

## **Guidelines for attending the AGM through Electronic Media (E-AGM) and the Appointment of Proxies**

Shareholders or proxies who wish to attend the Meeting shall submit the required identification documents to the Company within April 11, 2024. Once the Company has completed verification of names of the shareholders on the record date who are entitled to attend the Meeting, the E-AGM organizer will send the link for logging in to the E-AGM and user manual to the provided e-mail address 2 days prior to the Meeting.

### **Submission of request to attend the E-AGM**

Shareholder wishing to attend the E-AGM shall make a request to attend the Meeting by the following means:

1. Submit the Registration Form by e-mail or by post
2. Submit the request via QR Code

**For shareholders who wish to submit their requests for attending the E-AGM by e-mail or by post**

Please complete the Registration Form for attending the AGM through Electronic Means (E-AGM) (Attachment 9) and clearly specify your e-mail address and mobile phone number in order to get registered to the E-AGM.

1. Submit identification documents required for registration to the E-AGM

#### 1.1. Individual Shareholders

- For shareholders attending the E-AGM by themselves
  - Copy of valid identification document issued by government authority such as identification card, government officer card, driver's license or passport (in case of foreigner). In case of any changes of name or surname, copy of evidence of such changes shall be submitted.
- For shareholders appointing a proxy to attend the E-AGM
  - Proxy Form in the form attached to the notice of the Meeting which is correctly and completely filled out, signed by the grantor and the proxy, and affixed with stamp duty.
  - Copy of valid identification document such as identification card or government officer card or passport (in case of foreigner), certified as true and correct copy by the grantor.
  - Copy of valid identification document such as identification card or government officer card or passport (in case of foreigner), certified as true and correct copy by the proxy.

## 1.2. Juristic person shareholders

- For the authorized persons of the juristic person (directors) attending the E-AGM by themselves
  - Copy of affidavit of the juristic person (issued by the Ministry of Commerce no longer than 1 year prior to the date of the Meeting) certified as true and correct copy by the authorized person of the juristic person (directors).
  - Copy of valid identification document such as identification card or government officer card or passport (in case of foreigner) of the authorized persons of the juristic person, certified as true and correct copy by the authorized persons.
- For juristic person shareholders appointing a proxy to attend the E-AGM
  - Proxy Form in the form attached to the notice of the Meeting which is correctly and completely filled out, signed by the grantor and the proxy, and affixed with stamp duty.
  - Copy of affidavit of the juristic person (issued by the Ministry of Commerce no longer than 1 year prior to the date of the Meeting) certified as true and correct copy by the authorized person of the juristic person (directors).
  - Copy of valid identification document such as identification card or government officer card or passport (in case of foreigner) of the authorized persons of the juristic person, certified as true and correct copy by the authorized persons.
  - Copy of valid identification document such as identification card or government officer card or passport (in case of foreigner), certified as true and correct copy by the proxy.

In case the documents listed above are not in Thai or English languages, English translation of such documents are required and must be certified as true translation by the shareholders or the authorized person(s) of the juristic persons.

2. Submit the request to attend the E-AGM and identification document and supporting documents to the Company within **April 11, 2024** through the following channels:

- E-mail: [secretary.s@saksiam.co.th](mailto:secretary.s@saksiam.co.th)
- Post: Mrs. Tippamas Lamcharoen

Saksiam Leasing Public Company Limited

No. 49/47 Jedsada Bodin Road, Tha It Sub-district,

Mueang Uttaradit District, Uttaradit Province 53000

In case a shareholder wants to notify his / her intention to attend the meeting via electronic means (E-AGM) QR Code

Scan QR Code

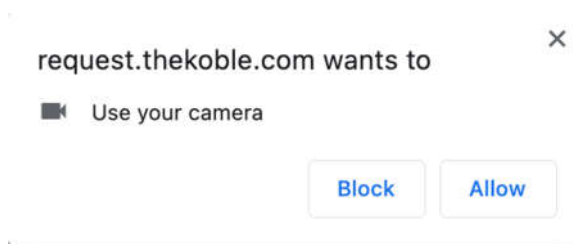


1. Fill in the shareholders' information
  1. Securities holder account number
  2. Name (Do not specify a prefix) If the shareholder is a juristic person do not fill in this field
  3. Last name (In case the shareholder is a juristic person please fill in the name of the juristic person in the last name field)
  4. Number of ID card
  5. Attach file a company certificate (in case a shareholder is a juristic person)
  6. Choose to accept the terms and conditions and consent to access to personal information
  7. Press "Confirm"
2. Please check the names of shareholders and the number of shares. If correct, please fill in shareholder information
  1. Name-Last name (In English)
  2. Email for the Link to attend the meeting
  3. Phone number
  4. Choose types of attending the meeting
    - i. Attend the meeting in person via E-AGM
    - ii. Give a proxy to the general public to attend the meeting via E-AGM
    - iii. Assign proxies to independent directors
  5. Press "Next"

**In case the shareholders attend the meeting by themselves**

Request to record the shareholder photo

- 1.1 Press accept on the website to access the camera, press accept to (Allow)



1.2 Please take a picture of a full ID card.

- Press “Take Photo”
- Press “Record”
- In case need to retake the photo again please press the button “Try again”

1.3 Take a picture of the shareholder holding the ID card. (As an example image shown)

- Press “Take photo”
- Press “Record”
- In case need to retake again please press the button “Try again”

1.4 Press “Next”

1.5 The system will show a message "The information has been received successfully", please recheck your name, last name and number of shares

1.6 Press “Complete”

**In case of granting proxies to any individuals to attend the Meeting via E-AGM**

1. Record the details of the shareholders (as if the shareholder attends the meeting by himself);
2. Record the details of the proxies and the attachments;
  - a. Name-last name of the proxy (Thai);
  - b. Name-last name of the proxy (English);
  - c. Attach the file of the copy of identification documents of the proxy; and
  - d. Attach the file of the proxy form indicating the details and the signature
3. Press “Next”;
4. The system will show “Information received”. Please recheck name, last name and the number of share(s); and
5. Press “Complete”.

