

**Guidelines for attending the AGM through electronic media (e- AGM) and appointment of proxy**

**Britania Public Company Limited**

**1. In case the shareholders attending the e- AGM by themselves**

1.1 Please fill the registration form for attending the AGM through electronic media (e- AGM) (Enclosure 8). **Kindly fill your e-mail and mobile phone number clearly in order to be used for the meeting registration** and attaching a copy of identification documents in order to confirm the attendance of the e- AGM as follows:

- **In the event that the shareholder is an individual person** – please attach a valid certified true copy of ID card, passport (in the case of a foreign shareholder)/other official documents issued by government authority which has not expired and certified true copy) and if there has been any change to the name or surname, evidence shall be presented therewith.
- **In the event that the shareholder is a juristic person**  
In the case that the authorized representative of the shareholders, who is a juristic person, attends the meeting in person. It is required to present the following documents:
  - 1) A copy of an affidavit of the shareholder issued by the Ministry of Commerce, certified true copy by the authorized representative(s) with a statement declaring that such authorized representative who signs the Power of Attorney is authorized to act on behalf of such juristic person shareholder.
  - 2) A copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the authorized representative which has not expired, and certified true copy by such authorized representative.
- **In case the shareholders are appointing proxy to attend the e- AGM** - please attach an executed version of the power of attorney or a proxy and supporting documents as per the details in item “supporting documents for the appointment of proxy” on the next page.

Please submit the registration form for attending the AGM through electronic media (e- AGM) and such identification document to the Company no later than **17 April 2024** via the following channels:

- Email : [thidarat.p@britania.co.th](mailto:thidarat.p@britania.co.th) or [kanokkorn.k@britania.co.th](mailto:kanokkorn.k@britania.co.th) or [panitaporn.w@britania.co.th](mailto:panitaporn.w@britania.co.th)
- Post : Britania Public Company Limited (Office of Company Secretary)  
Floor 20, Bhiraj Tower at BITEC, No. 4345. Sukhumvit Road, Bangna Sub-District, Bangna District, Bangkok, 10260

1.2 When the Company receives document as per item 1.1 from you, the Company will verify document for confirming the meeting attendance. Once the inspection is completed, the Company will send username and password, together with Web Link for attending the e-AGM to the shareholder's email. In this regard, you are refrain from giving your username and password provided for shareholder to other person.

**In case your username and password are lost or you have not received within 19 April 2024, please immediately contact the Company.**

1.3 The Company will send details such as username and password to you and also send a manual for using the e- AGM system at the same time. Please read the manual thoroughly from the email that the Company sends to you. The system will be opened 60 (sixty) minutes prior to the meeting so that you can register for attending the meeting. However, the live broadcast will begin at 14.00 hrs.

1.4 For casting the vote during the e- AGM, you 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".

1.5 If you have encounter with any technical problem in using e- AGM system before or during the meeting, please contact OJ International Company Limited, who will be the Company's service provider for the Company's e- AGM's meeting. The Company will specify a contact channel to OJ International Company Limited in the email that the Company sends username and password to you.



4. If the shareholders choose to appoint the independent director of the Company to be their proxies, the Company recommends the shareholders use Proxy Form B and specify the voting for each Agenda Item, and deliver the proxy form with its supporting documents no later than **17 April 2024** via the following channels:

- **Email:** [thidarat.p@britania.co.th](mailto:thidarat.p@britania.co.th) or [kanokkorn.k@britania.co.th](mailto:kanokkorn.k@britania.co.th) or [panitaporn.w@britania.co.th](mailto:panitaporn.w@britania.co.th)
- **Post:** Britania Public Company Limited (Office of Company Secretary) Floor 20, Bhiraj Tower at BITEC, No. 4345. Sukhumvit Road, Bangna Sub- District, Bangna District, Bangkok, 10260

5. The proxy form must be correctly and clearly filled up, and signed by the shareholder (grantor) and by the proxy, and affixed with THB 20 stamp duty, crossed and specifying the date such proxy is made.

### **Supporting documents for the appointment of proxy**

#### **Individual**

In the case the shareholder has appointed a proxy, it is required to present the following documents:

- 1) The proxy form which has been correctly and clearly filled up and signed by the shareholder (grantor) and the proxy, and affixed with a stamp duty required.
- 2) Copy of valid identification card or government officer card or driving license or passport (in the case of a foreign shareholder) of the shareholder (grantor), certified as true and correct copy by the shareholder which is not expired or any other document issued by the government authority (grantor).
- 3) Valid identification card or government officer card or driving license or passport (in the case of a foreigner) of the proxy.

#### **Thai Juristic Persons**

In the case that the shareholders appoint a proxy to attend the meeting, it is required to present the following documents:

- 1) The proxy form which has been correctly and clearly filled up and signed by the shareholder (the grantor) and the proxy, and affixed with stamp duty.
- 2) Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the authorized representative and the grantor which has been certified true copy by the authorized representative of the grantor.
- 3) Valid identification card or government officer card or driving license or passport (in case of a foreign national) of the proxy.
- 4) Copy of an affidavit of such juristic person issued by the Ministry of Commerce, which has been certified true copy by the authorized representative with the statement showing that such authorized representative who signs the proxy form is authorized to act on behalf of such juristic shareholder.

**Foreign Juristic Persons**

In the case the shareholders are foreign investors and have appointed a Custodian in Thailand to be a share depository and keeper, and have appointed a proxy by using Proxy Form C., the followings are required to be presented:

- 1) Documents required to be presented by the Custodian:
  - 1.1) The Proxy Form C which has been correctly and clearly filled up and signed by the authorized representative of the Custodian as the grantor and the proxy, and affixed with stamp duty required.
  - 1.2) Document confirming that the person who signs the proxy form is permitted to operate the Custodian business.
  - 1.3) Copy of an affidavit of the Custodian, certified true copy by the authorized representative of the Custodian, with the statement declaring that such authorized representative of the Custodian, who signs the proxy form as the grantor, is empowered to act on behalf of the Custodian.

1.4) Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the authorized representative of the Custodian, certified true copy by the authorized representative.

2) Documents required to be presented by a foreign juristic person:

2.1) Power of Attorney from the shareholder appointing the Custodian to sign the proxy form its behalf.

2.2) Copy of an affidavit of the shareholder which has been certified true copy by the authorized representative with the statement declaring that such authorized representative who signs the Power of Attorney is authorized to act on behalf of such juristic shareholder.

2.3) Copy of valid identification card or government officer card or driving license or passport (in the case of foreign shareholders) of the authorized representative, certified true copy by the authorized representative.

The above-mentioned documents must be certified by a Notary Public for no longer that one year.

3) Documents from proxy

It is required to present a copy of a valid identification card or government officer card or driving license or passport (in case of a foreign national) of the proxy.

**3. Channels for shareholder to send comments or questions related to business, industry and business operations of the Company or any relevant agenda to be considered in this e- AGM are as follows:**

3.1 During the e- AGM meeting, the shareholder attending the meeting can submit comment or questions during e- AGM system.

3.2 The shareholder can submit comment or questions in advance to the Company prior to the meeting date via following channels:

- **Email:** [thidarat.p@britania.co.th](mailto:thidarat.p@britania.co.th) or [kanokkorn.k@britania.co.th](mailto:kanokkorn.k@britania.co.th) or [panitaporn.w@britania.co.th](mailto:panitaporn.w@britania.co.th)
- **Post:** Britania Public Company Limited (Office of Company Secretary)  
Floor 20, Bhiraj Tower at BITEC, No. 4345. Sukhumvit Road, Bangna Sub-District, Bangna District, Bangkok, 10260