

SET 2022/08

8 April 2022

Subject: Change of a format to an electronic meeting platform (e-AGM) and cancellation of the venue for the 2022 Annual General Meeting of Shareholders

To: President
The Stock Exchange of Thailand

Enclosures: 1. Guidelines for attending The 2022 General Meeting of Shareholders by Electronic Method (e-AGM)
2. Guidelines and Practices for attending the Shareholders Meeting and the grant of proxy

Reference is made to the invitation letter of TEAM Consulting Engineering and Management Public Company Limited (“the Company”) date 25th March 2022 regarding convening the 2022 Annual General Meeting of Shareholders on Tuesday April 26th 2022 at 2.00 p.m. at the Meeting Room, 2nd Floor, TEAM Building 151 Nuan Chan Road, Nuan Chan Sub-district, Bueng Kum District Bangkok.

Due to an increasing severity of the COVID-19 outbreak as well as the infection of the new COVID-19 XE Variant was found in Thailand, the Company by the CEO, who was authorized by the Board of Directors at their Meeting No. 1/2022 held on 23rd February 2022, **deemed it appropriate to change the format and cancellation of the venue for the 2022 Annual General Meeting of Shareholders to electronic meeting (e-AGM) only**, without any meeting to be held at the Meeting Room, 2nd Floor, TEAM Building 151 Nuan Chan Road, Nuan Chan Sub-district, Bueng Kum District Bangkok, in order to prevent the spread of COVID-19..


Other meeting details such as date, time, agenda items and record date for determining shareholders entitled to attend the 2022 Annual General Meeting of Shareholders shall remain the same as mentioned in the invitation letter. However, shareholders who are unable to attend the E-AGM can direct their proxy to any of the independent directors as specified and notified in the invitation letter to cast their votes instead. The proxy forms has been attached with the invitation letter date 25th March 2022, or can be download form the Company’s website.

The steps for attending the e-AGM are provided in the enclosure.

We would like to apologize for this short notice, made necessary by the alarming spread of COVID-19 at this time.

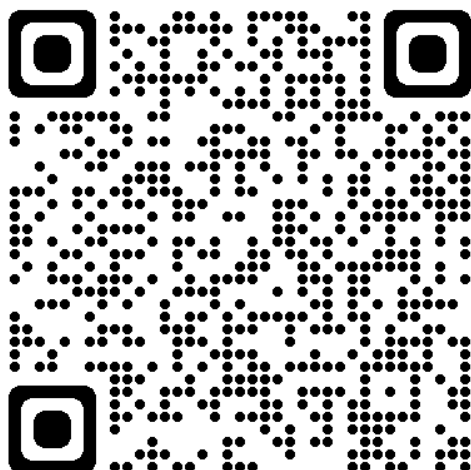
Please be informed accordingly.

Yours Sincerely,


(Dr. Aphichat Sramoon)
Chief Executive Officer

Guidelines for attending The 2022 General Meeting of Shareholders by Electronic Method (e-AGM)

1. The Shareholders or proxies who would like to attend the e-AGM are required to submit an application for attending the e-AGM via the QR Code or the Link provided below



[\(https://teamg.foqus.vc/registration/\)](https://teamg.foqus.vc/registration/)

The registration will open from 12th April 2022 (08.00 a.m.) to 22nd April 2022 (5 p.m.)

However, those Shareholders who have already appointed the Company's Independent Directors as their proxies and sent the required documents to the Company, are NOT required to register again. Voting will be as specified in the proxy form.

2. After logging into the system, the shareholders or proxies must prepare the following information (which should be in line with the shareholders information determined as at the Record Date from the Thailand Securities Depository Co., Ltd.) to fill in through the system:
 - 1) Securities holder registration number
 - 2) Identification Card Number/Passport Number/ Registration Number for juristic person
 - 3) E-Mail address for receiving the Web Link, Username and Password for attending the Meeting
 - 4) Mobile Phone Number
 - 5) Required identification documents for verification of the right to attend as follows:

Individual	Juristic person
<p><u>1. In case of personal attendance</u> Submit the identity documents which issued by competent authorities; examples include ID card, Civil Servant ID card or driving license, passport (in case the foreigner). These documents must still be valid and not be damaged or in a condition that cannot identify the holder. If the Shareholder has changed his/her</p>	<p><u>1. In case of the Juristic Person attending the meeting by its authorized representative(s)</u> 1.1 Copy of a company certificate taken not more than 6 months duly certified by authorized person(s); 1.2 Copy(ies) of authorized person(s)'s identity document duly certified by such authorized person(s).</p>

Individual	Juristic person
name/surname, supporting documentary evidence is required.	
<p><u>2. In case of proxy</u></p> <p>2.1 Any Proxy Form (either Form A or Form B) duly filled in and signed by shareholder and proxy;</p> <p>2.2 A copy of shareholder's identity document duly certified by shareholder;</p> <p>2.3 Copy of proxy's identity document duly certified by proxy.</p>	<p><u>2. In case of the shareholder appointing the proxy to attend the meeting</u></p> <p>2.1 Any Proxy Forms (either Form A or Form B) duly filled in and signed by authorized representative(s) of shareholder and proxy;</p> <p>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;</p> <p>2.3 Copy(ies) of identity document(s) of authorized representative(s) duly certified by him/her/them;</p> <p>2.4 Copies of proxy's identity document duly certified by proxy.</p>