**In case of granting proxy to the Independent Director**

1. Record the details of the shareholders (as if the shareholder attends the meeting by himself);
2. Attach the file of the proxy form indicating the details and the signature;
3. Press “Next”;
4. The system will show “Information received”. Please recheck name, last name and the number of share(s); and
5. Press “Complete”.

Remarks: The system receiving the application to attend the Meeting will activate from March 22, 2024 to April 11, 2024 (The system will not activate on Saturday, Sunday and Public Holiday).

In the event that the document or evidence mentioned above is not either in Thai or English, such shareholder must present the translation of such document in English which has been certified true translation by the shareholders or the authorized person of such juristic person (in case of the juristic person)

**Attending the E-AGM**

1. When the application of the shareholder or the proxy for the Meeting has been verified, you will receive 2 e-mails from the service provider, which is the link for attend the Meeting and the manual for the operation of the Meeting, within 2 days prior to the Meeting in advance. Please read and understand the manual for the operation of the Meeting thoroughly. If you have not receive such email within April 18, 2024, please contact the Company immediately;
2. To attend the Meeting and vote via e-media, please note that the Computer/Notebook/Tablet/ or Mobile Phone via Web Browser: Chrome with the internet 4G speed of general speed is also applicable;

Remarks: In case of attend the meeting on Tablet and mobile phone, the Zoom Cloud Meeting must be installed before the Meeting, which can be downloaded below:

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>

3. The system will be activated prior to the meeting 60 minutes in advance. However, the lived meeting will only broadcasted only when the Meeting starts;
4. To log in into the system, the attendant must use the details of the share registered number and the identification number of such person;
5. To vote via E-Voting, you are entitled to vote either agree, disagree or absent from voting. In the event for the non-voting in any agenda or absent in voting, the system will consider as vote agreed immediately. (the voting count from the non-voting to agreed voting)

6. In the event that the attendant has any difficulty using E-AGM system, you can contact OJ International Co., Ltd as per the phone number specified in E-mail contained the manual for the operation of the Meeting.

**\*\*\*this E-AGM is the E-Meeting which does not have the place to convene the Meeting in conventional way. Therefore, all shareholder, please be informed not to travel to the Company.\*\*\***

**For shareholders wishing to appoint independent directors of the Company**

For shareholders who cannot attend the E-AGM by themselves or appoint a proxy to attend the E-AGM on their behalf, and wish to appoint independent directors of the Company as their proxies, please submit the Proxy Form (Attachment6), indicating independent director as your proxies, including the supporting documents to the Company by **April 11, 2024** through the following channels:

- E-mail: secretary.s@saksiam.co.th
- Mrs. Tippamas Lamcharoen  
Saksiam Leasing Public Company Limited  
No. 49/47 Jedsada Bodin Road, Tha It Sub-district,  
Mueang Uttaradit District, Uttaradit Province 53000

Note: If the shareholders specify their votes in 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 in agreeing, disagreeing, or abstaining only and cannot divide a partial vote (unless it is a Custodian vote).

**For shareholders who are foreign investors and have appointed a custodian in Thailand to be a share depository and keeper**

Please submit the following documents:

1. Proxy Form C. (attached to the notice of the Meeting) which is correctly and completely filled out, signed by the grantor and the proxy, affixed with a Baht 20 stamp duty.
2. Copy of affidavit of juristic person of the custodian, certified as true and correct copy by the authorized persons of the custodian or the attorney-in-fact, affixed with the seal of the juristic person (if any).
3. Power of Attorney from the shareholders appointing the custodian to sign the Proxy Form on their behalf.
4. Document confirming that the person who signed the Proxy Form is permitted to operate the custodian business.
5. Copy of valid identification card or government officer card or passport (in case of foreigner) of the grantor, certified as true and correct copy by grantor.

6. Submit through the following channels:

- E-mail: secretary.s@saksiam.co.th
- Post: Mrs. Tippamas Lamcharoen  
Saksiam Leasing Public Company Limited  
No. 49/47 Jedsada Bodin Road, Tha It Sub-district,  
Mueang Uttaradit District, Uttaradit Province 53000

**Submission of comments or questions related to the business and operating results of the Company or the Meeting' agendas**

Shareholders who wish to submit comments or questions to the Company may:

1. submit comments or questions to the Company **in advance** (Attachment 13)
2. submit comments or questions during the Meeting by indicating their names and surnames and whether they are shareholders attending the Meeting by themselves or proxies before submitting comments or questions each time, via the following channels:
  - Chat
  - Voice chat by which the attendees shall press the button with hand raising icon

In this regard, should any shareholders have queries regarding the meeting, please contact:

1. For the identification documents to attend the E-AGM, please contact the company's secretary via channel specified above

- E-mail: secretary.s@saksiam.co.th
- Telephone: 055-044889 ext. 881601 (Company Secretary)

2. For the procedures to attend the meeting and the voting via E-AGM, in case identification successfully verified, please contact OJ International Co., Ltd. via telephone specified in the email delivered to the shareholders regarding system manual

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