

Procedures and Methods for Registration to Attend the 2025 Annual General Meeting of Shareholders via Electronic Means (E-AGM), Document Required for Meeting Attendance and Proxy Appointment

**Procedures for Attending the Meeting via Electronic Means**

Shareholders who wish to attend the Meeting via electronic means, either in person or through a proxy, must submit a request and follow the pre-registration process through the system, which will be available from 17 April 2025 at 08.00 hrs. Shareholders are required to register in advance using a valid email address to receive the meeting link, username, and password for access. Each email account can only be used for the registration of one shareholder's registration number. The detailed registration steps are outlined below.

**Pre-Registration and Appointment of Proxy Procedures via Electronic Means (Pre-Register)**

- Shareholders scan the QR code from the Invitation to the Meeting or access <https://register.pttdigital.com/PRIN/registerbase>, fill in the required information to indicate their intention to attend the meeting via electronic means, select the type of request submission, and follow 3 steps as follows:
  - Step 1** Fill in shareholder's information and undergo identity verification.
  - Step 2** Verify your identity via email.
  - Step 3** Finish the transaction and wait for an email notifying the Meeting details and password to use on the day of the Meeting.
- The officer will verify the list of shareholders from the information as of the Record Date on 14 March 2025, which serves as the date for determining the list of shareholders entitled to attend the Meeting. This includes the completeness and accuracy of all documents submitted through the Pre-Register system for approval to join the Meeting. On the Meeting Day (25 April 2025), the electronic meeting system will be accessible from 12.00 hrs. (2 hours prior to the Meeting). Shareholders or their proxies may log in to the meeting system using the username and password received and follow the instructions outlined in the system user guide.
  - If a registration request is denied, the shareholder will receive an email stating the reason along with further instructions.
  - If an attendee is being proxied by multiple shareholders, he or she will receive only one username and password to login to the Meeting.
  - If a shareholder does not receive the identity verification email or the email informing the meeting details, please contact the Call Center at +66(0) 2 140 2003



**Proxy Appointment to an Independent Director**

Shareholders who prefer to appoint the company's independent director as the proxy, can submit the proxy form along with the required documents in electronic format via the Pre-Register system or send the documents via e-mail: [suntaree.nak@prinsiri.com](mailto:suntaree.nak@prinsiri.com), [patumma@prinsiri.com](mailto:patumma@prinsiri.com) or send it via registered mail to the address below. The documents must be received by the company **by 24 April 2025 at 16.00 hrs.**

PRINSIRI PUBLIC COMPANY LIMITED  
244 (Pleamary Mall) Watcharapon Road, Tha Raeng Sub-district, Bangkokhen District, Bangkok



**If encounter any technical difficulties while using Pre-Register system and E Voting system**

please contact Call Center at +66(0) 2 140 2003 during 17 April 2025 - 25 April 2025, from 8:00 to 17:00 hrs., except public holidays