3. When the Company receives the documents according to item 2 from shareholders or proxies. The Company will check the documents to confirm the right to attend the meeting. After that shareholders or proxies will receive an email with the following details.
- 1) Username and Password
 - 2) WebLink for attending E-AGM system
 - 3) User manual

Please keep your username and password confidential. Do not disclose it to others and in case your username and password are lost or not received by 25th April 2022, please immediately contact our service provider, Quidlab company Limited ("Quidlab") at 0-2013-4322 or email: info@quidlab.com

In case the request is rejected, the Shareholders will receive an e-mail to notify on the details and reason for rejection, then the Shareholder can resubmit through the system.

4. Please study the manual on how to use the e-AGM meeting system that the Company has sent to you by e-mail carefully. The system will allow you to register for the meeting 2 hours before the start of the meeting.
5. For the voting method during the e-AGM meeting, you can vote on each agenda by voting "Agree" or "Disagree" or "Abstain". In case you do not vote for any agenda, your vote will be counted as "Agree" automatically.
6. In case the Shareholder would like to ask questions during the e-AGM, please click on the "Ask Question" menu item, then type in the questions in the box stating the

agenda item for such questions, and click “send” icon. The questions will be automatically sent to the Company for addressing in the relevant agenda item. For any questions that are not addressed during the meeting, the Company will post the answers on their website soonest.

7. In case you encounter technical problems while using the E-AGM meeting system before the meeting or during the meeting, please contact Quidlab, the E-AGM conference system provider of the Company. The channel to contact Quidlab can be found in the email that has sent username and password to you, or as mentions in item 3 above.

Guidelines and Practices for attending the Shareholders Meeting by Electronic Method (e-AGM) and the grant of proxy

The Company shall 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.
3. Authorize a person or an Independent Director to attend and vote at the Meeting on your behalf by specifying the name with details of a person to be your proxy or marking in front of the name of an Independent Director to be your proxy.
4. Affix the 20 Baht stamp duty and specify the date on the proxy form.
5. The shareholder may send the completed proxy form together with the above documentation to the Head Office of the Company at:
 - a. Email: cs@team.co.th and pommara_pa@team.co.th
 - b. (Original document) Postal delivery: Attention to: Corporate Secretary, TEAM Consulting Engineering and Management Public Company Limited 151 Nuan Chan Road, Nuan Chan Sub-district, Bueng Kum District, Bangkok 10230

No later than 5.00 p.m. (Thailand time) on 22 April 2022 so that officers of the Company are given enough time to check the documentation.

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. Documents to be presented prior to the Meeting

In all cases, the identity documents must be issued by competent authorities; examples include ID card, Civil Servant ID card or driving license. These documents must still be valid and not be damaged or in a condition that cannot identify the holder. If the Shareholder has changed his/her name/surname, supporting documentary evidence is required.

Individual Person

- 1) In case of personal attendance: Submit a photocopy of your original identity for registration to attend the meeting.

2) In case of proxy

- Any Proxy Form (either Form A or Form B) duly filled in and signed by shareholder and proxy;
- A copy of shareholder's identity document duly certified by shareholder;
- Copy of proxy's identity document duly certified by proxy.

Juristic Person

1) In case of the Juristic Person attending the meeting by its authorized representative(s)

- Copy of a company certificate taken not more than 6 months duly certified by authorized person(s);
- Copy(ies) of authorized person(s)'s identity document duly certified by such authorized person(s).

2) In case of the shareholder appointing the proxy to attend the meeting

- Any Proxy Forms (either Form A or Form B) duly filled in and signed by authorized representative(s) of shareholder and proxy;
- 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;
- Copy(ies) of identity document(s) of authorized representative(s) duly certified by him/her/them;
- 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.

** By the Company will not make a request for additional document or creating an undue burden to the shareholders (ex. undefined to use the shareholder's the ID card of proxy, specify in addition to the documents or the circular letter formal related) **

3. Meeting Registration

The registrations for attending the meeting will be opened two hours prior to the Meeting time or from 12.00 hours on April 26, 2022 via Teleconference of Electronic Device (Only)

4. Vote

Voting Process

1. The chairman of the meeting shall propose the shareholders to cast their votes for each agenda.
2. Only shareholders desiring to cast their votes as disapproval or abstention are required to mark in a box as disapproval or abstention, for counting with the system.
3. Shareholders, who cast votes as approval or do not indicate any mark on the box, will be assumed to have approved the agenda as proposed by the Chairman.

Vote Counting Procedures

1. One share shall be counted as one vote and the majority of the votes shall be deemed a resolution, except as specified otherwise by law. In case of a tie of votes, the Chairman shall have cast a deciding vote.
2. In order to count the vote results for each agenda, the Company will count only the votes as disapproval and abstentions and deduct from the total votes of shareholders and proxies recorded in advance.
3. The voting results for each agenda will be announced for votes as approval, disapproval, and abstention based on the latest number of shares held by attendants in the meeting.