

## Guidelines for attending the Shareholders' Meeting via electronic media (e-AGM)

Shareholders or proxies who wish to attend the meeting must submit documents proving their identity as specified to the Company within 27 March 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 wholly and correctly,

the Company will send username and password, together with Web Link for attending the e-AGM to the Email you have sent to inform the Company.

### 1. Requesting to attend the meeting via electronic media

If shareholders wish to notify their intention to attend the meeting via electronic media (e-AGM) by sending information via email or postal:

- 1.1. Please fill in the document requesting to attend the meeting via electronic media (e-AGM) (Attachment no.7) by specifying your Email and your mobile phone number clearly for registering for the meeting. Attach a copy of proof of identity to confirm the right to attend the e-AGM.
  - 1.1.1 Shareholders who are natural persons:
    - If a shareholder wishes to attend the meeting in person via EAGM:
      - 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 EAGM:
      - 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 of the proxy.
      - A copy of the proxy's identity document, such as an ID card, a government official an ID card, passport (In the case of foreigners) that have not expired and signed certifying the true copy of the proxy.
  - 1.1.2 Shareholders who are juristic persons:
    - If the person authorized to sign on behalf of the juristic person (director) wishes to attend the meeting in person via electronic media (e-AGM)
      - A copy of the shareholder's juristic person registration certificate issued no later 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-AGM)
      - 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. (the Company prepared it for shareholders, to facilitate)

- A copy of the shareholder's juristic person registration certificate issued no later 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).

1.2 Submit the documents requesting to attend the meeting via electronic media (item 1.1) and proof of identity together with supporting documents (item 1.1.1 or 1.1.2) by sending to the Company within the date 27 March 2024.

- E-Mail channel: info@atp30group.com
- Postal channels: ATP30 Public Company Limited (Company Secretary)  
9/30 Moo 9 Bangnang Sub-district, Panthong District, Chonburi Province  
Postcode 20160  
Tel. No. 0-3846-8789 or 0-63903-0049

**Remark:** The system for receiving the request to attend the meeting will be open for operation from 25 March to 2 April 2024

## 2. **Electronic Meeting Attendance (EAGM):**

2.1 When the Company receives document as per item 1.1 from you, the Company will proceed with inspecting document for confirming the meeting attendance. Once the inspection is completed, the Company will send username and password, together with Web Link for attending the e-AGM. Kindly refrain from giving your username and password provided for shareholders to others person. In case your username and password are lost, or you have not received it within, 28 March 2024, please immediately contact the Company.

2.2 The Company will send a manual for using the e-AGM system at the same time. Please read the manual thoroughly from the email that the Company sends to you. The system will be opened 60 minutes prior to the meeting so that the shareholders can register for attending the meeting. However, the live broadcast will begin at 14.00 hours.

2.3 For casting the vote during the e-AGM, a shareholder may cast his or her vote in each agenda to either approve, disapprove or abstain from voting. For the shareholders who do not vote in any agenda, the system will automatically count your vote as "approve".

2.4 If you have encounter with any technical problem in using e-AGM system before or during the meeting, please contact OJ International Company Limited, who will be the Company's service provider for the Company's e-AGM's meeting. The Company will specify a contact channel to OJ International Company Limited in the email that the Company sends username and password to you.

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

Suppose any shareholders cannot attend the e-AGM meeting in person 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 B (Attachment no. 8) specifying the proxy as one of the independent directors as specified by the name

"Mr. Kumchai Boonjirachot" Age 62 years' old

(Director /Independent Director and Audit Committee / Chairman of the Nomination and Remuneration Committee)

with supporting documents to the Company by the date within the date 27 March 2024 via the following channels:

- E-Mail channel: info@atp30group.com
- Postal channels: ATP30 Public Company Limited (Company Secretary)  
9/30 Moo 9 Bangnang Sub-district, Panthong District, Chonburi Province  
Postcode 20160  
Tel. No. 0-3846-8789 or 0-63903-0049

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

**4. 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:

- 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 a 20-baht duty stamp affixed. (the Company prepared it for shareholders, to facilitate)
- 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).
- A power of attorney from the shareholders for the Custodian to be authorized to sign the proxy form.
- A letter confirming that the person signing the proxy form is authorized to operate a custodian business.
- 5. Copy of ID card, or a copy of government official ID card, or copy of passport (In the case of foreigners) of the proxy with certified the true copy.
- Submit information via the following channels:
  - E-Mail channel: info@atp30group.com
  - Postal channels: ATP30 Public Company Limited (Company Secretary)  
9/30 Moo 9 Bangnang Sub-district, Panthong District, Chonburi Province  
Postcode 20160  
Tel. No. 0-3846-8789 or 0-63903-0049

**5. Submitting advice or questions related to business, industry, Company performance, or related to any agenda which will be considered at the EAGM meeting:**

- E-Mail channel: info@atp30group.com
- Postal channels: ATP30 Public Company Limited (Company Secretary)  
9/30 Moo 9 Bangnang Sub-district, Panthong District, Chonburi Province  
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Tel. No. 0-3846-8789 or 0-63903-0049

## Procedures for attending the 2024 Annual General Meeting of Shareholders

