

Explanation on the appointing proxy method, registration method, documents for registration, voting, vote counting method and meeting procedures

Documents and evidence that attendees must present before attending the meeting, appointing proxy method, registration and voting in shareholder meeting

1. Required documents before attending the meeting

Natural Person

1. In case the shareholders attend the meeting by themselves

A valid document that issued by government authorities, *e.g.*, the identification card, government officer identification card, driver license or passport, including the evidence of name or last name's change (if any)

2. In case of appointing proxy holder

A proxy form as attached with the meeting invitation letter (either form) which has been filled in correctly and completely and signed by the shareholder and proxy, a certified true copy of shareholder's valid document issued by government authorities as specified in item 1 and a certified true copy of proxy's valid document issued by government authorities as specified in item 1.

Juristic Person

1. In case of the shareholder's representative (director) attending the meeting by themselves

An identification document of such authorized representative similar to those of natural person as specified in item 1 must be presented;

A copy of the shareholder's juristic person registration certificate, certified true copy by the juristic person's representative (director) and contains a statement indicating that the juristic person's representative, who is a meeting attendee, has the authority to act on behalf of the juristic person who is the shareholder.

2. In case a shareholder appoints a proxy to attend the meeting

A proxy form as attached with the meeting invitation letter (either form), which has been filled up correctly and completely and signed by the juristic person's representative (director), who is the proxy grantor and proxy holder;

A copy of the shareholder's juristic person registration certificate, certified true copy by the juristic person's representative (director) and contains a statement indicating that the juristic person's representative who signed the proxy form has the authority to act on behalf of the juristic person who is the shareholder;

A copy of the document issued by the government authorities of the representative of the juristic person (director) who is the proxy grantor and signed to certify a true copy and present the proxy's document issued by the government authority of natural person as specified in item 1.

3. In case of foreign shareholder appointing a custodian in Thailand to be the depository and caretaker of the shares

Prepare documents and present the same documents as for juristic person specified in item 1 or 2

In the case shareholders who are foreign investors appoint the custodian to sign the proxy form on their behalf. The following additional evidences must be submitted:

- 1) A power of attorney from a shareholder who is a foreign investor to the custodian to sign the proxy form on their behalf;
- 2) A confirmation letter confirming that the person signing the proxy form is authorized to conduct custodian business.

An English translation must accompany documents that are not originally in English. The shareholder or juristic person's representative must certify the accuracy of the translation.

2. Method for appointing proxy

The Company has sent three types of proxy forms, namely Form A, Form B and Form C to each shareholder according to the forms specified by the Department of Business Development, Ministry of Commerce, in accordance with the Department of Business Development Re: Form of Proxy (No.5) B.E. 2550 (2007). There are three types of proxy forms as follows:

- Form A is a general proxy form which is simple and not complicated;
- Form B is a proxy which clearly specifies the items for which a proxy is granted;
- Form C is a form used only in case of a shareholder being a foreign person and has appointed a custodian in Thailand to act as a depository and administrator of shares.

If the shareholder is a foreign investor and appoints a custodian in Thailand to be the depository and caretaker of the shares and wishes to use Proxy Form C, the shareholder can download Proxy Form C from the Company's website: www.kcgcorporation.com. Shareholder who is unable to attend the Company's shareholder meeting in person can appoint a proxy by doing the following:

1. Select only one of the above proxy forms to use as follows:
 - 1.1 General shareholder can choose to use only one of the proxy forms, Form A or Form B;
 - 1.2 Shareholder whose name appears in the shareholders register book as foreign investor and has appointed a custodian in Thailand to be the depository and custodian of their shares can choose to use one of three proxy forms (Form A, Form B or Form C);
2. Grant a proxy to any person according to the shareholder's wishes or choose to appoint a proxy to the Company's Independent director as specified by the Company as a proxy to attend the meeting;
3. Affix a stamp duty of 20 baht and cross out and date the said proxy form to make it valid and legally binding. The Company has facilitated affixing stamp duty for proxy who registers to attend the meeting;
4. Send the proxy form back to the Company by Tuesday, April 23, 2024, or at least half an hour before the meeting starts so that company officials have time to review the documents and in time for the meeting to start. Shareholder is unable divide the number of shares by appointing multiple proxies to split their votes. Shareholder must appoint a proxy equal to the number of shares they hold and cannot appoint a proxy less than the number they hold unless it is a custodian whose shareholder is a foreign investor and appointed to be the depository and custodian of shares as per Proxy Form C.

