

Guidelines for a Shareholder Meeting via electronic media (E-AGM)
Required document to be present before the shareholder meeting
delivering the original by post within 21 April 2025

1. Self-Attendance

- 1.1 Complete the shareholder information and sign the meeting invitation form received from TSD. Attach a copy of your identification card or a copy of your passport (in case the shareholder is a foreign national) for registration purposes.

In case of correction the name-surname, you must show and bring evidence certifying the changes with the signature as a true copy

- 1.2 Registering via WebEx system

2. Proxy

- 2.1 The proxies submit the registration form.
2.2 The proxy shall submit the completed Proxy Form *Attachment 9*.

In case of individual shareholder

- (1) Individual shareholder - Please submit a certified true copy of the identification card or passport (in case of foreign nationality).
(2) Proxy - Please submit a certified true copy of the identification card or passport (in case of foreign nationality).

In case of juristic person or Custodian

- (1) The authorized signatory of such juristic person shall affix the signature with the juristic person's seal affixed on the Proxy Form with the proxy's signature.

- (2) In case of juristic person registered in Thailand

- A copy of the certificate of registration not exceeding 90 days, certified true and correct by the authorized signatory of such juristic person with its seal (if any).
- Juristic person - Please submit a certified true copy of the identification card or passport (in case of foreign nationality) of the authorized signatory.
- Proxy - Please submit a certified true copy of the identification card or passport (in case of foreign nationality).

- (3) In case of juristic person registered outside Thailand

- A copy of the certificate of registration not exceeding 90 days, issued by the authorized state agency of the country the juristic person is located in the presence of notary public or official with similar authority, and certified true and correct by the authorized signatory of such juristic person with its seal.
- Juristic person - Please submit a certified true copy of the identification card or passport (in case of foreign nationality) of the authorized signatory.

- Proxy - Please submit a certified true copy of the identification card or passport (in case of foreign nationality).

Remark:

1. In case of foreign juristic person's document in other languages aside from English language, an English version of such document shall be enclosed herewith, certified true and correct translation by the authorized signatory.
2. In case of Custodian, please submit the power of attorney for the Custodian with evidence stating authorization from the shareholder to the Custodian to sign the Proxy Form on behalf of him/her as stated in 1.1 or 1.2 as the case may be, and evidence confirming the Custodian or a copy of Custodian license.

*In case of change of first name or last name, evidence verifying such change shall be presented with a certified true copy.

Proxy Appointment

The Company delivers the Proxy Form B which specifies certain details of the proxy according to the requirements of Ministry of Commerce's Department of Business Development. The shareholder who cannot attend the meeting in person may appoint a person as his/her proxy in the following manner:

- Authorize a person to attend and vote at the meeting on the shareholder's behalf or authorize the Independent Director of the Company that only one of them shall attend the Meeting.

However, **the shareholders could not split the number of shares by granting multiple proxies to split their votes.**

- Affix crossed out 20 Baht revenue stamp on the Proxy Form for accurateness and legal commitment. (For your convenience, the Company will facilitate in affixing the stamp duty during the registration to attend the meeting.)

Return the completed Proxy Form with the required document **within 21 April 2025** to: Corporate Secretary, MFEC Public Company Limited,

199 S-OASIS, 21st Floor, Vibhavadi-Rangsit Road, Chompol, Chatuchak, Bangkok 10900.

Voting Procedures

With respect to the voting in each agenda, Chairman of the meeting makes clarification in details of the voting procedures to the meeting in the following manner.

1. In regard to voting in each agenda, one vote is for one share. The shareholder or the proxy shall vote either approve or disapprove or abstain. Split of the number of shares for splitting votes is not allowed (except for Custodian).
2. The Chairman shall propose the shareholder to vote in each agenda by asking time by time whether there is any shareholder disapprove or abstain. In case of shareholder's disapproval or abstention, the shareholder or the proxy shall vote on each agenda during the voting period for each agenda. Those, who cast a specific

