



**Documents and evidences required by the attendee before attending the meeting,
appointment of Proxy, Registration, Voting Criteria, Vote Counting (Through electronic media)**

The current situation of the new coronavirus outbreak (COVID-19) in Thailand has widened the epidemic in many areas. The Company is concern for the health and safety of shareholders, including those who are involved in the meetings, as well as being ready to follow various measure to strictly prevent the spread of COVID-19, the Company convened on January 21, 2021, resolved to approve the Extraordinary General Meeting of Shareholders No. 1/2021 on Wednesday February 24, 2021 at 1:00 p.m., the meeting will be broadcasting live via electronic media (E-EGM) in accordance with criteria specified in the laws on electronic meeting which the guidelines for electronic media meetings (E-EGM) are as follows:

The shareholder to proxies have to send their identity documents in accordance with the notice of the meeting and a copy of ID Card of shareholders and proxies (In case the shareholder has a proxy) to the company within February 15, 2021 at Email: sukarnda@atp30group.com as the record date to determine the list of shareholders eligible to attend the EGM 1/2021 which was scheduled on February 24, 2021, correctly and completely, and then the Company will send back “Username” and “Password” to the email that end to the Company for log in the EGM 1/2021

Attending teleconference via electronic device (E–EGM Meeting)

1. The shareholders or proxies as stated and confirm the identity and report back to the company within the specified date, the company will send username and password and user manual in the system to the email that has been sent to notify the company for use in the general meeting of shareholders through electronic media (E - EGM) by the system of OJ International Co, Ltd (within February 15, 2021)
2. Using the registration program and count the votes of the company can be used with computers / notebooks / tablets / mobile phones via the Web Browser: Internet Explorer, Chrome 4G internet or basic home internet.
3. The system support both E–meeting and E–Voting that in person or grant proxy by “From B” in accordance with Attachment 9

Sending the questions in advance (within February 12, 2021)

Shareholders are able to send relevant questions in advance to Company Secretary
ATP30 Public Company Limited 700/199 Moo 1, Bankao Sub-district, Panthong District,
Chonburi Province 20160.

Email: sukarnda@atp30group.com

The company will collect relevant questions and record in the minutes of the meeting.



3. Query method

Shareholders can send questions via message window or chat, the directors will answer such questions during the Q&A period of the final term through the EGM program via electronic media by the EGM system of OJ International Co., Ltd.

4. Facilitating other media channel

4.1 The Company has recorded video and audio throughout the meeting agenda and will be posted on the Company website at www.atp30.com after the meeting finished.

4.2 Contact

Company Secretary

ATP30 Public Company Limited 700/199 Moo 1, Bankao Sub-district, Panthong District,
Chonburi Province 20160.

Email Address: sukarnda@atp30group.com

Telephone 063 9033049

Confirmation of the identity of shareholder or proxies must be submitted together with the registration form (QR Code) to attend the meeting through electronic media.

Shareholders who attend the Meeting, please pass the documents within February 15, 2021

The shareholders or proxies must send the registration form (QR Code) and a copy of the shareholder and proxy's ID card. (In case of shareholders giving proxy) in the meeting invitation letter, along with E-mail address and contact phone number (That can be contacted back) to verify your identity in 2 ways as follows;

1. Email: sukarnda@atp30group.com

2. By mail to Company Secretary

ATP30 Public Company Limited 700/199 Moo 1, Bankao Sub-district, Panthong District,
Chonburi Province 20160.

Registration to attend the meeting

The registration to attend the shareholders' meeting must be registered by February 15, 2021
at E-mail Address: sukarnda@atp30group.com