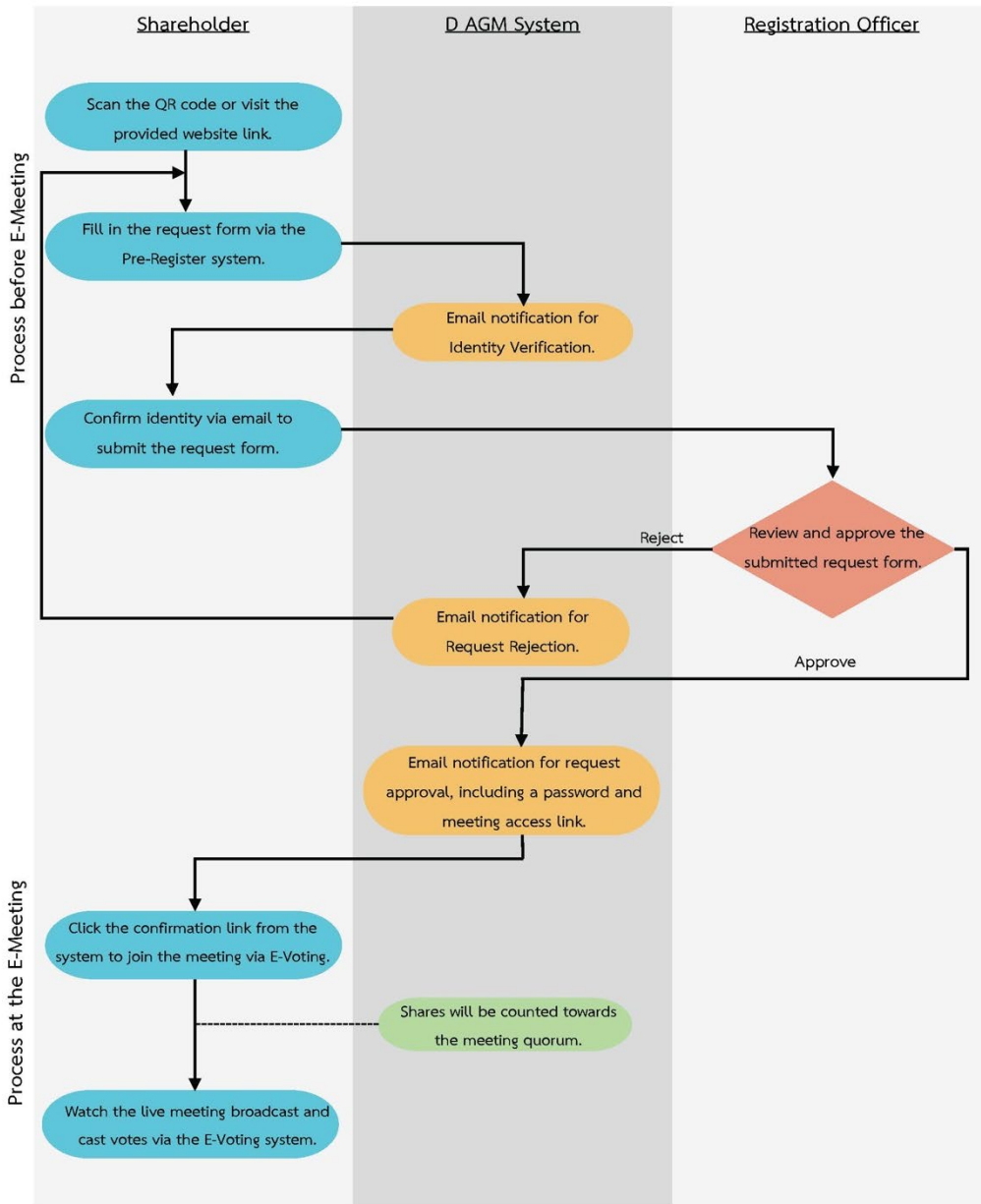
**Flowchart Showing the Detailed Steps for Attending the 2025 Annual General Meeting of Shareholders via D AGM**

Submit a request to attend the meeting via a web browser by visiting <https://register.pttdigital.com>

[/PRIN/registerbase](#) Or scan QR Code



Pre-Register system will be available from  
17 April 2025 - 25 April 2025  
(until the Meeting adjourns)



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**In Case of Leaving the Meeting**

If an attendee leaves the Meeting before casting votes, the attendee’s votes will not be counted in the remaining agenda items that have not yet been voted.

**Procedures for Attending E voting System and Voting Procedure**

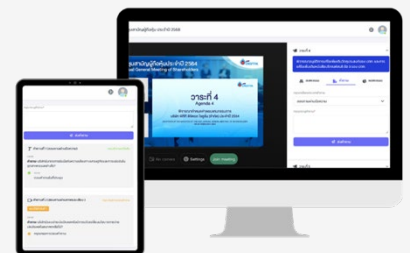
- 1 Access the link after receiving the confirmation email from the staff.
- 2 Enter the Username and Password received via the email.
- 3 Click the “Sign in” button, and the vote will count towards the quorum.
- 4 Click “Join meeting” button to view the live broadcast.
- 5 Select the agenda items for voting.
- 6 Press “Vote” button.
- 7 Select a vote according to your preference.
- 8 System will display the latest voting results based on your votes.



If you wish to modify your vote, you may do so until the system closes the voting session for that agenda.

