

**Guidelines for Proxy, Registration, Document showing to attend and Voting  
At the 2024 Annual General Meeting of Shareholders, B-52 Capital Public Company Limited  
on April 23, 2024 at 10:00 a.m.**

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**Proxy**

The Company delivered Proxy (Form A, B and C) according to the Ministry of Commerce defined which is detailed and clear to shareholders. For Shareholders who cannot attend the meeting by themselves will appoint another person, or to appoint an independent director / audit committee any one as follows

- 1) Mr.Suthep Pongpitak      Position: Independent Director and Chairman of Audit Committee      Age 70 years old  
Address 111/165 Baansuan Sukhothai Condominiums, Sukhothai Road, Dusit, Bangkok 10300
- 2) Ms. Araya Putthipongthorn      Position: Independent Director and a member of Audit Committee      Age 42 years old  
Address 799/196 Rama III Road, Bangpongpan, Yannawa, Bangkok 10120

By the shareholders can specify name of the proxies and submit it to the company's officers by mail within 3 business days before the meeting.

**Rules for attending the shareholders' meeting via electronic media**

Shareholders or proxies wishing to attend the meeting must submit documents proving their identity as specified to the Company within April 11, 2024, when the Company has examined the information according to the names of shareholders according to the closing information of the register of shareholders who have the right to attend the meeting completely correct. The service provider for organizing meetings via electronic media will send a link for attending the meeting and an access manual to the email that you have sent to inform the company. The link will be sent 2 days in advance of the meeting date.

**Requesting to attend the meeting via electronic media**

Shareholders who wish to attend the meeting via electronic media must notify the intention to attend the meeting in the following way

1. Request to attend the meeting by sending information via E-Mail or post

**In the case that shareholders wish to notify their intention to attend the meeting via electronic media (E-EGM) by sending information via E-Mail or postal**

1. Please fill out the document requesting to attend the meeting via electronic media (E-EGM) (attachment x) by requesting you to clearly specify your e-mail (E-mail) and mobile phone number for registration. Registration to attend the meeting

2. Attach a copy of proof of identity to confirm the right to attend the E-EGM meeting

- 2.1 Shareholders who are natural persons

- In the case of shareholders wishing to attend the meeting in person via electronic media (E-Meeting)
  - o A copy of a government-issued identification document that has not expired such as ID card or government identification card or driving license or passport In the event of a name-surname change Ask the shareholders to attach evidence as follows:
- In the event that a shareholder appoints another person to attend the meeting on his behalf through electronic media (E-Meeting)
  - o Proxy form attached to the meeting invitation letter Fill out the message correctly and completely and affix the signature of the proxy grantor and the proxy and the duty has been applied in full
  - o A copy of the identity document of the proxy grantor For example, a copy of an ID card or a copy of a government official identification card or copy of passport (In the case of foreigners) that has not expired and signed to certify the true copy of the proxy grantor
  - o Copy of the proxy's identity document For example, a copy of an ID card or a copy of a government official identification card or copy of passport (In the case of foreigners) that has not expired and signed to certify the true copy of the proxy

## 2.2 Shareholders who are juristic persons

- In case the person authorized to sign on behalf of the juristic person (director) wishes to attend the meeting in person through electronic media (E-Meeting)
  - o Copy of shareholder's juristic person registration certificate Issued no more than 1 year prior to the date of the shareholders' meeting which has been certified as a true copy by a representative of the juristic person (director) who has the power to sign on behalf of the juristic person
  - o A copy of the identity document of the representative of the juristic person (director), such as a copy of an ID card or a copy of a government official identification card or copy of passport (In the case of foreigners) that has not expired and signed to certify true copy
- In the case of appointing a proxy to a proxy attend the meeting instead through electronic media (E-Meeting)
  - o Proxy form attached to the meeting invitation letter Fill out the message correctly and completely and affix the signature of the proxy grantor and the proxy and affixed the stamp duty in full
  - o Copy of shareholder's juristic person registration certificate Issued not more than 1 year prior to the date of the shareholders' meeting which is certified as a true copy by a representative of the juristic person (director) who has the power to sign on behalf of the juristic person

o Copy of the identity document of the representative of the juristic person (director), such as a copy of an ID card or a copy of a government official identification card or copy of passport (In the case of foreigners) that has not expired and signed to certify true copy

o Copy of the proxy's identity document as in the case of natural persons as mentioned above

In the case of documents or evidence mentioned above it is not a Thai or English version of the document. Shareholders must present an English translation of the document which certifies the translation by the shareholders or by the authorized signatory to bind the juristic person (in the case of a juristic person)

3. Submit the documents requesting to attend the meeting via electronic media (item 1) and proof of identity. together with various supporting documents (item 2) delivered to the company within April 11, 2024 (7-10 days prior to the meeting date The company clearly specified the date)

- E-Mail channel : Somchai.w@b52.co.th, Kanokwan.i@b52.co.th

- Postal channels : B-52 Capital Public Company Limited, No. 973, President Tower, 7th Floor, Ploenchit Road, Lumpini Subdistrict, Pathumwan District, Bangkok 10330

- You can download proxy documents in advance at [www.b52.co.th](http://www.b52.co.th)

#### **Electronic Meeting Attendance (E-EGM)**

1. When the shareholders or proxies who wish to attend the meeting and have been fully verified, you will receive an e-mail from the meeting organizer which will be a link for attending the meeting and user manual 2 days before the meeting date, please study the manual on how to use the E-EGM meeting system in detail. If you haven't received the E-Mail by April 11, 2024, please contact the company immediately

2. Attendance and voting via electronic media can be used with computer / notebook (Notebook) / tablet (Tablet) and mobile phone via Web Browser: Chrome with 4G internet speed or basic home internet.