Required documents to attend a meeting

1. A shareholder attends a meeting in person
 - Registration Form (QR Code)
 - An individual person with Thai nationality, must show his/her a valid government identification such original identity card or original state official identity card or driver license or passport to register.
2. Required documents for appointing a proxy
 - Registration Form (QR Code)
 - A type of proxy, select of proxy form B. (Attachment 9)
 - In cases in which the shareholder is an individual with Thai nationality:
A certified copy of the identity card or state official identity card of the person appointing the proxy is required.
 - In cases where the shareholder is an individual with foreign nationality:
A certified copy of the alien identity card or passport or a document issued as a substitute for the passport of the person appointing the proxy is required.
3. In the case of a shareholder who is a foreign investor and has appointed a custodian in Thailand as a depository and take care of stocks
 - Registration form (QR Code)
 - To prepare documents and present the documents as in the case of juristic shareholders No. 1 or No. 2.
 - In the event that a foreign investor assigns a Custodian to sign the proxy form instead, it must be submitted.
Additional evidence.
 1. Authorized from foreign investor shareholders to Custodian to act to sign the proxy form on their behalf.
 2. A letter confirming that the Custodian who signs the proxy form is authorized to operate the Custodian business. Documents that are not original in English must be accompanied by an English translation and have the shareholders or the juristic person's representative certify the translation's correctness

The shareholder is a juristic person:

1. The authorized person on behalf of juristic person (director) to attend the meeting in a person.
 - Registration Form (QR Code)
 - His/her a valid government identification such original identity card or original state official identity card or driver license or passport.
 - A certified copy of the company affidavit issued within the last six months by the Ministry of Commerce or other relevant agencies and a certified copy of the national identity card or state official identity card or passport (in cases of foreign nationals) of the authorized director whose signature is affixed to the proxy form. Required documents for appointing a proxy.
2. Proxy
 - Registration Form (QR Code)
 - Proxy Form (Form A or Form B), which has been filled in correctly and completely, and signed by authorized person both principle and proxy. (Attachment 9)
 - A certified copy of the company affidavit issued within the last six months by the Ministry of Commerce or other relevant agencies and a certified copy of the national identity card or state official identity card or passport (in cases of foreign nationals) of the authorized director whose signature is affixed to the proxy form. Required documents for appointing a proxy.
 - His/her a valid government identification such original identity card or original state official identity card or driver license or passport.
3. Foreign investor and appoint a custodian in Thailand as depositary.
 - Registration form (QR Code)
 - The documents as in the case of juristic person, item 1 or item 2.
 - In the event that a foreign shareholder assigns a Custodian to sign the proxy form instead, it must be submitted the evidence as follows;
 1. Power of attorney from the shareholder who is a foreign investment Custodian is operated by signing the proxy form.
 2. Confirmation that the Custodian to sign the Proxy Form is authorized to engage Custodian, documents that are not original in English must be accompanied by an English translation. And have the shareholders or the juristic person's representative certify the correctness of the translation

Proxy

The company has delivered 3 types of proxy forms as specified by the Department of Business Development. The Ministry of Commerce has determined according to the Notification of the Department of Business Development Re: Proxy Form (No. 5) B.E. 2550 as follows:

1. Form A. is a simple, uncomplicated.
2. Form B. is defined items that were clear and fixed
3. Form C. is used for a foreign investor, and appointed the Custodian in Thailand

Shareholders are unable to attend the shareholders' meeting, can be authorized by the following actions:

1. Choose **only a type of the proxy** forms as follows
 - 1.1 General shareholders can choose to use only either type A or Form B.
 - 1.2 Shareholders appear in the registration book as foreign investors and appoint a custodian in Thailand to be a share depository and keeper (Form C).
2. Give a proxy to any person according to the shareholders' objectives or choose to appoint a proxy to the Company's directors, namely Mr. Kamchai Boonjirachote, Audit Committee and Independent Director. As the company has proposed as a proxy for attending such meeting
In the case of authorizing the directors of the Company to vote on their behalf, please send the proxy form and evidence to Company Secretary of ATP 30 Public Company Limited at E-mail
Address: sukarnda@atp30group.com by the date of February 15, 2021.
3. Shareholders must appoint a proxy equal to the number of shares they hold. A proxy may not be partially less than the amount he holds, unless it is a custodian that a shareholder who is a foreign investor and appointed as a share depository and custodian according to Proxy Form C.
4. In voting for each agenda Shareholders or proxies have the right to vote, agree, disagree or abstain in just one particular way. Cannot split up a partial vote. (Unless it's the Custodian pronouncement)
5. Affix THB. 20 stamp duty and cross out the date of such proxy. To be valid and legally binding the Company has facilitated the stamp duty for the proxies who register to attend the meeting.