3. Meeting registration

The Company will open the shareholders' meeting registration 2 hour before the meeting begins on Wednesday, April 24, 2024, at The Grand Ballroom, Avani Sukhumvit Bangkok Hotel 2089 Sukhumvit Road, Phra Khanong Nuea Sub-district, Watthana District, Bangkok 10260 (BTS On Nut) as the map attached.

4. Voting at shareholders' meeting

Voting criteria for general agenda items:

1. Voting for each agenda item shall be done openly by show of hands, with one vote per share counted. Shareholder or proxy must vote in only one way: Agree, Disagree, or Abstain. Voting cannot be divided into parts (except for the custodian's vote).

2. In case of appointing proxy holder

The proxy holder must vote only as the proxy grantor specifies in the proxy form. The proxy holder's vote on any agenda not specified in the proxy form shall be considered incorrect and shall not be considered the shareholder's vote.

If the proxy grantor does not specify their intention to vote on any agenda in the proxy form or is not clearly specified, or in the event that the meeting considers or votes on any matter other than what is specified in the proxy form, including the case where any facts are changed or added, the proxy holder has the right to consider and vote on their behalf as they see fit.

Voting criteria for the agenda for the election of directors

For the agenda for the election of directors, Article 16 of the Company's Articles of Association determines as follows:

1. One shareholder shall have one vote for each share held;

2. Each shareholder must use all the votes according to (1) to elect one or several persons as directors. Such votes cannot be divided for allocation to anyone to any extent;

3. Persons receiving the highest votes in descending order shall be elected as directors in proportion to the number of directors who shall be elected at that time. In case the number of persons elected in descending order and received equal votes exceeds the number of directors required or who shall be elected at that time, the Chairman of the meeting shall have a casting vote.

Voting procedures on each agenda item

The Chairman of the meeting shall explain the details of voting procedures to the meeting. The guidelines are as follows:

1. The Chairman of the meeting shall propose to shareholders to consider voting on each agenda. The opinion of the meeting shall be asked whether any shareholder agrees, disagrees, or abstains;

2. Shareholder or proxy is allowed to raise their hands (except in the case of confidential voting) when the Chairman of the meeting asks for opinions. Shareholder or proxy is allowed to have only one opinion (except for the custodian's vote, which is specified in the proxy form to be able to divide votes) and vote on the ballot distributed by the Company when registering to attend the meeting in order for the Company officials to collect and count the ballots. Shareholders or proxies mark in the box of the ballot.

The resolution of the shareholder meeting must consist of the following votes:

In normal cases, the majority votes of the shareholders who attend the meeting and have the right to vote is taken as the meeting resolution.

In other cases where the law or company regulations are different from normal cases, the resolution of the meeting shall be in accordance with the law or regulations. The Chairman of the meeting shall inform shareholders at the meeting before voting on each agenda item.

1.) In case of a tie vote, the Chairman of the meeting shall cast one additional vote as a deciding vote.

2.) Any shareholder or proxy with a particular conflict of interest in any matter is prohibited from voting on that matter. The Chairman of the meeting may invite that shareholder or proxy to temporarily leave the meeting, except for voting to elect directors.

3.) Confidential voting may be done when at least five shareholders at the meeting request it, and the meeting resolves to allow confidential voting. The Chairman of the meeting shall determine the secret voting procedure and inform the meeting before voting on the agenda in which there is a resolution to conduct confidential voting.

Counting Votes and Proclaiming Results

The Chairman of the meeting shall explain the vote-counting method to the meeting before starting the agenda. The Company shall count the votes for each agenda item from the ballots that the shareholders or proxies who attend the meeting and have the right to vote have marked. The Company shall proclaim the meeting of the vote counting results for every agenda item before the meeting ends.