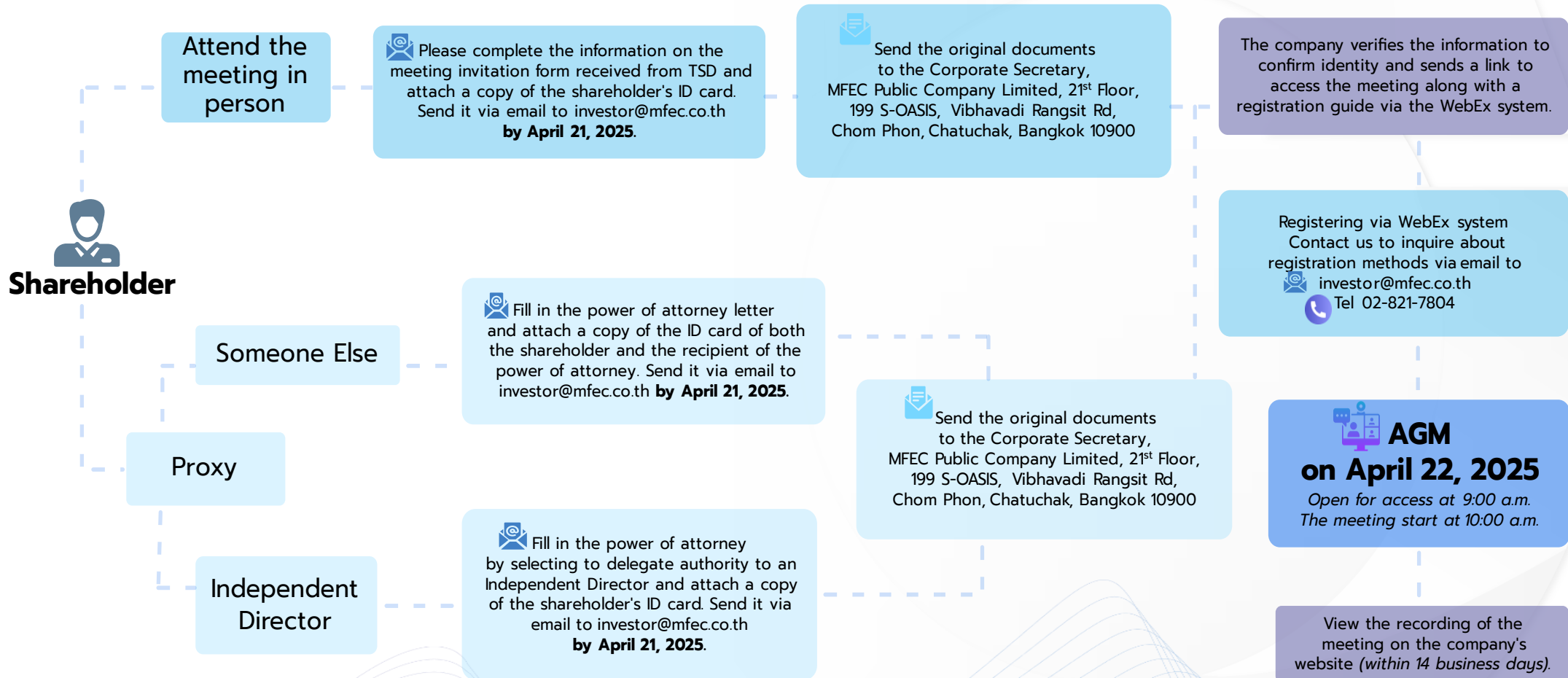
vote disagree or abstain, shall send the voting messages via the WebEx system by requesting the following information:

Name-Surname/ ID Card Number/ Shareholder Registration Number..... Meeting Attendee in person or giving proxies to Mr./Mrs./Ms.....Agenda..... is disagree or abstain voting.