Note : In case of attending the meeting via tablet (Tablet) and mobile phone must install Zoom Cloud Meeting program before attending the meeting, which can be downloaded as follows:



1. The system will open for meetings 60 minutes before the start of the meeting. However, the live broadcast will only start at the time of the meeting.
2. Logging in to the meeting attendees must use the information of the shareholder registration number and the number of the shareholder's ID card
3. Voting via E-Voting system, you will be able to vote for each agenda by voting to agree, disagree or abstain one only In case of not voting on any agenda, the system will immediately assume that you vote as agree. (Use the vote counting method by pouring the votes towards agreeing)
4. In the event that attendees have problems or have problems in using the E-AGM system, you can contact OJ International Company Limited at the phone number specified in the E-Mail that the user manual of the system was sent to you

**\*\*\*** This E-EGM Conference is an electronic meeting only and there will be no meeting venue in the original format. Asking for cooperation from shareholders who do not come to the company **\*\*\***

In the event that a shareholder wishes to appoint an independent director as a proxy

For shareholders who are unable to attend the E-EGM meeting in person or cannot appoint other proxies to attend the E-AGM meeting, if the shareholders wish to appoint independent directors Please send the proxy form. (Attachment X) by specifying the proxy as one of the independent directors as specified by the company together with supporting documents for the company within April 11, 2024 (7-10 days before the meeting date. The company clearly specify the date and time) through the following channels.

- E-Mail channel : Somchai.w@b52.co.th, Kanokwan.i@b52.co.th

- Postal channels : B-52 Capital Public Company Limited, No. 973, President Tower, 7th Floor, Ploenchit Road, Lumpini Subdistrict, Pathumwan District, Bangkok 10330

Note: In the case that shareholders specify voting for 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 for approval, disapproval or abstention. Only one vote cannot be divided into parts. (Unless it is a Custodian vote)

**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.

1. Proxy Form C (attached with the meeting invitation letter) completely filled out. Signed by the proxy grantor and the proxy with 20 baht stamp duty
2. Custodian juristic person registration certificate and duly signed by the authorized signatory on behalf of the custodian juristic person (Custodian) or its attorney with the corporate seal (if any)
3. Power of Attorney from the shareholder to have Custodian to sign the Proxy Form.
4. 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 identification card or copy of passport (In the case of foreigners) of the proxy with certified true copy
6. Submit information through the following channels.

- E-Mail channel : Somchai.w@b52.co.th, Kanokwan.i@b52.co.th

- Postal channels : B-52 Capital Public Company Limited, No. 973, President Tower, 7th Floor, Ploenchit Road, Lumpini Subdistrict, Pathumwan District, Bangkok 10330

**Submitting advice or questions related to your business, industry, company performance or related to any agenda which will be considered at the E-EGM meeting**

In the event that shareholders wish to submit suggestions or questions, they can be done in 2 ways as follows:

1. Send advice or questions in advance to the company before the meeting date through the following channels

- Email : Somchai.w@b52.co.th, Kanokwan.i@b52.co.th
- Telephone : 02-6560189 ext. 111, 317
- By mail: B-52 Capital Public Company Limited, No. 973, President Tower, 7th Floor, Ploenchit Road, Lumpini Subdistrict, Pathumwan District, Bangkok 10330

2. Submit suggestions or questions during the meeting. For those attending the E-EGM meeting, the attendee must specify his/her first and last name and informed that he was a shareholder attending the meeting by himself or as a proxy before every suggestion or question is submitted. The Company has opened channels for submitting suggestions and questions during the meeting as follows:

- Conversation channel by typing messages (Chat)
- Voice chat channel in which the attendees will press the raising hand button and turn on the microphone on their own device After the system operator sends you an invitation to chat. And please turn off the microphone after the conversation is finished every time. (For more details, please refer to the Attendance Handbook sent to the attendees' e-mails.)

In this regard, if shareholders have questions about the meeting, they can contact the following staff:

1. Regarding submitting documents confirming identity to attend the shareholders' meeting via electronic media (E-Meeting), contact the company secretary for more information according to the way of contacting the company as detailed above

2. Regarding the process of attending the meeting and voting via electronic media (E-Meeting), in the case that the identity is verified correctly and completely, contact OJ International Co., Ltd. at the phone number specified in the E-Mail at Send the system manual to you.