

**Rules and Documents Required for Electronic Meeting of Shareholders (E-AGM),  
Proxy Granting, E-AGM Registration, and Voting**

Shareholders or proxies who wish to attend the meeting must submit documents proving their identity as specified to the Company by April 19, 2024. The Company shall verify the list of shareholders according to the closing information of the shareholders' register book who have the right to attend the meeting. After that, the electronic conferencing service provider will send the Link to attend the meeting and the user manual to the Email addresses the shareholders have sent to inform the Company. The Link will be sent two (2) business days in advance of the meeting date.

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

Shareholders wishing to attend the meeting via electronic media must notify the Company by sending information via Email or postal mail as follows:

1. Please fill in the document requesting to attend the meeting via electronic media (E-AGM) (Attachment No. 5) by specifying your Email address and your mobile phone number clearly for registering for the meeting.
2. Attach a copy of proof of identity to confirm the right to attend the E-AGM as the followings:
  - 2.1 Shareholders who are natural persons:
    - If a shareholder wishes to attend the meeting via E-Meeting:
      - Attach a copy of a valid government-issued identification document such as an ID card, government ID card, driver's license, or passport.
      - In case of name/surname changes, shareholders are requested to attach supporting evidence.
    - If a shareholder appoints another person to attend the E-meeting on his/her behalf:
      - Please fill in Proxy Form (attached with the invitation letter) with all information signed by the proxy grantor and the proxy correctly and entirely together with duty stamp affixed and crossed out;
      - A copy of the proxy grantor's identity document, such as an ID card, a government official ID card, a passport (in case of foreigners) that has not expired and signed certifying the true copy.

- A copy of the proxy's identity document, such as an ID card, a government official ID card, a passport (in case of foreigners) that has not expired and signed certifying the true copy of the proxy.

The Company is required to comply with the provisions of the Personal Data Protection Act B.E. 2562, therefore, shareholders, proxies and grantors are required to cross out, conceal or perform any action that does not reveal information about religion and blood group which are appeared on the copy of identity document. The Company reserves the right to cross out, conceal or perform any action above on its own in the event that the shareholders, proxies and grantors have not crossed out, concealed or performed such action.

## 2.2 Shareholders who are juristic persons:

- If the person authorized to sign on behalf of the juristic person (director) wishes to attend the E-meeting
  - A copy of the shareholder's juristic person registration certificate issued not longer than one (1) year before the date of the shareholders' meeting, which is duly certified by the juristic person's representative (director) authorized to sign on behalf of the juristic person; and
  - A copy of the identity document of the representative of the juristic person (director), such as an ID card, a government official ID card, a passport (in case of foreigners) that has not expired and signed to certify the true copy.
- If the proxy is assigned to attend the E-meeting on behalf of the shareholders
  - Please fill in Proxy Form (attached with the invitation letter) with all information signed by the proxy grantor and the proxy correctly and entirely together with duty stamp affixed and crossed out;
  - A copy of the shareholder's juristic person registration certificate issued not longer than one (1) year before the date of the shareholders' meeting, which is duly certified by the juristic person's representative (director) authorized to sign on behalf of the juristic person;
  - A copy of the identity document of the representative of the juristic person (director), such as an ID card, a government official ID card, a passport

(in case of foreigners) that has not expired and signed to certify the true copy; and

- Copy of the identity document of the proxy as in the case of natural persons as mentioned above.

The Company is required to comply with the provisions of the Personal Data Protection Act B.E. 2562, therefore, authorized directors and proxies are required to cross out, conceal or perform any action that does not reveal information about religion and blood group which are appeared on the copy of identity document. The Company reserves the right to cross out, conceal or do any act above on its own in the event that the authorized directors and proxies have not crossed out, concealed or performed such action.

In the case where the documents or evidence mentioned above are not Thai or English versions, the shareholders must present an English translation of the document signed to certify the translation by the shareholder or by an authorized signatory to bind that juristic person (in case of a juristic person).

