

## Guidelines for Attending the Annual Ordinary General Meeting of the Shareholders

### Via the Electronic Media Platform (E-AGM) and Proxy.

#### 1. In case the shareholders attending the E-AGM by themselves. The shareholders shall practice as follows:

1.1 The shareholders shall notify their request to attend the AGM via Electronic Media Platform (E-AGM) with completely attaching identification documents to confirm the attendance. Especially, please kindly specify e-mail and mobile phone number clearly, in order to be used for sending Username and Password for accessing the AGM via Electronic Media Platform (E-AGM). Please send this to the

E-mail: [secretarycompany.mdx@gmail.com](mailto:secretarycompany.mdx@gmail.com) within 18 April 2024.

1.2 The shareholders shall submit identification documents as follows:

(A). The shareholder is an ordinary person.

- **Thai citizen shareholder:** A copy of ID card, driving license or government official ID card, certified as true copy.
- **Foreign shareholder:** A copy of passport, certified as true copy.

(B). The shareholder is a juristic person.

- Juristic person registered in Thailand.
  1. A copy of affidavit of the juristic person, issued no longer than 60 days and certified as true copy by the authorized directors on behalf of the juristic person with corporate seal (if any).
  2. A copy of ID card or passport (In case of foreigner) of authorized directors, attending the E-AGM, authorizing an empowered person or appointing a proxy to attend the meeting, certified as true copy.
  3. A copy of ID card or passport (In case of foreigner) of a proxy or an empowered person (In case that an authorized director is unable to attend the meeting), certified as true copy.
- Juristic person registered in oversea.
  1. The affidavit of the juristic person, which is issued by a government agency of such country. The affidavit of the juristic person needs to be notarized by Notary Public or a government agency, issued no longer than one year prior.

2. A copy of ID card or passport (In case of foreigner) of authorized directors, attending the E-AGM, authorizing an empowered person or appoint a proxy to attend the meeting, certified as true copy.
  3. A copy of ID card or passport (In case of foreigner) of a proxy or an empowered person (In case that an authorized director is unable to attend the meeting), certified as true copy.
- 1.3 The shareholders shall notify their request to attend the AGM via Electronic Media Platform (E-AGM) with identification documents as details in 1.1 and 1.2 to the Company within **18 April 2024** by the solely E-mail: [secretarycompany.mdx@gmail.com](mailto:secretarycompany.mdx@gmail.com).
- 1.4 Once the Company receives the documents as per item 1.1 and 1.2 from the shareholders, the Company will proceed with inspecting documents for confirming the meeting attendance. Once the inspected is completed and corrected to the rights of the shareholders for attending the 2024 Annual General Ordinary Meeting of the Shareholders, accordance with the Company's Record Date on March 18, 2024, the Company will send Username and Password, together with Web Link for attending the E-AGM. **Please kindly refrain from giving the Username and Password provided for shareholder to another person.** This is because the Company's shareholders or proxies are solely entitled to attend the meeting. Whereas, giving the Username and Password provided to another person might be illegal under appreciable and related laws.

In case that the Username and Password are lost or you have not received it within **18 April 2024**, please immediately contact the Company at Office of Administration and Legal department (Company's Secretary) as follows:

Via telephone : 02-302-2356-8 or

1.5 The Company will send you a link of manual use of the E-AGM system, together with Username and Password by email. Please read the manual thoroughly. The system will be opened 2 hours prior in advance, therefore the shareholder can register for attending the meeting. However, the live broadcast will begin at 10.00 am.

- 1.6 In respect of voting during the E-AGM, the Company will open for voting and summary votes for each agenda in the conclusion.
  - In case of "Approve" in such agenda, the shareholders shall not cast the vote or the shareholders shall cast "Approve" in such agenda because the system will automatically count the votes as an Approve in the summation.

- In case of “Disapprove” or “Abstain” in such agenda, the shareholders shall cast the vote in accordance with the elective choices in such agenda and the vote shall be automatically counted as votes of that shareholders in the summation.

1.7 If the shareholders encounter any technical problems in using the E-AGM meeting system before or during the meeting, please contact Conovance Company Limited, which is the system service provider before or during the meeting through the number 082-979-4978.

**2. In case the shareholders appointing proxy to attend the AGM via Electronic Media Platform (E-AGM).**

2.1 The shareholders shall submit the documents as details 1.1 and 1.2

2.2 The proxy form, correctly and completely filled in, signed by the grantor and the proxy

2.3 The proxy shall submit the identification documents as follows:

(A) An individual shareholder to appoint a proxy.

