

## Guidelines for Registration, Giving Proxy and Document for attending Shareholders' Meeting

### Registration for the meeting

Shareholders or proxies may register for the meeting from 08.30 onwards at True Digital Park, 6<sup>th</sup> floor, Auditorium, 101, Sukhumvit road, Bangchak, Phrakhanong, Bangkok on Tuesday 20 April 2021. The Company uses the barcode system for the registration. Therefore, shareholders or proxies have to submit the document sent by the Company including the invitation with the bar code for the registration

### Proxy

The Company has submitted the proxy form B according to prescription in the Regulation of Department of Business Development describing clear details of proxy to shareholders. Shareholders who cannot attend in person shall consider whether to appoint someone else or to appoint Directors (as in attachment 5) to be the proxy for attending the meeting and for voting in the meeting.

However, in a case a shareholder would like to appoint a proxy in general, shareholders shall employ the proxy form A, another case, if shareholders are a foreign investor for which a custodian in Thailand is appointed, such shareholders may download and use the proxy form C which is available at <http://www.applicadthai.com> ( Investor Relations → Information for Shareholders → Shareholders' Meeting)

#### 1. Shareholders as ordinary person

1. Shareholders attend the meeting in person. Shareholders shall present the valid evidence with the photo issued by governmental authorities such as identification card, government ID card or passport.
2. Shareholders appoint another person as proxy to attend the meeting.
  - 2.1 Use the proxy form B as in the attachment in the invitation or can download from the Company's website at <http://www.applicadthai.com> ( Investor Relations → Information for Shareholders → Shareholders' Meeting) completely and correctly fill in and certified by both proxy grantor and proxy.
  - 2.2 The copy of ID card from the proxy grantor with certification.
  - 2.3 The proxy shall present the valid evidence issued by governmental authorities to the officer in order to register.

#### 2. Shareholders as Juristic Person

Appointing another person as proxy to attend the meeting.

1. Use the proxy form B as in the attachment in the invitation or can download from the Company's website at <http://www.applicadthai.com> ( Investor Relations → Information for Shareholders → Shareholders' Meeting) completely and correctly fill in and certified by

both proxy grantor and proxy. The proxy grantor shall certify by the authority acting on behalf of the juristic person and the company affix (if any).

2. Shareholders appoint another person as proxy to attend the meeting.
  - 2.1 Use the proxy form B as in the attachment in the invitation or can download from the Company's website at <http://www.applicadthai.com> (Investor Relations → Information for Shareholders → Shareholders' Meeting) completely and correctly fill in and certified by both proxy grantor and proxy.
  - 2.2 The copy of juristic person registration may be issued by either the governmental authorities of the country where the juristic person is situated with the information of the name of juristic person, the name of the person having authority to sign on behalf of the juristic person together with any restriction or conditions of the power of that person and the address of the head office of the juristic person.
  - 2.3 The proxy shall present the valid evidence issued by governmental authorities to the officer in order to register.

**3. Shareholders who are non – Thai nationality or are the juristic person incorporated in accordance with foreign laws.**

According to paragraph no. 1 and 2 above shall be applied mutatis mutandis to shareholders or non – Thai shareholders or shareholders who are the juristic person incorporated in accordance with foreign laws (as the case may be) under the following conditions;

1. The proxy form C can be downloaded from the Company's website at <http://www.applicadthai.com> (Investor Relations → Information for Shareholders → Shareholders' Meeting) completely and correctly fill in as well as certified by both proxy grantor with affix (if any) and proxy.
2. The certificate of juristic person registration may be issued by either the governmental authorities of the country where the juristic person is situated or by the officer of the juristic person with the information of the name of juristic person, the name of the person having authority to sign on behalf of the juristic person together with any restriction or conditions of the power of that person and the address of the head office of the juristic person.
3. English translation is required to be attached for any original document which is not made in English and the translation must be certified by the authorized representative of the juristic person and the affix (if any).