Guidelines for attending the Annual General Meeting of Shareholders via electronic media (E-AGM)

1. Please fill in the registration form for attending the Annual General Meeting of Shareholders via Electronic Media (E-AGM) attached to these guidelines. Kindly fill in your e-mail and mobile phone number clearly to be used for the meeting registration and attach a copy identification document according to the documents that the meeting attendee must present before attending the meeting to confirm the right of attendance at E-AGM.

2. For shareholder who is unable to attend the E-AGM in person, shareholder can appoint another person as a proxy by attaching the proxy form and a copy of the identification document according to the documents that the meeting attendee must present before attending the meeting or granting a proxy to the following Company's independent directors to attend the meeting and vote on your behalf:

1. Mr. Chakrit Tachanaparak
2. Mr. Songtham Phianpattanawit

All such independent directors do not have any conflict of interest in every meeting agenda. Detailed information on independent directors to consider in the case of appointing a proxy appears in Attachment No. 5.

3. Please submit the registration form for the E-AGM and the above identification document to the Company not less than 7 days in advance through the following channels:

- E-mail: companysecretary@kcgcorporation.com
- Postal delivery : Company Secretary Department
 KCG Corporation Public Company Limited
 3059 - 3059/1-3 Sukhumvit Rd., Bang Chak
 Sub-district, Prakhonong District, Bangkok 10260

4. Once the Company has received the documents from you, the Company will inspect the documents to confirm your right of attendance at the meeting. Once the right has been verified, the Company will send the username and password along with WebLink for logging into the E-AGM system. Kindly request that shareholder refrain from disclosing your username and password to others. In the event that your username and password are lost or have not been received 7 days before the meeting, please contact the Company immediately.

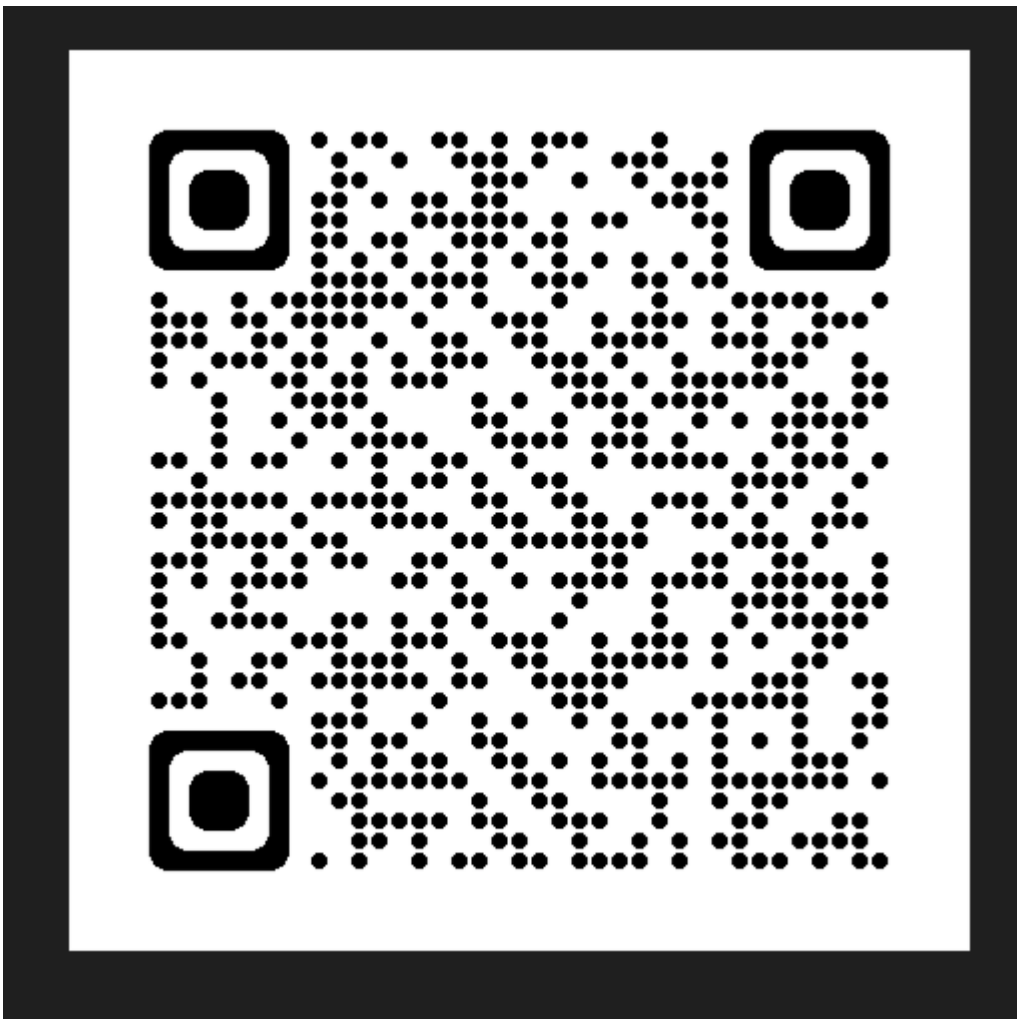
5. The Company will send you details, including username and password, along with a manual file on how to use the E-AGM system. Please study the manual in detail from the e-mail the Company sent you. The system will open for meeting registration 120 minutes before the start of the meeting. However, the live broadcast will begin at the meeting time the Company has scheduled.
6. For voting procedures during the E-AGM, you can vote on each agenda by pressing the voting Buttons “Agree,” “Disagree,” or “Abstain.” In case of not voting on any agenda, the system will automatically assume that you vote as “Agree.”
7. In the event that you encounter technical problems using the E-AGM system before or during the meeting, please contact us through the channels that the Company informed you of when sending your username and password.



