



**Conditions and guidelines on registration and proxy to attend**

In order to strengthen confidence among shareholders or shareholders' proxy regarding the code of best practices on arrangement of The Extraordinary General Meeting of shareholders of Tongkah Harbour Public Company Limited (**"The Company"**), the meeting is proceeded with transparency, righteousness, and benefits to all shareholders. The Company therefore deems it appropriate to set on examination of the documents or evidence to prove the identification of shareholders or their proxies entitled to attend the meeting, to be further adhered to by the shareholders.

The shareholder to proxies who want to attend the Annual General Meeting No. 25/2023 have to send their identity document in accordance with the notice of the meeting and a copy of the ID card of the shareholders and proxy (In case the shareholders have a proxy) to the company within April 12<sup>th</sup>, 2023, at EMAIL: [chaiwat@tongkahharbour.com](mailto:chaiwat@tongkahharbour.com) as the record date to determine the list of shareholders eligible to attend the E-AGM No. 25/2023 which was scheduled on March 16<sup>th</sup>, 2023 correctly and completely, and then the company will send back "Username" and "Password" to the email that send to the company enclosed with a guideline manual for log in the E-AGM No. 25/2023 through the Electronic Annual General Meeting (E-AGM).

**1. Shareholders attending the meeting in person**

- 1.1 In case of Individual: Shareholders must present their own original ID card or other documents issued by authority such as a civil servant ID card, a driving license, or an original passport (for non-Thai) for registration
- 1.2 In case of Juristic Persons registered in Thailand: Please bring a Corporate affidavit, issued no longer than 6 months by the Commercial Registration Department, Ministry of Commerce. Besides, must present the original ID card or Passport (for non-Thai) of shareholders eligible to attend the meeting.
- 1.3 In case of Juristic Persons registered outside of Thailand: Please bring a Corporate affidavit and Certificate of Juristic Person registration which stated the name of the Juristic Person, authorized persons who have the authorization to enter signature binding the company, conditions or restrictions of limitations of powers of signature, and location of the Head Office. Also, shareholders must present their own original ID card of the authorized person or an original passport (for non-Thai)

**2. Proxy**

2.1 A proxy who attend to the meeting on behalf of shareholders must hand the proxy Form (in Enclosures 5) by the following processes:

(1) The proxy must completely fill the form and duly signed by the assignor and the proxy (in Enclosures 5), the company recommend to fill in the Form B and specify a vote in each agenda

**(1.1) Required document for shareholders assigning a proxy**

- (a) Shareholders who are Thai Nationality: Please bring a certified copy of valid ID card of shareholders and present their own original ID card or passport (for non-Thai) of the proxy

(b) Shareholders who are Non-Thai Nationality: Please bring a certified copy of valid passport of shareholders and present their own ID card or passport (for non-Thai) of the proxy

**(1.2) Required document for juristic person assigning a proxy or Custodian**

(a) Juristic Person registered in Thailand: Please bring a Corporate affidavit, issued no longer than 6 months by Commercial Registration Department, Ministry of Commerce. Besides, must present a certified copy of ID card or Passport (for directors who are non-Thai) of shareholders eligible to attend the meeting and signed on the Power of Attorney. Also, the proxy must present their original ID or passport (for non-Thai).

(b) Juristic Persons registered outside of Thailand: Please bring Corporate affidavit and Certificate of Juristic Person registration which stated the name of the Juristic Person, authorized persons who has the authorized to enter signature binding the company, conditions or restrictions of limitations of powers of signature, and location of the Head Office, plus a certified copy of ID card or passport (for non-Thai) of authorized person who enter signature binding the company. Also, the proxy must present their own original ID card or passport (for non-Thai).

(c) Custodian is a proxy: Please attach a Power of Attorney which specify to a custodian on his/her behalf in accordance with the proxy and evidence of both authorized person and Custodian follow by 1.2 (a), include a confirmation letter or a certified copy of Custodian's business license.

(2) All certified copies following (1) must be certified a true copy

(3) If shareholders want to authorize to the Company's Independent Committee, the shareholders can assign to:

1. Mrs. Tharinee Pongsupatt                      Audit Committee Chairman and independent director
2. Mr. Niphon Keeratipitayaporn              Audit Committee and independent director

2.2 For your convenience, please submit your power of attorney and related evidences to the Company in order to examine documents no longer than 1 day before the meeting date.

2.3 In case of a certified copy of ID card or passport, must be certified by a cardholder or passport holder.

2.4 The certified copies in the attachment 1.2 (a), must be certified by authorized directors for each juristic person.

2.5 The documents in the attachment 1.2 (b) which is originated outside Thailand, or certified copies of the abovementioned, must be certified by Notary Public, or Thai Embassy, or Thai Consulate in Thailand which the documents were made no longer than 1 year counting to the meeting date. In addition, the abovementioned documents are in other languages which is not in English, must be enclosed documents translation into Thai or English, and authenticated the translation by authorized person in each juristic person.

2.6 Proxy Form must fill the correct information and signed by the authorized person and a designated person. The Proxy Form must be affix with the Baht 20 stamp.

**3. In case of attending person has changed Prefix, Name, or Surname**

Please present evidences to certify the changes

**Confirmation of the identity of shareholders or proxies (within April 12<sup>th</sup>, 2023)**

Shareholders or Proxies must submit the meeting notice and supporting documents related to the meeting, and certified copy of ID card or passport of shareholders and proxies (in case the shareholders have proxies), which is stated in

an invitation letter together with an Email address and a valid telephone number in order to verify an identity by two ways as follows;

1. Email Address: [chaiwat@tongkahharbour.com](mailto:chaiwat@tongkahharbour.com)
2. By Registered Mail:

**Company Secretary**  
**Tongkah Harbour Public Company Limited**  
**245 Nawamin Rd. Nuan Chan, Bueng Kum,**  
**Bangkok 10230**

**Attending teleconference via electronic devices (E-AGM Meeting)**

1. Shareholders or Proxies as stated and confirm the identity and report back to the Company with in the specified date, the Company will send Username and Password and User Manual to the system through email that has been sent to notify the Company to use in the General Meeting of shareholders through electronic media (E-AGM) by the system of OJ International Company Limited (within April 12<sup>th</sup>, 2023).

2. Using the registration program and count the votes of the company can be use with computers/ Notebooks/ Tablets/ Mobile Phone via Web Browser, Chrome, Internet Speed of 4G, or Standard home internet.

3. The system support in both E-Meeting and E-Voting that in person or grant proxy in accordance with Attachment 5.

**Sending the advance questions**

Shareholders can submit the questions in advance related to the meeting agendas within April 12<sup>th</sup>, 2023 only. By attaching the request to attend to the meeting via electronic media (E-AGM Meeting). The Company will collect all questions in accordance with each agenda in order to answers the questions of shareholders in the meeting. The shareholders or proxies who attend the meeting day, can still query according to the meeting agenda.

**Contact**

1. E-Mall Address: [chaiwat@tongkahharbour.com](mailto:chaiwat@tongkahharbour.com)
2. By Registered Mail:

**Company Secretary**  
**Tongkah Harbour Public Company Limited**  
**245 Nawamin Rd. Nuan Chan, Bueng Kum,**  
**Bangkok 10230**

3. Company Secretary, Telephone 02-915-5656 to 4917

**Noted:**

- 1) If there have any disputes about the accuracy of Proxy Form, the Chairman of the committee of the person assigned by the chairman be the arbiter.
- 2) The Company reserves the right to allow only shareholders or proxies who have correct and complete documents to attend the meeting