

**Rules and Documents Required for Electronic Meeting of Shareholders (E-AGM),  
Proxy Granting, E-AGM Registration, and Voting**

Shareholders or proxies who wish to attend the meeting must submit documents proving their identity as specified to the Company by April 17, 2024. The Company shall verify the list of shareholders according to the closing information of the shareholders' register book who have the right to attend the meeting. After that, the electronic conferencing service provider will send the Link to attend the meeting and the user manual to the Email addresses the shareholders have sent to inform the Company. The Link will be sent two business days in advance of the meeting date.

**Request to attend the meeting via electronic media**

Shareholders wishing to attend the meeting via electronic media must notify the Company by one of the two ways as follows:

1. Submit your request to attend the meeting by sending information via Email or postal mail.
2. Submit your request to attend the meeting by sending information via website or QR Code.

**For shareholders wishing to notify the Company of their intention to attend the meeting via electronic media (E-AGM) by sending information by Email or postal mail:**

1. Please fill in the document requesting to attend the meeting via electronic media (E-AGM) (*Attachment 5*) by specifying your Email address and your mobile phone number clearly for registering for the meeting.
2. Attach a copy of proof of identity to confirm the right to attend the E-AGM.

2.1 Shareholders who are natural persons:

- If a shareholder wishes to attend the meeting via E-Meeting:
  - Attach a copy of a valid government-issued identification document such as an ID card, government ID card, driver's license, or passport. In case of name/surname changes, shareholders are requested to attach supporting evidence.

- If a shareholder appoints another person to attend the meeting on his/her behalf via E-Meeting:
  - The Proxy Form C (attached with the invitation letter) is filled in all information signed by the proxy grantor and the proxy correctly and entirely together with duty stamp affixed;
  - A copy of the proxy grantor's identity document, such as an ID card, a government official ID card, passport (In the case of foreigners) that has not expired and signed certifying the true copy.
  - A copy of the proxy's identity document, such as an ID card, a government official ID card, passport (In the case of foreigners) that has not expired and signed certifying the true copy of the proxy.

## 2.2 Shareholders who are juristic persons:

- If the person authorized to sign on behalf of the juristic person (director) wishes to attend the meeting via electronic media (E-Meeting)
  - A copy of the shareholder's juristic person registration certificate issued not older than one year before the date of the shareholders' meeting, which is duly certified by the juristic person representative (director) authorized to sign on behalf of the juristic person.
  - A copy of the identity document of the representative of the juristic person (director), such as an ID card, a government official ID card, passport (In the case of foreigners) that has not expired and signed to certify the true copy.
- If the proxy is assigned to attend the meeting instead via electronic media (E-Meeting)
  - The Proxy Form C (attached with the invitation letter) is filled in all information signed by the proxy grantor and the proxy correctly and entirely together with duty stamp affixed;
  - A copy of the shareholder's juristic person registration certificate issued not older than one year before the date of the shareholders' meeting, which is duly certified by the juristic person representative (director) authorized to sign on behalf of the juristic person.

- A copy of the identity document of the representative of the juristic person (director), such as an ID card, a government official ID card, passport (In the case of foreigners) that has not expired and signed to certify the true copy.
- Copy of the identity document of the proxy as in the case of natural persons as mentioned above.

Suppose the documents or evidence mentioned above are not Thai or English versions. In that case, the shareholders must present an English translation of the document signed to certify the translation by the shareholder or by an authorized signatory to bind that juristic person (in the case of a juristic person).

3. Submit the documents requesting to attend the meeting via electronic media (item 1) and proof of identity together with supporting documents (item 2) by sending to the Company by April 17, 2024.
  - Email channel: cs@amata.com
  - Postal channel: Company Secretary Department, Amata VN PCL, No. 2126, Kromadit Building, New Petchburi Road, Bangkapi, Huay Kwang, Bangkok, 10310, Thailand

If a shareholder wishes to submit a request to attend the meeting via electronic media (E-AGM) via the website or QR Code

1. Request to attend the meeting via Web Browser: Chrome by going to

Scan QR Code	or access via Link
	<a href="https://amatav.thekoble.com/agm/emeeting/index/1">https://amatav.thekoble.com/agm/emeeting/index/1</a>

2. Fill in the information of shareholders:
  1. Securities holder account number;
  2. Name (do not include a title)
  3. Last Name
  4. ID card number;
  5. Choose to accept the terms and consent to access to personal information;
  6. Press "Confirm"
3. Check the name of the shareholder and the number of shares. If correct, please fill in shareholder information.
  1. Name - Surname (English);
  2. Email to receive a link to attend the meeting;
  3. Mobile phone number;  
Self-Attending: Shareholder's mobile number.  
Proxy: **Proxy's mobile number**. (Used to log in system).
  4. Select the attendance type:
    - i. Attend the meeting in person via E-AGM;
    - ii. Authorize the natural persons to attend the meeting via E-AGM;
    - iii. Assign a proxy to an independent director;
  5. Press "Next"
- **In the case of shareholders attending the meeting in person:**