Counting and Announcement of the Vote

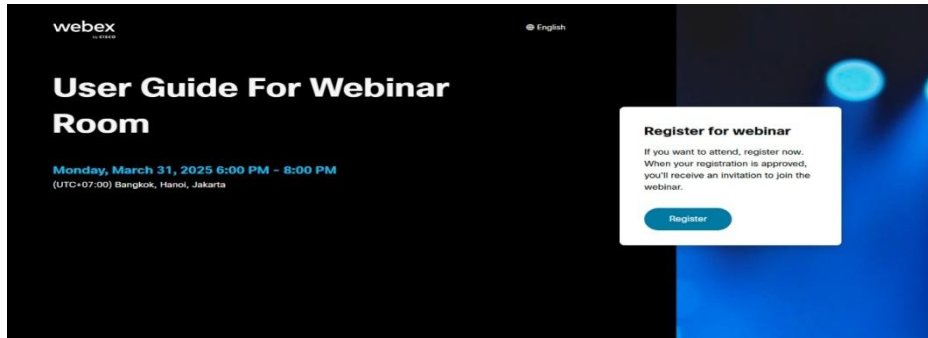
1. One (1) share shall be counted as one (1) vote. A resolution requires a majority of vote, except that the law designates as others.
2. In the counting of votes in each agenda, the Company would count only the disapprove and abstain votes. These votes would be deducted from all the qualified votes of the shareholders in person and the proxies as the Independent Directors for voting in advance.
3. The voting results would be announced as approve, disapprove and abstain votes with the latest number of the shares in the meeting in each agenda.

Steps to participate in the AGM 2025 (E-AGM)

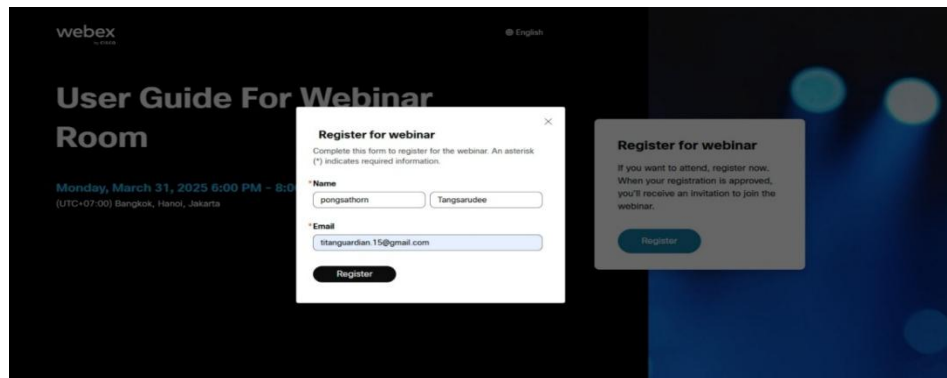


➤ **Registration and Participation Steps for Webex Event via Browser**

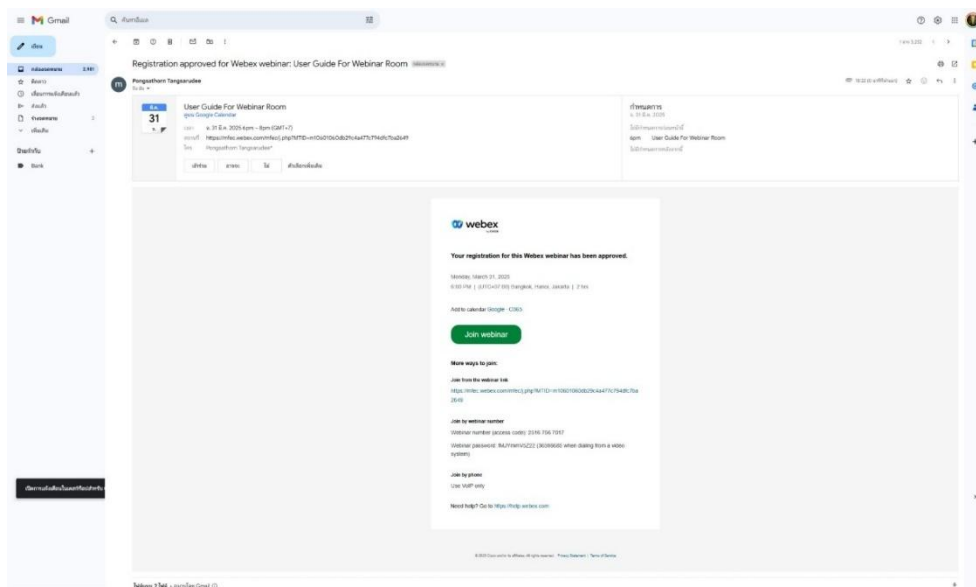
1. Upon receiving the email notification regarding registration for the 2025 AGM, click on the link provided in the email to begin the registration process.
2. Once redirected to the website, click the **"Register"** button to proceed.



