Guideline and documents required for the e-AGM registration and Proxy Appointment (Revised)

The Company shall proceed registration for the 2025 Annual General Meeting of Shareholders through an electronic meeting so as to promote transparency and fairness, as well as provide benefits and convenience to shareholders. The Company considers appropriate to impose procedures on review of documents and evidence identifying shareholders and proxies eligible to register, attend and vote at the Meeting as follows:

1. Utility of Proxy Form

A. Proxy Form
The Registrar of Public Limited Company has stipulated three (3) proxy forms:
1. Form A, which is a simple general proxy form;
2. Form B, which states the clear details of matter to be undertaken by the Proxy;
3. Form C, which applies to a foreign shareholder who appoints a custodian in Thailand to act as his/her custodian of shares.

B. Method of Use of Proxy Form
1. A Thai shareholder can use only Proxy Form A or B;
2. A foreign shareholder who has appointed a custodian in Thailand to act as his/her custodian of shares can use either Proxy Form A or B or C.

The shareholder must authorize only one proxy to attend and vote at the meeting and not split the number of shares to several proxies for splitting votes. The shareholder must grant the proxy in the same number of holding shares which is unable to grant proxy apart or less than the number of shares held except for the Custodian appointed by the foreign shareholder in accordance with Proxy Form C.

2. Document required

Individual	Juristic person
Personal attendance	
1. In case of personal attendance Copy of ID card or Copy of passport (in case the foreigner).	1. In case of the Juristic Person attending the meeting by its authorized representative(s) 1.1 Any Proxy Forms (either Form A or Form B) duly filled in and signed by authorized representative(s) of shareholder and proxy. 1.2 Copy of a company certificate taken not more than 6 months duly certified by authorized person(s); 1.3 Copy(ies) of authorized person(s)'s identity document duly certified by such authorized person(s).

Individual	Juristic person
In case of proxy	
2. In case of proxy 2.1 Any Proxy Form (either Form A or Form B) duly filled in and signed by shareholder and proxy; 2.2 A copy of shareholder's identity document duly certified by shareholder; 2.3 Copy of proxy's identity document duly certified by proxy.	2. In case of the shareholder appointing the proxy to attend the meeting 2.1 Any Proxy Forms (either Form A or Form B) duly filled in and signed by authorized representative(s) of shareholder and proxy; 2.2 Copy of a company certificate taken not more than 6 months duly certified by authorized representative(s) containing particulars that authorized representative(s) affixing signature(s) on the Proxy Form is(are) duly authorized; 2.3 Copy(ies) of identity document(s) of authorized representative(s) duly certified by him/her/them; 2.4 Copies of proxy's identity document duly certified by proxy. 3. Custodian appointed as depositary by foreign shareholders 3.1 Documents as under juristic person 1 and 2 shall be prepared by selecting one of any Proxy Form (either Form A, Form B or Form C). 3.2 In the event custodian has been authorized to sign on proxy, the following documents shall be produced: - a power of attorney appointing such custodian to sign on proxy; - a confirmation letter that signatory has been licensed to engage in custodian business. • Documents issued overseas are required to be notarized by a Notary Public. • If any document which is not originally issued in English, the English translation is required and must be attached with the original, and certified as a true translation by an authorized director(s) of such juristic person.

3. Steps of e-Registration

3.1 In case shareholders wish to attend the meeting via electronic media (E-AGM) by themselves, please proceed as follows:

1) Shareholders must notify their intention to attend the Annual General Meeting via electronic media (E-AGM) and submit supporting documents for identity verification as specified in Section 2 "Supporting Documents" completely. Please clearly specify your ***email address*** and ***mobile phone number***, so that the Company can send you your ***Username***, ***Password***, and ***Web Link*** to access the E-AGM system. Please send the required documents to the Company via email at cs@team.co.th ***by April 27, 2025***.
2) Once the Company has received the documents under item 1), we will verify the documents and confirm the right to attend the meeting. If the documents are complete and your name appears on the shareholder list eligible to attend the 2025 Annual General Meeting of Shareholders as of the Record Date on March 12, 2025, the Company will send the Username**,** Password, and Web Link to access the E-AGM system to the shareholder. ***Please do not share your Username and Password with any unauthorized person***, as only shareholders or duly appointed proxies are entitled to attend the meeting. Sharing your access credentials with unauthorized persons may result in legal consequences under relevant laws.
3) If your Username and Password are lost or not received by **April 27, 2025**, please contact the Company immediately at the Company Secretary Office via telephone: **02-509-9000 ext. 2019 or 2010-2#107**, or via email: cs@team.co.th.
4) The Company will send the E-AGM User Manual along with the Username and Password to the shareholder via email. Please study the manual thoroughly. The E-AGM system will be open for advance registration 2 hours prior to the meeting**,** which starts at 10:00 a.m.
5) If shareholders encounter any technical issues while using the E-AGM system before or during the meeting, please contact **Conovance Co., Ltd.,** the system service provider, at **082-979-4978** for assistance.

3.2 In the case that a shareholder wishes to grant a proxy to another person to attend the meeting via electronic means (E-AGM)

1) In the case of granting proxy to a general person to attend the e-AGM on behalf of the shareholder, kindly follow the steps below:

- **Granting a Proxy by Sending Documents to the Company, selecting either Form A or Form B as attached with the meeting invitation letter then proceed as follows:**

(1) Fill out all necessary information and affix a 20 Baht revenue stamp.
(2) Provide email information for the grantor and proxy, as well as the proxy's mobile phone number to receive the results of proxy registration from the system (Specified in the blank space of the proxy form)
(3) Send the proxy form and supporting documents according to item 2 by April 27, 2025 to the Company by choosing one of the following methods:
   a. Send the complete and original documents to the Company, addressed to the Secretary of the Company, TEAM Consulting and Management Co., Ltd., 1 5 1 TEAM Building, Nuan Chan Road, Nuan Chan, Bueng Kum, Bangkok 10230
   b. Send the scanned documents in PDF format to the Company via email at cs@team.co.th
(4) The Company's staff will verify the information and register proxy according to the shareholder's wishes, and notify the grantor via the provided email address of the registration results and provide the username for meeting access to the recipient of the power of attorney via the email provided.

2) In the case of granting proxy to an **Independent Director, kindly follow the steps below:**

- **Granting a Proxy by Sending Documents to the Company, selecting either Form B as attached with the meeting invitation letter then proceed as follows:**

(1) Fill out all necessary information and affix a 20 Baht revenue stamp.
(2) Provide email information for the grantor and proxy, as well as the proxy's mobile phone number to receive the results of proxy registration from the system (Specified in the blank space of the proxy form)
(3) Send the proxy form and supporting documents according to item 2 by April 27, 2025 to the Company by choosing one of the following methods:
   a. Send the complete and original documents to the Company, addressed to the Secretary of the Company, TEAM Consulting and Management Co., Ltd., 151 TEAM Building, Nuan Chan Road, Nuan Chan, Bueng Kum, Bangkok 10230
   b. Send the scanned documents in PDF format to the Company via email at cs@team.co.th
(4) The Company's staff will verify the information and register proxy according to the shareholder's wishes and notify the grantor via the provided email address of the registration results and provide the username for meeting access to the recipient of the power of attorney via the email provided.