Guidelines for attending the Annual General Meeting of Shareholders Electronic Method (E-AGM)

The Shareholders or proxies who would like to attend the E-AGM must submit an application to attend the meeting by Electronic Method via the Link at

<https://quidlab.foqus.vc/registration/> or scan this QR Code.



Online Joiners Approval System

Login to document approval system with link and using username & password as provided by Quidlab.

Remark: Put a tick mark on Accept Terms, then only will be able to login to the system.

The screenshot shows a login form with the following elements:

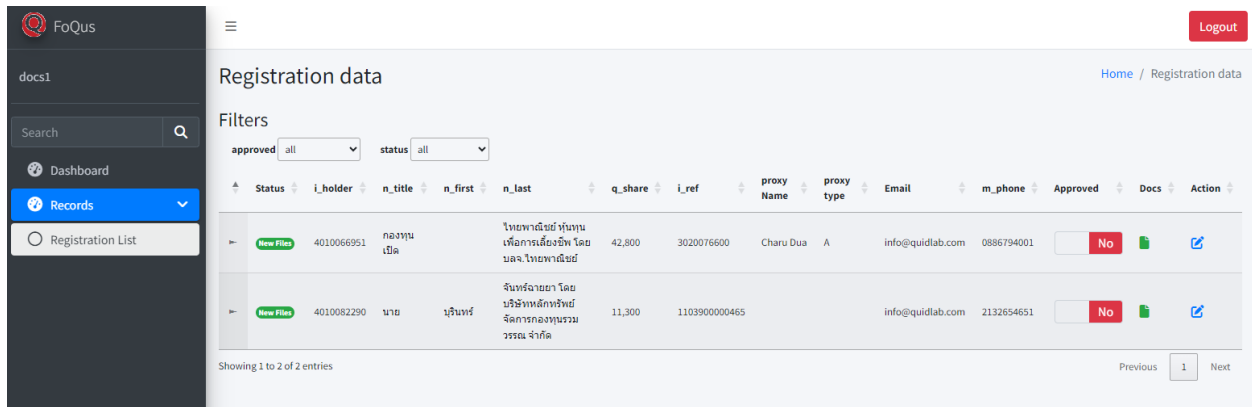
- Title: Login Form
- Input fields: Username and Password
- Checkbox: Accept terms
- Header: Quidlab FoQus | Document Checking Admin Panel
- Footer: ©2023 All Rights Reserved, FoQus version 3.0.0 Served from Singapore, and Thai text regarding privacy and security policies.