3. Complete the registration form by filling in all required fields, then click **Register**.

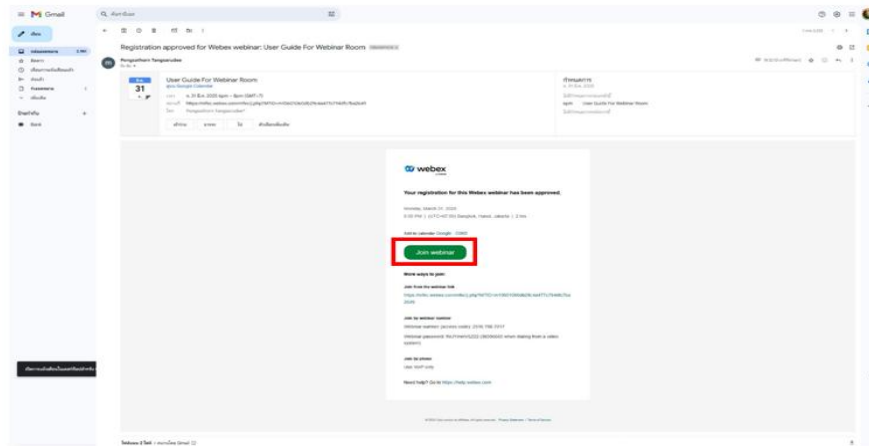


4. After completing the registration, a confirmation email will be sent to you.

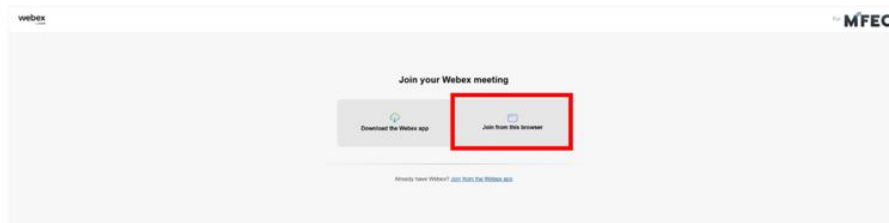


5. Participation in the Meeting

5.1 Click the **"Join Webinar"** button in the registration confirmation email.



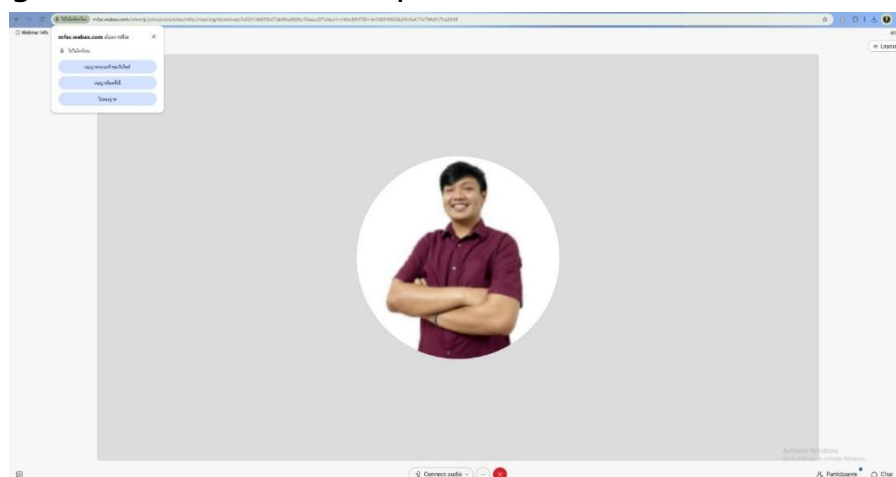
5.2 Click the **"Join by Browser"** button