**Procedures for Asking Questions via E voting System**

- 1 Select the agenda for asking questions.
- 2 Press “Questions” button.
- 3 Choose a Question Type
  - via Message
    - Enter your question and Press “Send Question” button.
  - via Camera and Sound
    - Enter your question and Press “Send Question” button.
    - Please wait for the meeting facilitator to organize the question queue before you can turn on your camera/microphone for asking questions during the live broadcast.



**Remarks:**

1. To ensure the smooth conduct of the meeting, in the event that shareholders or proxy holders have any inquiries or wish to provide comments on any agenda item, please select the agenda as determined by the Company. The system will arrange the questions or comments in chronological order based on the time of the request. In addition, questions or comments must be related to the agenda item being discussed only.
2. During the meeting, if any shareholder or proxy holder engages in any actions that disrupt the meeting or cause inconvenience to other participants, the Company reserves the right to suspend such disruptive actions or any activities causing inconvenience to other participants.



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**Operation of E-Meeting and D AGM System**

Operation of the system depends on the internet connection of shareholders or proxy, including the device and/or software used. Please use the following devices and/or software:

- The recommended internet speed should be at least 4 Mbps.
- System can be compatible with Smartphone/Tablet for both Android and iOS
- Internet browsers: Chrome (recommended) and others, including Firefox, Safari, Microsoft Edge.

User Guide for D AGM



Pre-Register Guide



E Voting Guide



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Document Required for Meeting Attendance and Proxy Appointment

▪ **For individual shareholders**

Once logged into the Pre-Register system, please proceed with the following;

1. **Shareholders attending the meeting in person**

Shareholders fill in the meeting request information in advance via Web Browser and prepare the information and document as follows:

- 1) E-Meeting Acceptance Form. (Attachment 6.)
- 2) Meeting notice form with this invitation letter (with shareholder ID).
- 3) A copy of the valid government-issued document, signed to certify its authenticity, such as an Identification Card, or Passport. In case of any changes of name and/or surname, evidence of such changes, must also submit proof of the change, signed to certify its authenticity.

2. **Proxy authorization to attend the meeting.**

**2.1 Proxy to an ordinary person**

Shareholders fill in the meeting request information in advance via Web Browser prepare the information as follows:

- 1) E-Meeting Acceptance Form. (Attachment 6.)
- 2) Meeting notice form with this invitation letter (with shareholder ID).
- 3) Proxy form as attached with the meeting invitation letter (any form). Filled in information with the grantor and the grantee's signature.
- 4) A copy of the valid government-issued document of the grantor (shareholder), signed to certify its authenticity, such as Identification Card, or Passport. In case of any changes of name and/or surname, evidence of such changes, must also submit proof of the change, signed to certify its authenticity.
- 5) A copy of the valid government-issued document of the grantee (attendants), signed to certify its authenticity, such as Identification Card, or Passport.

**2.2 Proxy to Independent Directors**

Fill in meeting request information in advance via web browser then select to appoint an independent director as a proxy and prepare the following documents:

- 1) E-Meeting Acceptance Form. (Attachment 6.)
- 2) Meeting notice form with this invitation letter (with shareholder ID).



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- 3) Proxy form as attached with the meeting invitation letter. Filled in information with the grantor's signature.
  - 4) A copy of the valid government-issued document of the grantor (shareholder), signed to certify its authenticity, such as Identification Card, or Passport. In case of any changes of name and/or surname, evidence of such changes, must also submit proof of the change, signed to certify its authenticity.
- ***For shareholders who are legal entities and shareholders who are foreign investors and have appointed a custodian in Thailand to hold their shares.***

Online pre-registration is not required for a juristic person or a custodian. Please submit the following documents for verification prior to the meeting, from now until Thursday, April 24, 2025, via email at (Email Address): [suntaree.nak@prinsiri.com](mailto:suntaree.nak@prinsiri.com) or [patumma@prinsiri.com](mailto:patumma@prinsiri.com).

Juristic person or custodian may designate a proxy, a third party, or independent director as specified by the Company, The proxy form should specify the voting instructions for each agenda item and provide the email address of the proxy holder to receive the username and password for attending the meeting via electronic means.