Prepared shareholders' identification documents

  1. Attach a copy of the shareholder's identity document;
  2. Attach a copy of other identity documents;
  3. Press "Next";
  4. The system will display a message "Information received successfully," check the name, surname, and number of shares again;
  5. Close window to finish;

- **In the case of appointing the natural person to attend the meeting via E-AGM:**

Prepared shareholders' identification documents

1. Attach a copy of the shareholder's identity document;
2. Attach a copy of other identity documents;
3. Press "Next";
4. Save the proxy's information and attach supporting documents:
  - a. Name-surname of the proxy (Thai language);
  - b. Name-surname of the proxy (English);
  - c. Attach a copy of the proxy's identity document;
  - d. Attach the proxy form with complete information and signature;
5. Press "Next";
6. The system will display a message "Information received successfully," check the name, surname, and number of shares again;
7. Close window to finish;

- **In the case of appointing a proxy to an independent director:**

1. Attach a copy of the shareholder's identity document (Like in the case of shareholders attending the meeting in person);
2. Attach the completed and signed proxy form;
3. Press "Next";
4. The system will display a message "Information received successfully," check the name, surname, and number of shares again;
5. Close window to finish;

Remark: The system for receiving the request to attend the meeting will be open for operation from 26 March 2024 to 24 April 2024 date or until the meeting is completed. (The system does not accept information on Saturdays, Sundays, and public holidays.)

**Electronic Meeting Attendance (E-AGM):**

1. Once the shareholders or proxies have been fully verified, you will receive an Email from the meeting organizer, a Link for attending the meeting, and the system user manual two business days before the meeting date. Please study the manual on how to use the E-AGM meeting system in details. If you do not receive the Email by April 21, 2024, please contact the Company immediately.

2. The attendance must prepare following information to access the meeting:

In the case that shareholders attend by themselves:

- Shareholder account number (Registrations number)
- Shareholder's Identification number

In the case that shareholders attend by proxies:

- Proxy's Identification number
- Proxy's mobile number

3. Meeting attendance and voting via electronic media can be done on computers/notebooks/tablets and mobile phones via Web Browser: Chrome with 4G internet speed or basic home internet.

Note: In case of meeting via tablet and mobile phone, Zoom Cloud Meeting program must be installed before attending the meeting, which can be downloaded as follows:

iOS	Android
	
<a href="https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307">https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307</a>	<a href="https://play.google.com/store/apps/details?id=us.zoom.videomeetings">https://play.google.com/store/apps/details?id=us.zoom.videomeetings</a>

4. The system will be opened for meeting 60 minutes before the start of the meeting. However, the live broadcast will only start at the time of the meeting.
5. To log in, attendees must use the shareholder registration number and the shareholder's ID card number.
6. Voting through the E-Voting system, you will be able to vote for each agenda item by voting for agreeing, disagreeing, or abstaining. In case of not voting in any agenda item, the system will be deemed to vote as Agree immediately (using the vote-counting method by pouring votes towards agreeing).
7. If attendees have any problems or problems in using the E-AGM system, you can contact OJ International Co., Ltd. at the phone number specified in the Email that sends you the system user manual.

**\*\*\* This E-AGM meeting will be an electronic meeting only and will not be held in a conventional meeting venue; therefore, shareholders are requested not to come to the Company. \*\*\***

**If a shareholder wishes to appoint an independent director as a proxy:**

Suppose any shareholders cannot attend the E-AGM meeting or cannot appoint other proxies to attend the E-AGM meeting and wish to appoint an independent director as a proxy. In this regard, they can send a proxy form (*Attachment 7*) specifying the proxy as one of the independent directors as specified by the Company along with supporting documents to the Company by **April 17, 2024** via the following channels:

- By Email: [cs@amata.com](mailto:cs@amata.com)
- By mail: Company Secretary Department, Amata VN PCL, No. 2126, Kromadit Building, New Petchburi Road, Bangkapi, Huay Kwang, Bangkok, 10310, Thailand

Note: The independent directors will cast the votes as specified in the proxy form in which the voting in each agenda item, shareholders have the right to vote in agreeing, disagreeing, or abstaining only and cannot divide a partial vote (unless it is a Custodian vote).