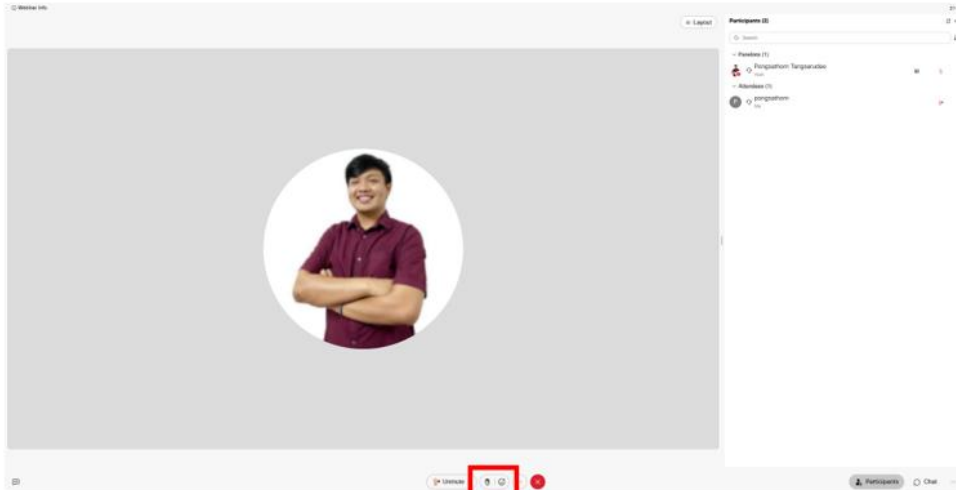
6. Enter your **name** and **email address**, then click the **Next** button.



7. The screen will then display the interface for joining the **AGM 2025** meeting, as shown in the example.



2. The company provides an opportunity for shareholders to ask questions during the meeting. Shareholders can type their questions in the Q&A window or click the Raise Hand icon  to indicate their intention to ask a question by unmuting their microphone during the meeting.



➤ **How to vote for each agenda item.**

1. Voting for each agenda item is done by casting one vote per share. Shareholders or proxies must cast one of the following: for, against, or abstain. Partial voting is not allowed.
2. You are able to vote on each agenda item during the period provided, only **votes of disagree and abstention** will be accepted through Cisco WebEx system once requesting the following information.

Name-Surname/ ID Card Number/ Shareholder Registration Number..... Meeting Attendee in person or giving proxies to Mr./Mrs./Ms.....Agenda..... is disagree or abstain voting.

Example

Sawasdee Taweasin Meeting Attendee in person Agenda x is disagree.

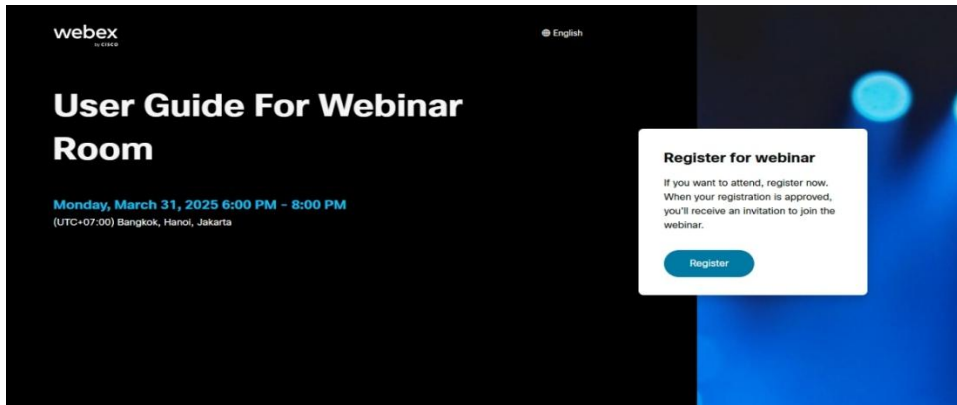
1100xxxxxxxx8 giving proxies to Mr. Sawasdee Taweasin Agenda x is abstain voting.

Note: Only shareholders who have not voted before are eligible.

