

**Documents required to attend the Meeting, appointment of proxy, submission of meeting attendee request form (e-Request), voting, counting, and announcement of vote for meeting via Electronics Media Meeting (e-AGM)**

Shareholders or proxies wishing to attend the Meeting via Electronics Media Meeting (e-AGM) must submit the meeting attendance request form (e-Request). In case the submitted documents are incomplete, incorrect or in compliance with the requirements stated herein, the Company reserves the right to reject the registration.

**1. Documents Required to Attend the Meeting via Electronic Media**

Shareholders or proxies must prepare and submit all the required documents together with the Meeting Attendance Request Form (e-Request) as specified in this Enclosure. 6

**Natural Person**

**1. Self-attending via electronic media**

Certified true copy of identification card or governmental identification card or driving license or passport (for foreign shareholders). In case of a change of name, supporting documents are required.

**2. Proxy**

- 2.1 A Proxy Form A or Form B that has been correctly and completely filled in, signed by the grantor and the proxy.
- 2.2 Certified true copy of identification card or governmental identification card or driving license or passport (for foreign shareholders) of the shareholder. In case of a change of name, supporting documents are required.
- 2.3 Certified true copy of identification card or governmental identification card or driving license or passport (for foreign shareholders) of the proxy. In case of a change of name, supporting documents are required.

**Juristic Person**

**1. Attendance by authorized person of a juristic person shareholder via electronic media**

- 1.1 Certified true copy of identification card or governmental identification card or driving license or passport (for foreign shareholders). In case of a change of name, supporting documents are required.
- 1.2 Certified true copy of the shareholder's affidavit (not older than one year) by the shareholder representative (authorized director) who attends the e-meeting with a statement affirming the authority to act on behalf of the juristic person shareholder.

**2. Proxy**

- 2.1 Completed Proxy Form (select either the Proxy Form A or Form B), signed by the authorized person of the juristic person shareholder and the proxy.

- 2.2 Certified true copy of identification card or governmental identification card or driving license or passport (for foreign shareholders) of the authorized person of the juristic person shareholder. In case of a change of name, supporting documents are required.
- 2.3 Certified true copy of the shareholder's affidavit (not older than one year) by an authorized person with a power of attorney (if any). The documents required must show a statement affirming that the person signing the Proxy Form has the authority to act on behalf of the juristic person shareholder.
- 2.4 Certified true copy of identification card or governmental identification card or driving license or passport (for foreign shareholders) of the proxy. In case of a change of name, supporting documents are required.

### **3. Custodian in Thailand authorized to act on behalf of foreign investors as a depositary and administrator of shares**

- 3.1 Required documents are the same as specified for a juristic person under 1 or 2.
- 3.2 In case foreign investors authorize the Custodian to sign the Proxy Form on their behalf, additional documents are required as follows:
  - 3.2.1 Power of Attorney from foreign investors granting the Custodian authority to sign the Proxy Form on their behalf.
  - 3.2.2 Custodian Letter certifying that the person signing the Proxy Form on behalf of foreign investors is licensed to operate Custodian business.

In case the original documents are not in English, the English translation shall be prepared and certified true and correct by the shareholder or authorized person of such juristic person shareholder.

## **2. Authorization of Proxy**

The Department of Business Development, Ministry of Commerce has specified 3 Proxy Forms pursuant to the Notification of the Department of Business Development regarding Prescription of Proxy Letter Forms (No. 5) B.E. 2550 as follows:

- Form A is a general proxy form which is simple and not complicated.
- Form B is a proxy which clearly specifies the items for which a proxy is granted.
- Form C is a form used only in case of a shareholder being a foreign person and has appointed a custodian in Thailand to act as a depositary and administrator of shares.

The Company provides Form B as attached herewith or the shareholders may download Form A, Form B or Form C from [www.pnthoresenasia.com](http://www.pnthoresenasia.com).

Shareholders may appoint any person or an independent director as their proxy by specifying his/her name and details of the proxy.