3. Submit the documents requesting to attend the meeting via electronic media (as specified in item 1.) and proof of identity together with supporting documents (as specified in item 2) by sending to the Company **by April 19, 2024** through the following channels:

- Email channel: CS@amata.com
- Postal channel: Company Secretary Department, Amata Corporation PCL, No. 2126, Kromadit Building, New Petchburi Road, Bangkapi, Huay Kwang, Bangkok, 10310, Thailand

**Electronic Meeting Attendance (E-AGM):**



1. Once the shareholders or proxies have been fully verified, you will receive an Email from the meeting organizer containing a Link for attending the meeting, and the system user manual two (2) business days prior to the meeting date. Please thoroughly study the manuals on how to use the E-AGM meeting system. If you do not receive the Email **by April 25, 2024**, please contact the Company immediately.
2. Please prepare the following information for logging into the meeting

Self-Attending: Shareholder's Account Number (10 digits Number) and ID Number.

Proxy: Proxy's ID Number and Proxy's Mobile Number.

- Meeting attendance and voting via electronic media can be accessible to through computers/notebooks/tablets and mobile phones via Web Browser: Chrome with 4G internet speed or basic home internet.

Note: In case of meeting via tablet and mobile phone, Zoom Cloud Meeting program must be installed prior to attending the meeting, which can be downloaded as follows:

IOS System	Android System
	
<a href="https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307">https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307</a>	<a href="https://play.google.com/store/apps/details?id=us.zoom.videomeetings">https://play.google.com/store/apps/details?id=us.zoom.videomeetings</a>

- The system will be opened for meeting sixty (60) minutes before the meeting starts. However, the live broadcast will only start at the time of the meeting.
- To log in to the system, all attendees are required to use the shareholder registration number and the shareholder's ID card number.
- Voting through the E-Voting system, all attendees will be able to vote for each agenda item by voting for agreeing, disagreeing, or abstaining. In case of not voting in any agenda item, the system will be deemed to vote as "Agree" immediately (using the vote-counting method by pouring votes towards agreeing).
- If attendees have any problems or problems in using the E-AGM system, please contact OJ International Co., Ltd. at the phone number specified in the Email that will be sent to you regarding the system user manual.

**\*\*\*** This E-AGM meeting will be an electronic meeting only and will not be held in a conventional meeting venue; therefore, shareholders are requested not to come to the Company's location. **\*\*\***

**If a shareholder wishes to appoint an independent director as a proxy:**

In the case where any shareholders cannot attend the E-AGM meeting or cannot appoint other proxies to attend the E-AGM meeting and wish to appoint an independent director as a proxy, please fill in and submit, a proxy form (Attachment No. 7) specifying the proxy as one of the independent directors as specified by the Company along with supporting documents, to the Company **by April 19, 2024** via the following channels:

- Email Channel: CS@amata.com
- Postal Channel: Company Secretary Department, Amata Corporation PCL, No. 2126, Kromadit Building, New Petchburi Road, Bangkapi, Huay Kwang, Bangkok, 10310, Thailand

Note: The independent directors will cast the votes as specified in the proxy form in which the voting in each agenda item, shareholders have the right to vote in agreeing, disagreeing, or abstaining only and cannot divide a partial vote (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 to the Company:

1. The Proxy Form C (attached with the invitation letter) filled in with all information and signed by the proxy grantor and the proxy, correctly and entirely, together with a 20-baht duty stamp affixed and crossed out;
2. Custodian juristic person registration certificate with a signature certifying true copy by the authorized signatory on behalf of the juristic person of the Custodian or the attorney with the corporate seal (if any).
3. A power of attorney from the shareholders for the Custodian to be authorized 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 copy of government official ID card, or copy of passport (in case of foreigners) of the proxy, certified true copy;
6. Please submit information to the Company via the following channels:
  - Email Channel: CS@amata.com
  - Postal Channel: Company Secretary Department, Amata Corporation PCL, No. 2126, Kromadit Building, New Petchburi Road, Bangkok, Huay Kwang, Bangkok, 10310, Thailand

## Voting Rights

### 1. Voting Regulation

#### **General Agenda Items:**

(1) One share counted as one vote, will be made in each agenda item, where the shareholder or proxy shall make only one vote for approval, disapproval or abstention. The allocation of voting is not allowed except for the vote by the Custodian.