You will be taken to dashboard. Go to 'Registration List' and click on go to page.

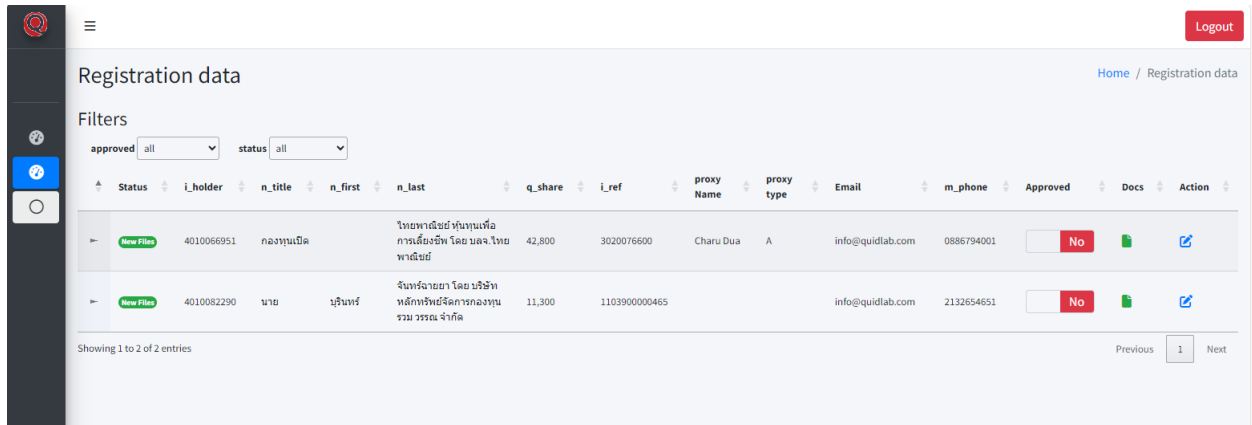
The screenshot displays the dashboard interface with the following components:

- Header: FoQus logo, navigation menu, and Logout button.
- Dashboard Title: Dashboard
- Navigation: Home / Dashboard
- Buttons: Registration List (Go To Page), Download Documents (Download)
- Statistics Cards:
 - Total Registrations: 2
 - Approved Registrations: 1
 - Disapprove Registrations: 1
- Footer: FoQus version 3.0.0 Served from Singapore

You will see list of shareholders who submitted documents.



Please hide left panel (Click on the 'Hamburger icon' ) so all columns can be seen as shown below:



Then click on Docs icon to see documents, a window with uploaded documents list will open as shown below:

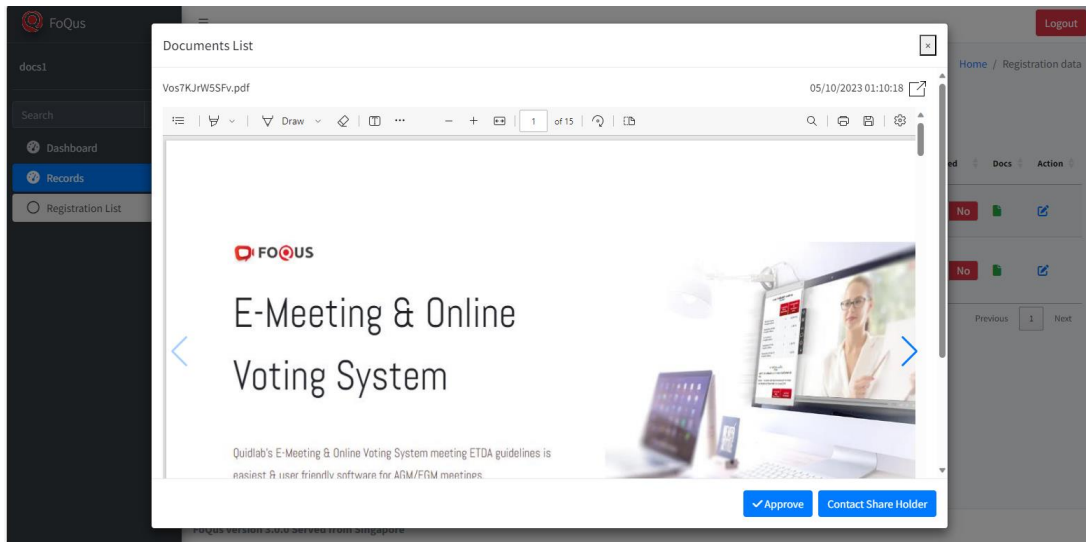
Note: Document names are random generated for security reasons.