In the case of a shareholder who is a foreign investor and appoints a custodian in Thailand to be a stock depository and keeper:

Please submit the following information:

1. The Proxy Form C (attached with the invitation letter) filled in all information signed by the proxy grantor and the proxy correctly and entirely together with a 20-baht duty stamp affixed;
2. Custodian juristic person registration certificate (Custodian) with a signature certifying true copy by the authorized signatory on behalf of the juristic person of the Custodian or the attorney with the corporate seal (if any).
3. A power of attorney from the shareholders for the Custodian to be authorized to sign the proxy form;
4. A letter confirming that the person signing the proxy form is authorized to operate a custodian business;
5. Copy of ID card, or copy of government official ID card, or copy of passport (In the case of foreigners) of the proxy, certified the true copy;
6. Submit information via the following channels:
  - By Email: [cs@amata.com](mailto:cs@amata.com)
  - By mail: Company Secretary Department, Amata VN PCL, No. 2126, Kromadit Building, New Petchburi Road, Bangkapi, Huay Kwang, Bangkok, 10310, Thailand

## Voting Rights

### 1. Voting Regulation

General Agenda Items:

- (1) One share counted as one vote, will be made in each agenda item, where the shareholder or proxy shall make only one vote for approval, disapproval or abstention. The allocation of voting is not allowed except for the vote by the Custodian.



(2) In Case of Proxy

2.1 The Proxy shall solely vote in accordance with the authorization by the Shareholder as specified in the Proxy Form. Any vote not in accordance with the Proxy Form is invalid and shall not be counted as the vote of the Shareholder.

2.2 In case (i) the Shareholder does not specify the authorization or the authorization is unclear, (ii) the Meeting considers any agenda item other than specified in the Proxy Form, or (iii) there is any change of fact, the Proxy shall be authorized to consider and vote for such matter as it may deem appropriate.

Election of Director's Agenda:

Referring to Clause 16 of the Company's Articles of Association:

1. Each shareholder has only one vote per one share
2. Each shareholder must use all his or her votes (shares) as stipulated in Clause 1 to elect one candidate per vacancy to become a Director. In addition, he or she shall not split his or her voting rights between or among candidates for a single directorship.
3. The persons elected to be the Director must have the highest tally. In case of equality of vote, the Chairman shall cast the deciding vote.

2. Voting Procedures

The Chairman shall inform the Meeting details of the voting procedures as follows:

- (1) The Chairman will propose the Meeting to cast the vote in each agenda item by asking whether shareholders approve, disapprove or abstain.
- (2) When the Chairman asks the above, the shareholders or proxies shall confirm their intention, for approval, disapproval or abstention (except for the vote of Custodian of which the allocation of the vote is allowed as specified in the Proxy Form). The officers will then count the votes.

3. Resolution of the Meeting

- General case: majority vote of the Meeting
- Other case: the vote shall be in accordance with the laws or the Company's Articles of Association. The Chairman shall inform the Meeting before voting for each agenda item.

(1) In case of a tie vote, the Chairman of the Meeting shall cast a deciding vote.

(2) Any shareholder or proxy having special interest in any matter shall not be permitted to vote on such matter. The Chairman of the Meeting may ask such shareholder or proxy to temporarily leave the Meeting, except for vote on election of the Directors.

4. Counting and Announcement of the Vote

At the very beginning of the Meeting, the Chairman shall inform that the counting of votes for each agenda item shall be made from the marks made by the shareholders or proxies. The vote results of all agenda items shall be informed to the Meeting before the Meeting is adjourned.

**Submitting suggestions or questions related to business, industry, Company performance, or related to any agenda which will be considered at the E-AGM meeting:**

If shareholders wish to submit suggestions or questions, they can be done in two ways as follows:

1. Send suggestions or questions in advance to the Company before the meeting date through the following channels:

- By Email: [cs@amata.com](mailto:cs@amata.com)
- Telephone: +66 (0) 2792 0000 ext. 152
- By mail: Company Secretary Department, Amata VN PCL, No. 2126, Kromadit Building, New Petchburi Road, Bangkok, Huay Kwang, Bangkok, 10310, Thailand

2. Submit suggestions or questions during the meeting to those attending the E-AGM meeting. The attendee must specify his/her first and last name and state whether he/she is a shareholder attending the meeting himself/herself or a proxy. Before sending of suggestions or questions, the Company will open channels for sending suggestions and questions during the meeting as follows:

- Chat channel for text messages;
- Audio chat channel where attendees press the raising hand button and turn on the microphone on their device after the operator sends an invitation to chat. Please turn off the microphone after the conversation is finished every time (For more details, please refer to the user manual sent to the attendees' Email addresses).

In this regard, if shareholders have questions about the meeting, they can contact the following staff:

1. Regarding submitting documents confirming identity to attend the shareholders' meeting via E-Meeting, please contact the Company Secretary for further information via the Company's contact channels as detailed above.
2. Regarding the process of attending the meeting and voting via E-Meeting, in the case of correct and complete identity verification, please contact OJ International Co., Ltd. at the phone number specified in the Email that sends you the system user manual.