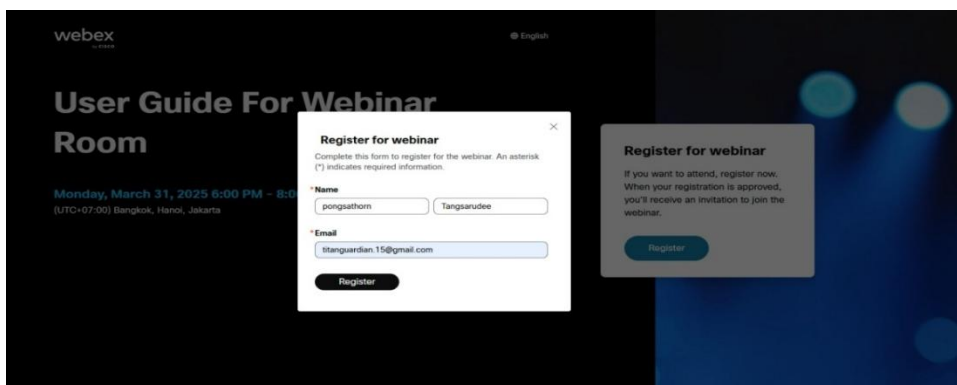
➤ **Steps for Registering and Joining the Webinar on the Desktop**

Application:

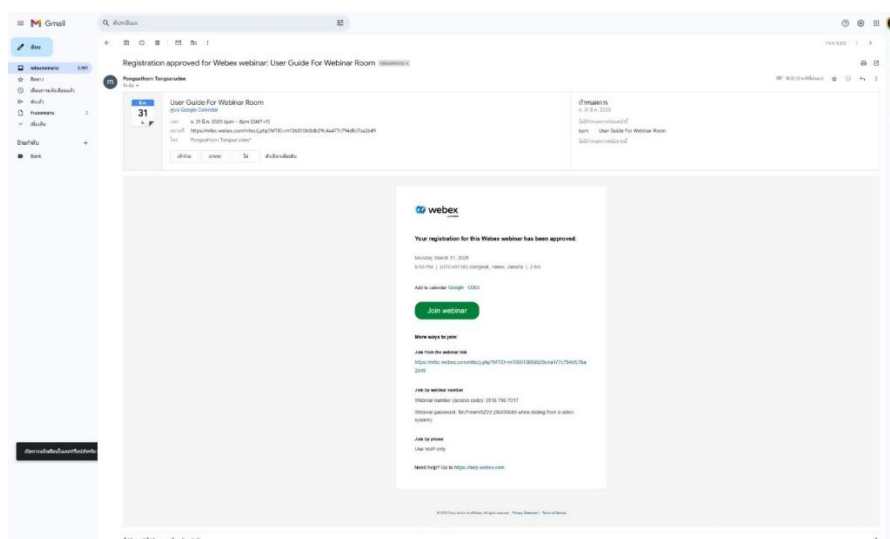
1. Upon receiving the email notifying you about the registration for the AGM 2025 meeting, you can register by clicking the link in the email.
2. Once you are on the website, click the "Register" button.