If there is more than one document, you can move the arrow icon to view other documents.

Once documents are checked it can be approved by clicking on approve button.

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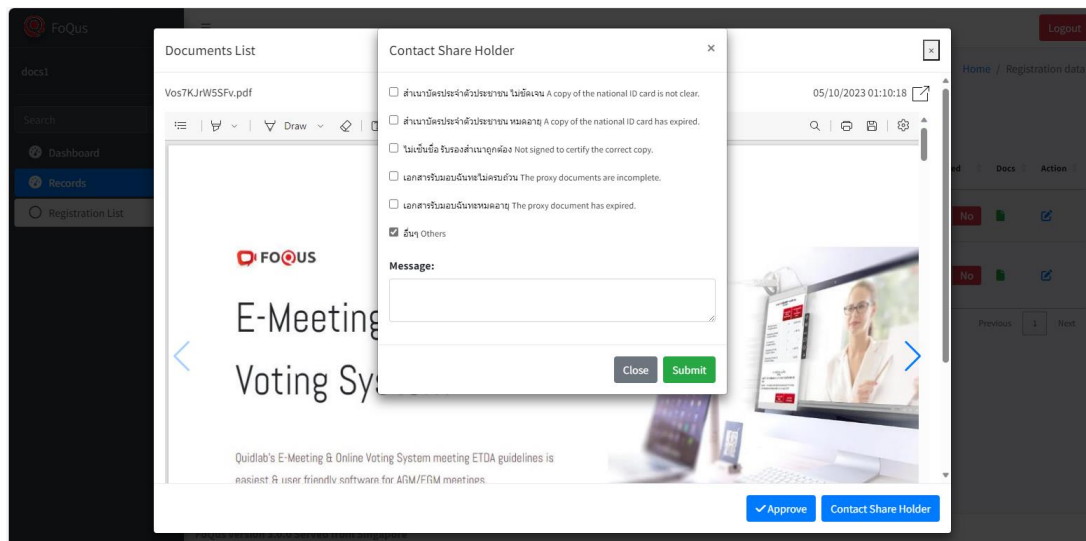
Window with documents list:



If more information is required then please contact shareholder by clicking on 'Contact shareholder' button.

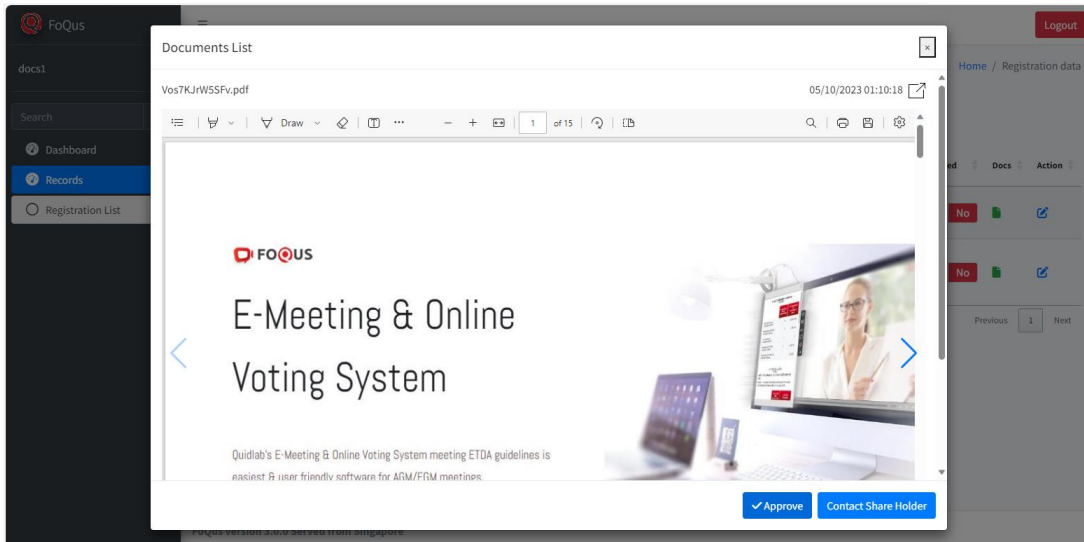
You can choose predefined reasons or add free text message.