**1. For shareholders who are juristic person.**

**1.1 In the case where the authorized signatory (director) of the juristic person wishes to attend the meeting in person via E-Meeting, please send following documents;**

- 1) E-Meeting Acceptance Form. (Attachment 6.)
- 2) A copy of the latest version of the Affidavit of the juristic person, not longer than 6 months prior to the meeting date. Such document must be certified as true and correct copy by the authorized person(s) (director)
- 3) A copy of any of the Required Documents of the authorized person(s) (director) i.e. valid Identification Card or Government Identification Card, or Passport (for non-Thais), certified as true and correct copy.

*(This applies when a representative of a legal entity attends the meeting in person. If the juristic person has more than one authorized director acting jointly, but wishes to grant authority to only one director or another person to attend the meeting, the juristic person must proceed with granting a proxy as per Clause 1.2.)*



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**1.2 In the case of granting a proxy to another person to attend the meeting on behalf of a juristic person registered in Thailand, please send following documents;**

- 1) E-Meeting Acceptance Form. (Attachment 6.)
- 2) The proxy form, as attached with the meeting invitation (any form), shall be completed and signed by both the grantor and the proxy.
- 3) A copy of the latest version of the Affidavit of the juristic person, not longer than 6 months prior to the meeting date. Such document must be certified as true and correct copy by the authorized person(s) (director)
- 4) A copy of any of the Required Documents of the authorized person(s) (director) i.e. valid Identification Card or Government Identification Card, or Passport (for non-Thais), certified as true and correct copy.
- 5) A copy of any of the grantor's identification document as same as in the case of ordinary persons as mentioned above.
- 6) In case any documents or evidence mentioned above are not a Thai or English version. The shareholders shall show an English translation of the document which is Certified Correct Translation by a shareholder or the authorized person(s) (in case juristic person)

**1.3 In the case of granting a proxy to another person to attend the meeting on behalf of a legal entity registered overseas, please send following documents;**

- 1) E-Meeting Acceptance Form. (Attachment 6.)
- 2) The proxy form, as attached with the meeting invitation (any form), shall be completed and signed by both the grantor and the proxy.
- 3) A copy of the latest version of the Affidavit of the juristic person, issued by the relevant government authority of the country where the juristic person is incorporated which has been notarized by a notary public or competent government authority. The date of issue shall not exceed 6 months from the date of the meeting and
- 4) A copy of any of the authorized person(s)'s identification document i.e. valid Identification Card or Government Identification Card, or Passport (for non-Thais), certified as true and correct copy.
- 5) If the copy of the latest version of Affidavit that has been notarized by the notary public or the competent government authority is presented, such document must be certified as true and correct copy by the authorized person(s) of that juristic person, together with its seal being affixed (if any).



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- 6) A copy of any of the proxy's identification document (Attendee) i.e. valid Identification Card or Government Identification Card, or Passport (for non-Thais), certified as true and correct copy.
- 7) For foreign legal entities, any documents that are not originally in English must be translated into English and submitted along with the original. The authorized signatory of the legal entity must sign to certify the accuracy of the translation.

**2. For the shareholders who are foreign investors and appoint a custodian in Thailand, please send following documents**

**2.1 Documents from the custodian: Please provide the following information.**

- 1) E-Meeting Acceptance Form. (Attachment 6.)
- 2) Proxy Form C (for shareholders who are foreign investors and appoint a custodian in Thailand) must be correctly and fully filled out, signed by both the grantor and the proxy.
- 3) A copy of the Affidavit of the custodian juristic person which such document must be certified as true and correct copy by the authorized person(s), with the juristic person's seal being affixed (if any)
- 4) The power of attorney of such grantor authorizing the custodian
- 5) A copy of the confirmation letter or business license showing that it can act as the custodian.
- 6) A copy of the proxy's valid Identification Card, Government Identification Card, or Passport (for non-Thais), of certified as true and correct copy. In case of any changes of name and/or surname, evidence of such changes must also submit proof of the change, signed to certify its authenticity.

**2.2 Documents from shareholders who are foreign investors: Please provide the following information.**

- 1) If the appointing shareholder is an individual person, please enclose a copy of the valid Identification Card or Government Identification Card, or Passport (for non-Thais), certified as true and correct copy by the grantor. In case of any changes of name and/or surname, evidence of such changes must also submit proof of the change, signed to certify its authenticity .
- 2) If the appointing shareholder is a juristic person, please enclose supporting documents as same as the case where the proxy is a juristic person.



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