

**Guidelines for attending shareholders' meetings via electronic media (e-Meeting) and proxy granting.****1. In case the shareholders attending the e-Meeting by themselves**

1.1 Please fill the registration form for the AGM through Electronic Media (E-meeting) in Enclosure 9. of the Invitation to the 2024 Annual General Meeting of Shareholders. Kindly fill your e-mail and cell phone number in order to be used for the meeting registration to enable the company to send you the Username and Password for the E-meeting.

1.2 Please attach identification documents to confirm the attendance of E-meeting as follows:

**(a) In the event that the shareholder is an ordinary person**

(1) For Thai national shareholder:

- A copy of valid identity card, certified true copy or other official documents issued by Government authority, certified true copy.

(2) For foreign shareholder:

- A copy of valid passport, certified true copy.

**(b) In the event that the shareholder is a juristic person**

(1) For Thai juristic person:

- A copy of the registration certificate issued by the Department of Business Development of the Ministry of Commerce in the period of not exceeding 6 months before the E-meeting date, certified true copy.
- A copy of valid identity card / passport (in case of foreigner) of the authorized director(s) who themselves will attend the E-meeting or will sign a proxy, certified true copy.
- A copy of valid identity card / passport (in case of foreigner) of an attorney-in-fact or proxy (in case a proxy is granted), certified true copy.

(2) For juristic person registered overseas:

- Company registration certificate
- A copy of valid identity card / passport (in case of foreigner) of the authorized director(s) who themselves will attend the E-meeting or will sign a proxy, certified true copy.
- A copy of valid identity card / passport (in case of foreigner) of an attorney-in-fact or proxy (in case a proxy is granted), certified true copy.

1.3 Please submit the registration form for the meeting through electronic media (E-meeting) and such Identification document to the Company within by **April 22, 2024 before 12:00 noon only** through the following channels:

1) Email : [ir@prtr.com](mailto:ir@prtr.com)

2) Mailing : PRTR Group Public Company Limited  
2034/82 Italthai Tower, 18th Floor, New Petchaburi Road  
Bangkapi Subdistrict, Huai Khwang District, Bangkok 10310

- 1.4 When the Company receives documents set out in 1.1 and 1.2 from you, the Company will proceed with inspecting documents for confirming the meeting attendance. Once the inspected is completed, the Company will send username and password, together with WebLink for attending the E-meeting. Kindly keep secret your username and password provided for shareholder to other person as only the shareholders and their proxies are entitled to attend the E-meeting. Providing username and password to those who are not authorized to attend the meeting may result in such person to be held responsible by the relevant laws. In the case your username and password are lost or you have not received it within **22 April 2024**, please immediately contact the Company's call center via telephone number **02-716-0000** or via E-mail address **ir@prtr.com**
- 1.5 The Company will send details such as username and password to you and also send a manual for using the E-meeting system at the same time. Please read the manual thoroughly from the email that the Company sends to you. The system will be opened 1 hours. prior to the meeting in advance so that the shareholder can register for attending the meeting. However, the live broadcast will only begin at 09.00 hrs.
- 1.6 For casting the vote during the E-meeting, a shareholder may cast his or her vote in each agenda to either approve, disapprove, or abstain from voting. For the shareholders who do not vote in any agenda, the system will automatically count your vote as "approve".
- 1.7 If you have encounter with any technical problem in using E-meeting system before or during the meeting, please contact Quidlab Company Limited who will be the Company's service provider for the Company's E-meeting. The Company will specify a contact channel to Quidlab Company Limited via contact number 02-013-4322 or 080-008-7616.

## **2. In case the shareholders appointing proxy to attend the E-meeting**

- 2.1 Shareholders to prepare the supporting documents details as set out in clause 1.1 and 1.2
- 2.2 Shareholders and their proxies to sign the proxies provided by the Company and to affix the stamp duty 20 Baht (if any)
- 2.3 For the proxy to prepare the verification documents as below:
- (a) Ordinary person as proxy**

(1) Thai national proxy:

- A copy of valid identity card, certified true copy or other official documents issued by government authority, certified true copy.

## (2) Foreign proxy:

- A copy of valid passport, certified true copy

**(b) Juristic person as proxy**

## (1) Thai juristic person:

- A copy of the registration certificate issued by the Department of Business Development of the Ministry of Commerce in the period of not exceeding 6 months before the e-Meeting date, certified true copy.
- A copy of valid identity card / passport (in case of foreigner) of the authorized director(s) who themselves will attend the e-Meeting or will sign a proxy, certified true copy.
- A copy of valid identity card / passport (in case of foreigner) of an attorney-in-fact or proxy (in case a proxy is granted), certified true copy.

## (2) Juristic person registered overseas:

- Company registration certificate in the period of not exceeding 6 months before the e-Meeting date, certified true copy.
- A copy of valid identity card / passport (in case of foreigner) of the authorized director(s) who themselves will attend the E-MEETING or will sign a proxy, certified true copy.
- A copy of identity card / passport (in case of foreigner) of an attorney-in-fact or proxy (in case a proxy is granted), certified true copy.

2.4 Please submitted the filled registration statement for e-Meeting and signed the proxy, and the verification documents as set out in clauses 1.1, 1.2, 2.2 and 2.3 to the Company within **April 22, 2024 before 12:00 noon only** via the following channels:

1) Email : ir@prtr.com

2) Mailing: PRTR Group Public Company Limited

2034/82 Italthai Tower, 18th Floor, New Petchaburi Road

Bangkapi Subdistrict, Huai Khwang District, Bangkok 10310

**3. The channels for shareholders to submit suggestions or questions related to the Company and the E-Meeting agenda are as follows:**

3.1 During the E-Meeting, shareholders attending the meeting can submit suggestions or questions through the E-Meeting system.

3.2 Shareholders can send advice or questions in advance to the Company prior to the meeting date by submitting a pre-filled e-Meeting questionnaire form (Attachment no.11) to the Company within April 22, 2024 through the following channels

1) Email : [ir@prtr.com](mailto:ir@prtr.com)

2) Mailing: PRTR Group Public Company Limited

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