Click submit button an email will be sent to shareholder and shareholder can send more documents.



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If all documents are ok, can approved the shareholder by clicking on Approve button.



Registration data

Filters: approved: all, status: all

Status	i_holder	n_title	n_first	n_last	q_share	i_ref	proxy Name	proxy type	Email	m_phone	Approved	Docs	Action
Closed	4010066951	ทองน ณิล		ไพฑูริย์ วัฒน เพ็ชรเรืองอภี โส นกลาง ไพฑูริย์	42,800	3020076600	Charu Dua	A	info@quidlab.com	0886794001	Yes		
Closed	4010082290	นาบ	บุรินทร์	สินทรัพย์ธนา โส นรัชิตพิสิทธ์ไชย ฉัตรกลองกรวม วรรณ จ่ากิต	11,300	110390000465			info@quidlab.com	2132654651	Yes		

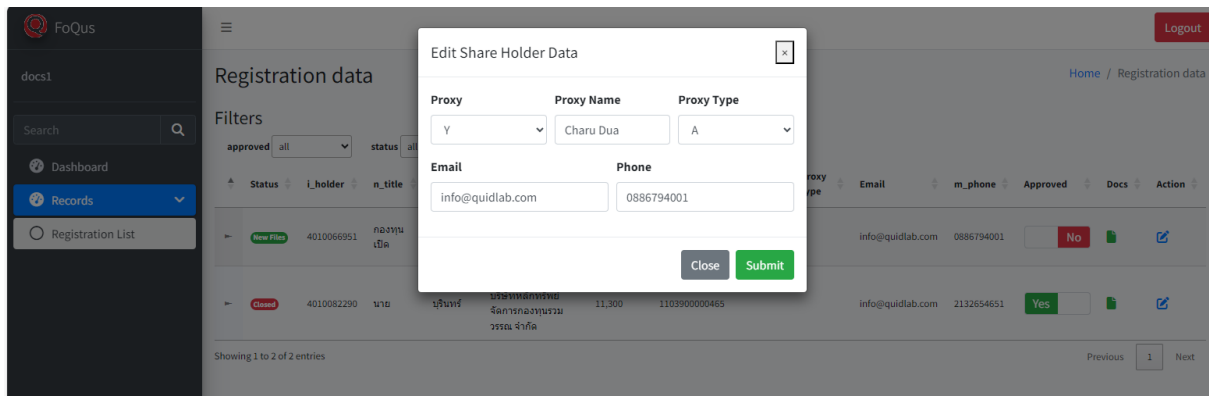
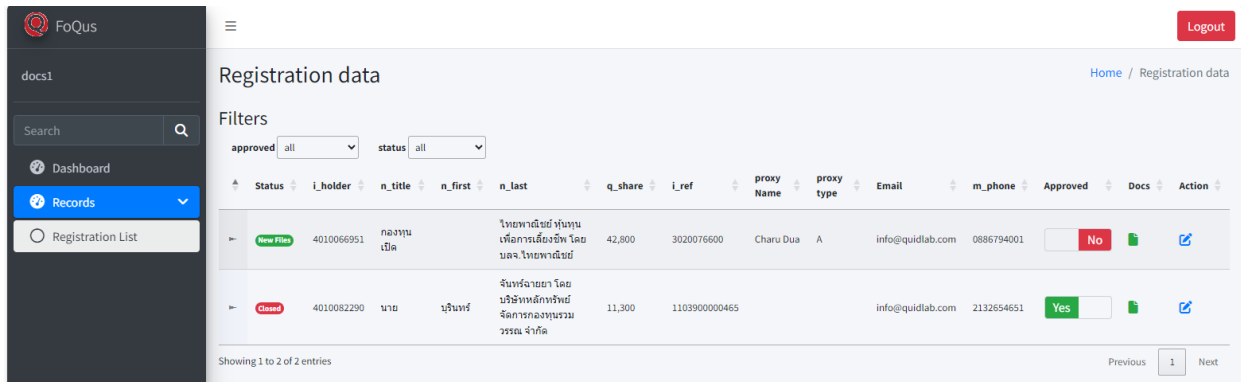
Showing 1 to 2 of 2 entries

