

**Explanation on the appointment of proxy, registration process,  
registration documents, voting and vote counting, comment and question****1. Registration Documents**

Shareholders must submit the Registration Form with barcode together with the following documents; (Explanation on electronic meeting procedure in [Enclosure 7](#))

**1.1 Individuals****▪ A shareholder attending the Meeting in person**

- An identification card - official government identification card, driver's license, or a passport (for foreigners), of such shareholder. In the case of a change of name or surname, a supplemental document evidencing such changes is required.

**▪ Appointment of proxy**

- A Proxy Form (either Proxy Form A or B) completely filled out and sign the name of the proxy grantor and the proxy with 20 baht stamp duty.
- A certified copy of identification card, official government identification card, driver's license, or passport (for foreigners) of the grantor.
- An identification card, official government identification card, driver's license, or passport (for foreigners) of the proxy.

**1.2 Juristic Persons****▪ An authorized signatory attending the Meeting in person**

- A certified copy of identification card, official government identification card, driver's license, or passport (for foreigners).
- A copy of the company's affidavit issued by the Ministry of Commerce and certified by the authorised signatory **no later than 1 year** prior to the meeting date.

**▪ General appointment of proxy**

- A Proxy Form (either Proxy Form A or B) completely filled out and sign the name of the proxy grantor and the proxy with 20 baht stamp duty.
- A certified copy of the company's affidavit issued by the Ministry of Commerce or the Certificate of a Juristic Person (for a juristic person registered abroad) **no later than 1 year** prior to the meeting date.
- A certified copy of identification card, official government identification card, driver's license, or passport (for foreigners) of the authorized signatory.
- An identification card, official government identification card, driver's license, or passport (for foreigners) of the proxy.

**1.3 A shareholder appointing a Custodian in Thailand to be a share depository and keeper****▪ In the case of shareholders who are foreign investors and appointed a custodian in Thailand to be a stock depository and keeper**

- Proxy Form C, which is completely filled out and sign the name of the proxy grantor and the proxy with 20 baht stamp duty
- Letter confirming permission to conduct Custodian business
- A photocopy of the identity document of the Custodian juristic representative issued by the government agency, which appears a photograph and has not expired, such as an identity card civil servant identification card license or passport (for foreigners), etc. And if the name - surname is changed, evidence must be submitted, and duly signed by the Custodian juristic representative.
- Identity document of the proxy issued by the government agency an original with a photo that has not expired, such as an identity card civil servant identification card license or passport (for foreigners), etc. And if the name surname is changed, evidence must be submitted.

**▪ In the case of a shareholder who is a foreign investor assigns Custodian to sign the proxy form on his behalf Additional evidence of the following must be submitted**

- A photocopy of the Custodian juristic person registration certificate issued by the Ministry of Commerce, which was issued no more than 1 year prior to the date of the shareholders' meeting and duly signed by the Custodian's corporate representative or attorney.
- Photo copy of Custodian's power of attorney that authorizes the attorney to act on his behalf. (not expired) and duly signed by the Custodian corporate representative or its attorney. In this regard, any document not originally issued in English must be translated into English and attached to the original copy; the translation must be certified by such shareholder or the representative of such juristic person.

### 2. Procedures for Appointment of Proxy

The Department of Business Development, Ministry of Commerce, has prescribed 3 types of proxy form as set out in the Notification of the Department of Business Development, Re: Prescription of the Proxy Form (No. 5) B.E. 2550 (2007) as follows:

- Form A: A simplified general proxy form
- Form B: A proxy form in which the matters for the proxy are fixed and specified.
- Form C: A proxy form for a foreign investor shareholder who wishes to appoint a custodian in Thailand to take care of and safeguard his/her shares

The forms (Proxy Form A, Form B or Form C) can be downloaded from the Company's website [www.ktisgroup.com](http://www.ktisgroup.com).

