

**Clarification of the document and evidence of shareholder status who have a right to join the meeting for register and vote in the shareholder meeting.**

With the Company providing the shareholder meeting on 24 April 2025 at 10.00 am with an online meeting, to ensure that this meeting is transparent, fair, and beneficial to shareholders, the Company decides to verify the document and evidence of shareholder status or proxy who have a right to attend the meeting as follows:

**1. Authorized proxy method**

The Company provides three types of letters of authorization according to the department of business development ministry of commerce to the shareholders who cannot join the meeting themselves can be authorized by the proxy or independent director of the Company to vote instead as follows:

Form A. The general letter of authorization which is simple

Form B. The letter of authorization with the list of authorizing clearly

Form C. The letter of authorization is specifically for foreign shareholders and appoints a custodian in Thailand as a proxy.

1. Choose the letter of authorization form above only.
2. Authorize either person as purpose by the shareholder or choose either independent director as a proxy with a specific name and detail that you want to authorize or mark on the name of the independent director as specified on the letter of authorization by the company. You can be choosing one person to become a proxy.
3. To authorization, the shareholder shall authorize according to the share quantity of the shareholder and cannot divide a part of the share.
4. Affix stamp duty Baht 20 with a cross out the date of authorization for verification and have legal effect.
5. Send to the Company secretary in advance 1 day before the meeting day or before beginning the meeting at least half an hour to verify the document on time.

However, how much the share quantity the shareholder is holding, cannot divide into many letters of authorization or proxy.

**2. Meeting registration**

The Company begins to Pre-registration available from 11 April 2025 and register before the meeting not less than 2 hours or since 08.00 am on 24 April 2025.

**3. Producing documents before joining the meeting**

The attendant shall produce the document before attending the meeting (as either case may be) as follows:

**3.1 Individual (Both nationality Thai or not Thai)**

- 1) In case the shareholder attending the meeting, themselves produces the official documents and no expiry date such as an identification card, driving license, civil servant card, or state enterprise employee card. If changing the name-surname, produce an additional document.
- 2) In case an authorized proxy joins the meeting, the proxy shall produce the document as follow:

- A) Either the letter of authorization with completed fill and sign in both representative and proxy
- B) Copy of proxy document according to 1) and the representative shall sign a certified true copy.
- C) Copy of the official documents by proxy and proxy shall sign certified true copy, however, the proxy shall produce the document at the registration point.

3.2 Juristic person (Both Thai and Foreign) the proxy shall produce the document as follows

- A) Either the letter of authorization with completed fill and sign in both representative and proxy.
- B) Copy of business registration certificate not more than 3 months with a signed certified true copy by a representative of juristic person (authorized director) and company seal (if any). However, in case the juristic person establishes the business under foreign law and does not have a business registration certificate, the shareholder may produce other documents which prove that the signature in the letter of authorization is a proxy.
- C) Copy of official documents for juristic person (authorized director) of representative and sign certified true copy.

3.3 In case the foreign shareholder appoints the Custodian in Thailand as a Proxy

- A) Prepare the document and produce the document the same as article 3.2
- B) Copy of the letter of authorization from a foreign shareholder who appoints the Custodian as a proxy.
- C) Copy of certificate that endorser in the letter of authorization approved to operate custodian business. In case the shareholder has a purpose to use the letter of authorization forms A or form C, please attach the letter of authorization form B with appear the barcode to the meeting day. However, the original document that is not English shall be attached to the translated document, and the shareholder or representative sign a certified true copy.

**4. Voting in the shareholder meeting**

- 1) Voting is publicly by counting 1 share as 1 vote. The shareholder or proxy shall vote either agree or disagree or abstention and cannot divide a part of the vote
- 2) In the case of voting as a proxy, the proxy shall vote as specified by a representative in the letter of authorization only. In case the proxy is not specific about the purpose of voting in the letter of authorization or not specific clearly, the proxy has the right to vote.
- 3) The resolutions at the shareholder meeting consist of:
  - A) In case normal, adhere to a majority vote in the shareholder meeting.
  - B) In the other case the law and company regulation specific to different normal cases, adhere to the schedule and the chairman meeting notice to shareholders before voting in each agenda.
- 4) If the vote is equal, the chairman in the meeting shall vote for judgment.
- 5) If the shareholder has an interest, the shareholder shall not vote on that agenda and the chairman meeting has a right to invite the shareholder out of the meeting room temporarily.
- 6) The secret ballot may do when 5 shareholders request and the meeting agree to do a secret ballot



5. Method of voting in each agenda

The chairman meeting or authorized official notice method of voting in the meeting, which may use the counting vote as 1 share 1 vote as follow:

- 1) The chairman meeting shall purpose the shareholder to vote on each agenda by asking for comments in the meeting that who have to agree, disagree, or abstention. The shareholder or proxy shall be choosing one either.
2) The official shall be counting votes specifically the shareholder who vote disagree or abstention in each agenda by marking on the ballot paper, which the company gives when registering. If they disagree and an abstention vote shall deduct from the total vote in the shareholder meeting and the remaining vote deem to agree to vote.

6. Counting votes and notifying the result of the vote

The authorized official shall be counting the vote in each agenda from shareholders or proxies who join the meeting and have a right to vote and notice the result of the vote before finished the meeting.



รากฐานมั่นคง สนส่งตรงเวลา เคียงคู่ลูกค้า พัฒนาก้าวไกล

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