1. Thai citizen proxy: a copy of ID card, government officer card, driving license, certified as true copy by the grantor.
2. Foreign proxy: a copy of passport, certified as true copy by the grantor.

(B) A juristic person as a shareholder to appoint a proxy.

- Juristic person registered in Thailand.

1. A copy of affidavit of the juristic person, issued no longer than 60 days and certified as true copy by the authorized directors on behalf of the juristic person with corporate seal (if any).
2. A copy of ID card or passport (In case of foreigner) of authorized directors, attending the E-AGM, whose signatures appear in the letter of proxy or authorizing an empowered person to attend the meeting, certified as true copy.
3. A copy of ID card or passport (In case of foreigner) of an empowered person (In case that an authorized director of a proxy is unable to attend the meeting), certified as true copy.

- Juristic person registered in other countries.

1. The affidavit of the juristic person, issued by a government agency of such country. The affidavit of the juristic person needs to be notarized by Notary Public or a government agency, issued no longer than one year prior.

2. A copy of ID card or passport (In case of foreigner) of authorized directors, attending the E-AGM, whose signatures appear in the letter of proxy or authorizing an empowered person to attend the meeting, certified as true copy.

3. A copy of ID card or passport (In case of foreigner) of an empowered person (In case that an authorized director of a proxy is unable to attend the meeting), certified as true copy.

➤ In case of appointing the proxy, the shareholders can appoint the independent director of the Company or the Company Directors to attend the E-AGM on their behalf as attached details in the Attachment No.7 pages 30-34 of Invitation Letter to the Annual Ordinary General Meeting of Shareholders for the year 2024, notified on March 21, 2024.

2.4 The shareholders or proxies shall notify their request to attend the meeting, in order to receive Username and Password for registration the AGM via Electronic Media Platform (E-AGM) and also send the Proxy Form and identification documents of the shareholders or the proxies, accordance with 1.1, 1.2, 2.2 and 2.3 to the Company within **18 April 2024** through the **E-mail : [secretarycompany.mdx@gmail.com](mailto:secretarycompany.mdx@gmail.com)**.

### **3. The AGM via Electronic Media Platform (E-AGM) attendance**

3.1 The company shall confirmed the right to attend the meeting by sending the Username and Password to the Shareholders and Proxies, then they can choose the channels to attend E-AGM through one of the following 2 channels :

*(a) attend the meeting through the program (Used through the program on the Windows operating system only)*

➤ Shareholders can attend the meeting, vote, view the scores, and questions via microphone or text chat channel.

➤ **Recommendations for E-AGM attendance via program :**

■ Computer / Desktop / Notebook / Tablet with Windows operating system only (Windows operating system 7 / 8 /10 /11) Memory 4 GB or more

■ Internet speed 3.0 Mbps (Megabit)

■ The program can be downloaded at : <https://www.conovance.com/download.php>

■ Can download the installation and use manual of the program at :

<https://www.conovance.com/support.php>

*(b) Join the meeting via Web Browser (available via Google Chrome on all platforms including iOS and Android)*

➤ **Recommendations for attending the E-AGM meeting via Web Browser :**

- Google Chrome (Web Browser) latest version or no more than 1 year on all platforms Windows, iOS and Android
- Internet speed 3.0 Mbps (Megabit)
- Can download and install Google Chrome on all platforms such as App Store (iOS) Play Store (Android).
- User manual can be downloaded via Web Browser at : <https://www.conovance.com/download.php>

3.2 The shareholders or proxies can also download manual use and video of the E-AGM system from the website : <https://www.conovance.com/support.php> The system is supported for e-meeting and e-voting, according to attending the meeting themselves or appointing the proxy as your requests with the identified documents.

4. of the Company or any relevant agenda to be considered in this E-AGM are as follows:

- 4.1 During the E-AGM meeting, the shareholders or proxies attending the Meeting can submit comments or questions via the E-AGM system.
- 4.2 The shareholders can submit comments or questions in advance to the Company prior to the dated of the Meeting via the following channel

- **E-mail: [secretarycompany.mdx@gmail.com](mailto:secretarycompany.mdx@gmail.com).**

**Remark : For more information please contact ;**

- Executive and Legal Office (Company secretary)

Tel. 0 2302 2355-8 Fax. 0 2302 2400

E-mail: [secretarycompany.mdx@gmail.com](mailto:secretarycompany.mdx@gmail.com)

- The problem using the E-AGM system. Contact the system operator : [Conovance Co., Ltd.](#)

Call 082-979-4978 or Line ID :



E-AGM implementation program can be downloaded from the website:

<https://www.conovance.com/download.php>

Manuals and operating videos can be downloaded at the website: <https://www.conovance.com/support.php>