#### (2) In Case of Proxy

The Proxy shall solely vote in accordance with the authorization by the Shareholder as specified in the Proxy Form. Any vote not in accordance with the Proxy Form shall be deemed invalid and shall not be counted as the vote of the Shareholder.

In case (i) the Shareholder does not specify the authorization or the authorization is unclear, (ii) the Meeting considers any agenda item other than specified in the Proxy Form, or (iii) there is any change or addition of fact, the Proxy shall be authorized to consider and vote for such matter as it may deem appropriate.

#### **Election of Director's Agenda:**

Article 15 of the Company's Articles of Association outlines the agenda for the election of directors as follows:

1. Each shareholder has only one vote per one share;
2. Each shareholder must use all his or her votes (shares) as stipulated in item 1. above to elect one candidate per vacancy to become a Director. In addition, he or she

shall not split his or her voting rights between or among candidates for a single directorship;  
and

3. The persons elected as the Director are determined by the highest number of votes they receive, with the order being arranged in descending order. The number of directors elected corresponds to the required or anticipated number of directors at that particular time. In the event that the persons elected in descending order have the same number of votes, the number of directors that should be or will be elected at that time exceeds the number of directors, the Chairman shall cast the deciding vote.

### **Voting Procedures**

The Chairman or the designed person shall inform the Meeting's voting procedure, in accordance with the following guidelines:

1. The Chairman or the designed person will propose the Meeting to cast the vote in each agenda item by requesting feedback regarding the stance of shareholders on approving, disapproving or abstaining from voting; and
2. When the Chairman or the designated person requests feedback as above, the shareholders or proxies shall confirm their intention, for approval, disapproval or abstention. Only a single instance is allowed (except for the vote of Custodian of which the allocation of the vote is allowed as specified in the Proxy Form). The Company's officers will then count the votes.

### **Resolution of the Meeting**

- General Cases : majority vote of the Meeting
- Other Cases: the vote shall be in accordance with the laws or the Company's Articles of Association. The Chairman shall inform the Meeting before voting for each agenda item.
  1. In case of a tie vote, the Chairman of the Meeting shall cast a deciding vote; and
  2. Any shareholder or proxy having special interests in any matter shall not be permitted to vote on such matter. The Chairman of the Meeting may request such shareholder or proxy to temporarily leave the Meeting, except for vote on election of the Directors.

### Counting and Announcement of the Vote

At the very beginning of the Meeting, the Chairman shall inform that the counting of votes for each agenda item shall be made from the marks made by the shareholders or proxies. The vote results of all agenda items shall be informed to the Meeting before the Meeting is adjourned.

**Submitting suggestions or questions related to business, industry, Company's performance, or related to any agenda which will be considered at the E-AGM meeting:**

If shareholders wish to submit suggestions or questions, please refer to the followings:

1. Send suggestions or questions in advance to the Company before the meeting date through the following channels:
  - Email Channel: CS@amata.com
  - Telephone Channel: +66 (0) 2792 0000 ext. 157
  - Postal Channel: Company Secretary Department, Amata Corporation PCL, No. 2126, Kromadit Building, New Petchburi Road, Bangkapi, Huay Kwang, Bangkok, 10310, Thailand
2. Submit suggestions or questions during the meeting to those attending the E-AGM meeting. The attendee must specify his/her first and last name and state whether he/she is a shareholder attending the meeting himself/herself or a proxy. Before sending of suggestions or questions, the Company will open channels for sending suggestions and questions during the meeting as follows:
  - Chat channel for text messages;
  - Audio chat channel where attendees press the raising hand button and turn on the microphone on their device after the operator sends an invitation to chat. Please turn off the microphone after the conversation is finished every time (For more details, please refer to the user manual sent to the attendees' Email addresses).

If shareholders require clarification on the meeting, they are advised to reach out to the relevant officers through the following means:



1. For inquiries related to submitting identity verification documents for participation in the shareholder meeting via electronic media (E-Meeting), please contact the Company Secretary for further guidance referring to the contact information provided above.
2. If you need assistance with the procedures for attending the meeting and casting votes through electronic media (E-Meeting), after successful verification of your identity, please contact OJ International Company Limited using the phone number specified in the email which will be sent to you regarding a user manual for the system.