3. Complete the registration by filling out all the required fields and clicking "Register."

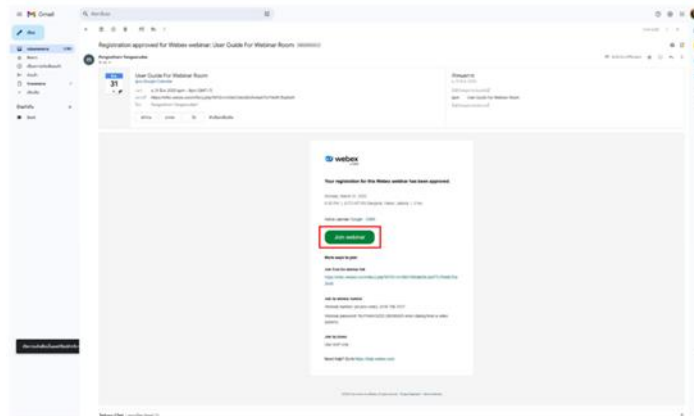


4. After successfully registering, you will receive a confirmation email.

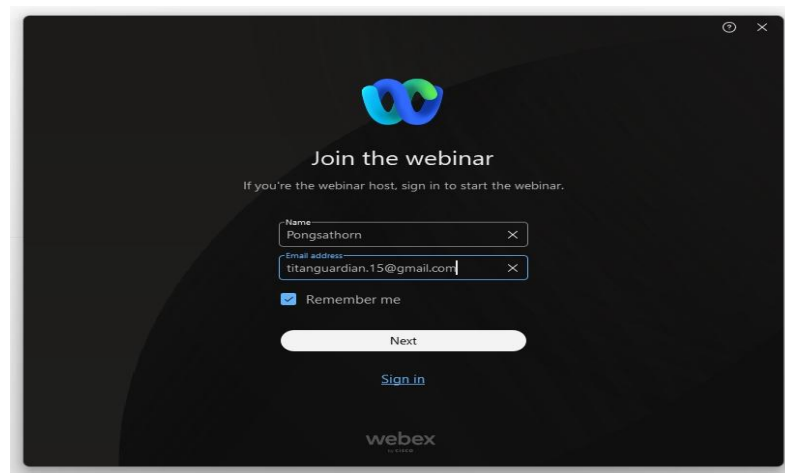


5. Joining the Meeting:

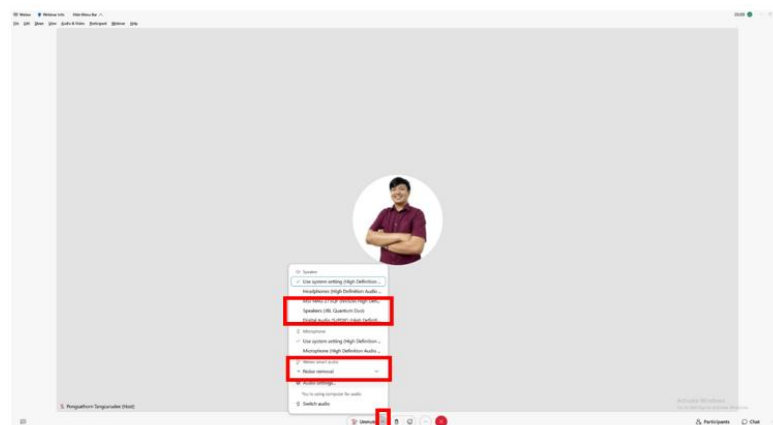
5.1 Click the "Join Webinar" button in the confirmation email.




5.2 Enter the registration details and click "Next."




6. Ensure that your audio device is properly connected. The screen will display as shown. If you wish to change the headphones or microphone device, click the ^ symbol and select the device you want to use for the headphones and microphone.

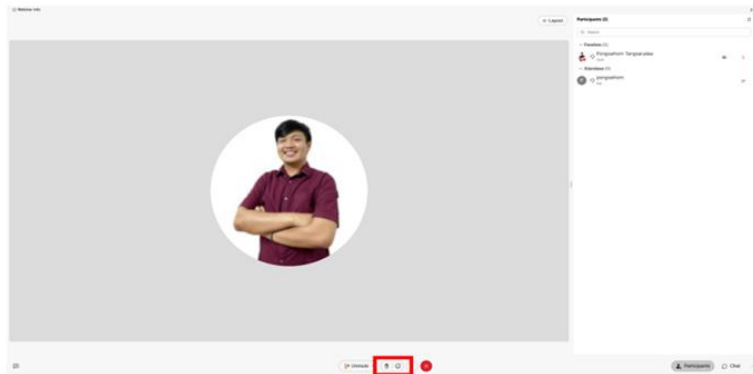


➤ **How to Ask Questions and Vote in the Q&A:**

1. Click the ... in the bottom-right corner, then select the icon. This will open the Q&A window  where you can submit questions and vote.



2. The company provides an opportunity for shareholders to ask questions during the meeting. Shareholders can type their questions in the Q&A window or click the "Raise Hand"  icon to indicate their intention to ask a question by unmuting their microphone during the meeting.



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Example

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1100xxxxxxx8 giving proxies to Mr. Sawasdee Taweasin Agenda x is abstain voting.

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