Shareholders who wish to either authorize a person or an independent director in **Enclosure 4** to attend and cast a vote at the meeting must provide following documents; (Explanation on electronic meeting procedure in **Enclosure 7**)

- the Registration Form with barcode
- the Proxy Form (choose either one) in which all required information is completed together with signatures of the grantor and the proxy affixed Baht 20 stamp duty, crossed and dated as of the date the proxy is made
- the following documents to confirm eligibility of the shareholders to attend the meeting (Section : Registration Documents)

In this regard, a shareholder cannot divide the number of shares to have more than one proxy to cast votes on his/her behalf, and is also unable to appoint a proxy to represent only partial amount of his/her entire shares but to appoint a proxy to represent the entire amount of the shares he/she owns. The exception is made to a shareholder whose name appears in the share register book as a foreign investor who has appointed a custodian in Thailand to take care of and safeguard his/her shares (i.e. Proxy Form C has been used).

**\*\*The Company reserves the rights to refuse the attendance of the shareholder in all respect should the shareholder is unable to present the evidence required above or the evidence is incorrect or in complete as per the above mentioned requirement and the Company's determination shall be final.\*\***

### 3. Voting Procedures

**The Company has arranged for the meeting to be recorded and videotaped as evidence.**

#### Voting Criteria

- In voting at the Meeting, the Company's Articles of Association stipulates that all shareholders are entitled to vote with the number of votes equivalent to the number of shares he/she holds subject to a one share-one vote basis.
- Appointment of proxy
  - The proxy shall only cast a vote as specified by the grantor in the Proxy Form. Any vote cast by the proxy in any agenda, not in accordance with the Proxy Form, shall be deemed invalid.
  - If the grantor does not vote or unclearly specifies any particular vote in the Proxy Form, or the meeting considers or resolves any other matter apart from which is stated in the Proxy Form, including any changes or amendments to the facts, the proxy shall be entitled to consider and cast a vote as he/she deems appropriate.
- The Chairman will propose to shareholders to consider casting vote for each agenda in the order as per this letter of invitation. The Chairman will request attendees to join the Meeting through electronic meeting hence the vote casting of each agenda shall be done in application. The attendees shall either cast a vote approve or disapprove or abstain from voting in the relevant box. Shareholders who take no action in vote casting in the application; it shall be deemed as approving votes.

#### The resolution of the Annual General Meeting of Shareholders shall comprise of

- In an ordinary event, a majority vote of the shareholders; or
- In other events which are otherwise prescribed by laws or by the Company's Articles of Association, the Annual General Meeting of Shareholders will be resolved as prescribed by such laws and Articles, whereby the chairman of the meeting will notify the shareholders in advance before voting on such agenda.
- In the case of a tied vote, the chairman of the meeting shall have a casting vote.
- A shareholder who has a particular interest in any matter shall not be entitled to cast a vote on such matter, and the chairman of the meeting may ask such shareholder to temporarily leave the meeting, with the exception of the election of directors.
- Secret voting may be conducted upon the request of at least five shareholders, and if the meeting has agreed to such secret voting. The chairman of the meeting will determine the method of voting and will notify the meeting in advance before voting on such agenda.

### **Vote Counting and Announcement of Result**

The chairman of the meeting shall inform the meeting of the vote counting procedures before the commencement of the meeting, and shall inform the meeting of the vote results after the shareholders have finished voting in each agenda.

#### **4. Comments and Questions Given by the Attendees**

1. Before casting vote in each agenda, the Chairman give the opportunity for attendees to comment or ask question. Attendees may type the question in the text box or click on the "**Raise Hand**" button and wait for the staffs to reply. The Company would like to ask for your cooperation to ask or comment on the relevant to each agenda. If you wish to ask any other question, kindly wait until all the agenda item are completed. Comments or questions of attendees shall be read and answered in the Meeting and the Company would like to reserve the right to run the Meeting as appropriate for effectiveness and conciseness.

2. Shareholders can opine or ask questions in **Question Form for the 2025 Annual General Meeting of Shareholders** as in **Enclosure 9** and to Company Secretary Department via e-mail: cs@ktisgroup.com