Quidlab will send emails to all approved shareholders and proxies.

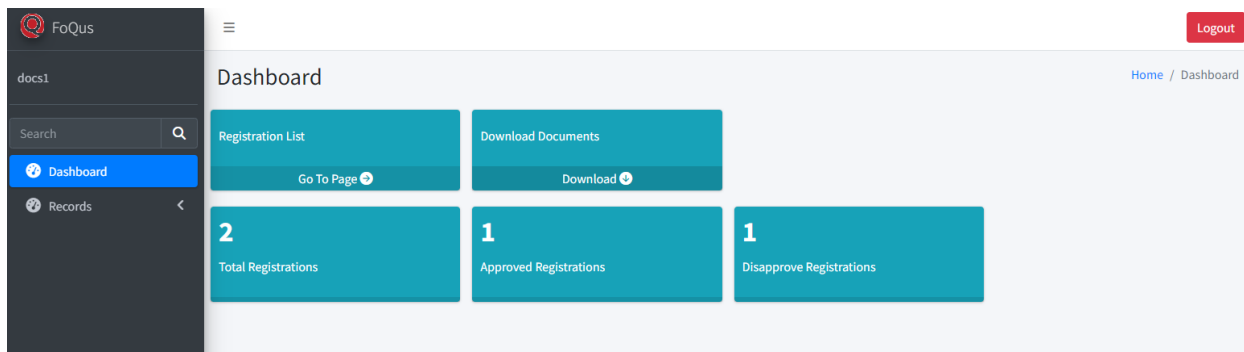
NOTE: In case if company need to edit data of some shareholders (such as change proxy name, proxy type, change email/ mobile number, etc;)

To edit data of that shareholder, go to the option 'Action', click on the pencil square icon (Edit Data) and edit the changes as per needed. Then click on submit button to save the data.

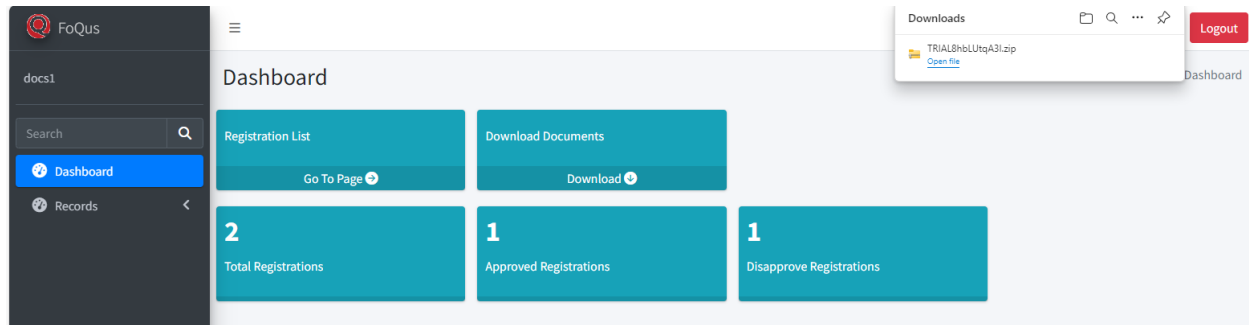
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Once the document registration system has been closed for the shareholders, company can download the documents of the registered shareholders from the option 'Download Documents'.



Click on Download. All the files will be download into as a zip folder.



Important points to check when checking documents:

1. Make sure name of proxy form matches with database entry.
2. Proxy type selected when submitting document matches with proxy form submitted.
3. Number of shares match with number of shares entered on submitted documents.