

## Guideline and documents required for the e-AGM registration and Proxy Appointment

The Company shall proceed registration for the 2023 Annual General Meeting of Shareholders through an electronic meeting (DAP e-Shareholder 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	
<u>1. In case of personal attendance</u> ID card or passport (in case the foreigner).	<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).
In case of proxy	
<u>2. In case of proxy</u> 2.1 Any Proxy Form (either Form A or Form B) duly filled in and signed by shareholder and proxy;	<u>2. In case of the shareholder appointing the proxy to attend the meeting</u> 2.1 Any Proxy Forms (either Form A or Form B) duly filled in and signed by authorized representative(s) of shareholder and proxy;

Individual	Juristic person
<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>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> <p><a href="#">3. Custodian appointed as depositary by foreign shareholders</a></p> <p>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).</p> <p>3.2 In the event custodian has been authorized to sign on proxy, the following documents shall be produced:</p> <ul style="list-style-type: none"> <li>- a power of attorney appointing such custodian to sign on proxy;</li> <li>- a confirmation letter that signatory has been licensed to engage in custodian business.</li> </ul> <ul style="list-style-type: none"> <li>• Documents issued overseas are required to be notarized by a Notary Public.</li> <li>• 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.</li> </ul>

### 3. Steps of e-Registration

Please proceed the pre-registration (within April 25, 2023) with the following steps:-

### **3.1 Registration methods for attending the shareholder meeting**

1. Pre-registration by yourself through DAP e-Shareholder Meeting by scanning QR Code. The pre-registration system will be opened from April 12, 2023 at 09.00 a.m. onwards

#### 1.1 Registration through QR Code



Or linked website

<https://portal.eservice.set.or.th/Account/Login?refer=ql%2fi%2f7zav9Mo7mUGRH%2fs9Ywdr3e1N44m4JltMJPClgQ2KtkevPKYmQ%3d%3d>

1.2 Select “Resister”.

1.3 Accept terms and conditions for attending the shareholders’ meeting through DAP e-Shareholder Meeting system by marking  and then pressing “OK” button.

1.4 Follow the steps in item **3.2**

#### 2 Pre-registration by sending documents to the Company

2.1 Pre-registration by submitting the whole set of required documents to the Company by postal at Company Secretary of TEAM Consulting Engineering and Management Public Company Limited, TEAM Building, 151 Nuan Chan Road, Nuan Chan Sub-district, Bueng Kum District, Bangkok 10230.

The completed documents will have to be arrived the Company by April 25, 2023.

2.2 The Company officer will check the information and proceed registration. The system will inform the shareholders of the registration result and username for attending the meeting.

### 3.2 Steps of e-Registration

#### Self-attending the e-AGM

1. Fill-in personal information
  - 1.1 In case of Individual person shareholder : name surname, ID card number, date of birth, email address, mobile phone number, and password.
  - 1.2 In case of Juristic person shareholder : name of juristic person, company registration number, personal information of the company representative who shall attend the e-AGM (i.e. name & surname, ID card number, date of birth, email address, mobile phone number), and password,
2. Click “Next”.
3. Click request OTP, and OTP will be sent to sms and email as you have entered in step no.1.
4. The e-AGM attendant take photo by clicking photo button. The system will turn on your camera, attached to your devices, Taking 3 shots of photo; photo of yourself, photo of ID card, and photo of yourself holding ID card, and then uploading the photos to the system,
5. In case of the Company’s representative who shall attend the e-AGM, take photo of yourself and then upload the photo together with the required documents to the system; i.e. the certificate of incorporation (within 6-months period). Proxy letter as the Company grants the representative to attend the e-AGM on their behalf, copy of ID card of the authorized director(s) as specified in the certificate of incorporation, and copy of ID card of the representative who shall attend the e-AGM.
6. Check the correctness of shareholding information, and then click “Confirm” button.
7. The Shareholder will receive sms and email confirming your registration result as well as username and password for logging-in the e-AGM system. If you cannot find the email, please check from junk mail or contact the Company at [cs@team.co.th](mailto:cs@team.co.th) before the meeting date.

The pre-registration can be made through PC, notebook, tablet, or smart phone which camera is attached in these devices, The Shareholders can access to pre-registration system through web browsers of google chrome (recommended), safari, and internet explorer, The operating system is well compatible with IOS and Android.

The Shareholders are requested to study manual of pre-registration by downloading at [https://media.set.or.th/set/Documents/2022/May/Shareholder\\_Manual\\_Book\\_EN.pdf](https://media.set.or.th/set/Documents/2022/May/Shareholder_Manual_Book_EN.pdf)

**In case of Proxy Granting to General person**

Choose to use Proxy Form A or B as attached to the meeting invitation letter and affix 20 baht revenue stamp.

**In case using Proxy Form A.**

1. Fill-in the Shareholder's personal information: name and surname, ID card number, date of birth, email address, mobile phone number, and one time password (OTP)
2. Fill-in the proxy's personal information: name and surname, ID card number, date of birth, email address, mobile phone number.
3. Upload the proxy documents to the system, i.e. proxy form A with completely fill-in information and signed, copy of the Shareholder's ID card, and copy of the Proxy's ID card.
4. Click "Next".
5. Check the correctness of shareholding information, and then click "confirm" button.
6. Password to log-in the e-AGM system shall be sent to sms and email of the Proxy.

**In case using Proxy Form B.**

1. Fill-in the Shareholder's personal information: name and surname, ID card number, date of birth, email address, mobile phone number, and one time password (OTP)
2. Fill-in the proxy's personal information: name and surname, ID card number, date of birth, email address, mobile phone number.
3. Select your vote for each agenda item, which are to agree, disagree, or abstain.
4. Upload the proxy documents to the system, i.e. proxy form B with completely fill-in information and signed, copy of the Shareholder's ID card, and copy of the Proxy's ID card.
5. Click "Next".
6. Check the correctness of shareholding information, and then click "confirm" button.
7. Password to log-in the e-AGM system shall be sent to sms and email of the Proxy.

**In case of proxy granting to the independent Director**

**Please use Proxy Form B.** and affix 20 baht revenue stamp.

1. Fill-in the Shareholder's personal information: name and surname, ID card number, date of birth, email address, mobile phone number,
2. Identify one of the independent Director to be your proxy by selecting the names as appear in the system
3. Select your vote for each agenda item, which are to agree, disagree, or abstain.
4. Upload the proxy documents to the system, i.e. proxy form B with completely fill-in information and signed and copy of the Shareholder's ID card.
5. Check the correctness of shareholding information, and then click "Confirm" button,
6. The Shareholder shall be informed the confirmation of registration and the proxy granting result to sms and email. The Shareholder shall not receive the password for logging-in the e-AGM as the Shareholders already granted their proxy to the independent Director and voted in advance already.