy Form, with full and complete particulars, and signed by the authorized director(s) of the shareholder with company seal affixed (if any) and signed by the proxy;
  - (b) Copies of the company affidavit of the shareholder, issued not more than 6 months, certified true and correct copies by the authorized director(s) of the shareholder with company seal affixed (if any). In the case that the shareholder, which is a juristic person established under the foreign laws does not have the company affidavit as specified herein, such shareholder may present other documents showing that the person(s) who sign the proxy form, has authority to act on behalf of such juristic person.; and
  - (c) Original Identification Card or Government Official Identification Card or State Enterprises Official Identification Card or Driving License or Passport of the proxy.
- 3.3 In case of foreign shareholder given the right to Custodian in Thailand to hold the shares
- (a) The documents same as item 3.2
  - (b) Copies of Proxy from shareholder assign the Custodian to sign in the proxy represent shareholder, certified true and correct copies by the authorized director(s) of the Custodian with company seal affixed (if any).
  - (c) Copy of Custodian certificate that the custodian has the right to do the custodian business, certified true and correct copies by the authorized director(s) of the Custodian with company seal affixed (if any).

#### **4. Vote Casting**

- (1) Vote shall be cast by show of hands with one share eligible for one vote. Partial proxy is not allowed.
- (2) In case of vote by proxy, the proxy shall cast the vote according to the grantor's instructions specified in the Proxy only. Where no choice is specified or clearly specified by the grantor the proxy, in his/her sole discretion, shall consider matters and vote in the way he/she sees fit.
- (3) Resolutions of the Meeting shall comprise the following votes:
  - (a) For ordinary matters: the majority of the voted cast at the Meeting shall form the resolution.
  - (b) For matters required otherwise by laws or the Company's Articles of Association, such requirements shall prevail. The Chairman of the Meeting shall notify as such to the Meeting prior to the vote casting on such agenda item.

- (4) In case of equality of votes, the Chairman of the Meeting shall have a casting vote.
- (5) A shareholder having special interest in any matter shall not give his/her vote on such matter. The Chairman of the Meeting may request such shareholder to leave the Meeting temporarily during considerations of such matter.
- (6) A poll may be demanded upon the request made by no less than 5 shareholders present in the Meeting and upon the resolution of the Meeting. The Chairman of the Meeting shall determine the method to vote on such poll and inform the Meeting of the applied method before conducting the poll.

#### 5. Vote-casting process

- 1) The Chairman of the Meeting shall propose the shareholders a vote casting by show his/her hand on each agenda item and inquire from the Meeting whether any shareholders give 'approve, not approve or abstain' vote, with respect to such agenda item
- 2) The shareholder casting 'not approve or abstain' vote shall show his/her hand and tick the 'not approve or abstain' box on a ballot paper received during the attendance registration and sign the ballot paper before the company staff shall collect it for further counting.

#### 6. Vote Counting and result announcement

Vote result on each agenda shall be announced upon the completion of consideration of all agendas by stating the total number of 'approve, disapprove, and abstain' votes which the company staff shall count the votes by deducting the votes of 'disapprove and abstain' from the total amount of shares of shareholders/ the proxies.