1. Shareholders may choose to use either Proxy Form A or Form B only, except for shareholders who are foreign investors and appoint a custodian in Thailand to be their share depositary. In such case, Proxy Form C shall be chosen.

2. Appoint a person or an independent director of the Company as a proxy by filling in the name and information required on the Proxy Form for only one person to act as a proxy to attend the meeting.
3. Allocation of shares to several proxies to vote in the meeting is not allowed. A shareholder shall authorize the proxy to cast the votes equal to the total number of shares held by the shareholder. Authorizing less than the total number of shares is not allowed except for the Custodian appointed by foreign investors in accordance with Proxy Form C.
4. Appointment of a proxy to attend the meeting

4.1 Appointment of a proxy to attend the E-Meeting on behalf of the shareholder

Shareholders or proxies shall follow Items 1. – 2. and submit the e-Request in advance (e-Request system is available 7 days prior to the meeting date until the meeting is adjourned) to receive a Username and Password for further registration. For more details, please see Enclosure 9 regarding Procedures for Submitting Meeting Attendance Request Form (e-Request) and Using Electronic Meeting Systems (e-AGM).

4.2 Appointment of an independent director as a proxy to attend the E-Meeting on behalf of the shareholder

Shareholders shall follow the Items 1. – 2. and send the complete Proxy Form with those required documents to the Company. **No e-Request is required for this case.**

5. For the appointment of proxy, either per Item 4.1 or 4.2, it is required to deliver a complete proxy form in original together with relevant documents to the Company, certified true and correct, to the Company by 22 April 2022, 5.00 P.M. by mailing to the following address:

<p>Company Secretary PM Thoresen Asia Holdings Public Company Limited no. 26/26-27, Orakarn Building, 8<sup>th</sup> Floor, Soi Chidlom, Ploenchit Road, Lumpinee, Pathumwan, Bangkok 10330 (for the Shareholders' meeting)</p>
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**3. Submission of the Meeting Attendance Request Form (e-Request)**

Shareholders or the proxies who wish to attend the e-AGM must submit an application through e-Request system in advance in order to obtain Username and Password before e-registering to attend the meeting. The Company will make e-Request system available for submission of application and required documents in advance from 18 April 2022 at 8.30 A.M. until the meeting is adjourned. After verification of the application and required documents, the approval will be considered, and shareholders will then receive an e-mail to inform the Username and Password for e-registration as well as the link to attend the e-AGM. The Company will make the e-Register system available for shareholders to attend the e-AGM on 25 April 2022, at 11.30 A.M. or early 1 hour before the meeting.

For more details, please see Enclosure 9 regarding Procedures for Submitting Meeting Attendance Request Form (e-Request) and Using Electronic Meeting Systems (e-AGM).

#### **4. Vote Casting**

1. The shareholders' meeting will be conducted via electronic media. Voting in each agenda item shall be made via the Inventech Connect system, where one share shall equal one vote. A shareholder or a proxy shall cast all the votes to only one of approve, disapprove or abstain. The votes on each agenda item cannot be divided (except voting of the Custodian).
2. Vote casting by the proxy
  - 2.1 In the event that the grantor has specified the voting instruction in the Proxy Form, the Company will record such votes, together with the registration to attend the meeting of the proxy.
  - 2.2 In the event that the grantor has not specified the voting instruction for any agenda in the Proxy Form, or the voting instruction is unclear, or the meeting considers additional agenda aside from the agenda stipulated in the Proxy Form as well as any changing and adding of the fact thereon, the proxy is able to consider and cast his/her vote as deemed appropriate.
3. For the agenda of reappointment of directors who are retired by rotation, the vote casting of each director will be conducted individually. Shareholders shall cast their entire votes for individual directors, one by one.

#### **5. Vote Counting and Announcement of the Vote**

The Chairman of the Meeting or the person assigned by the Chairman of the Meeting shall explain to the Meeting about the vote counting procedures prior to the commencement of the agenda item. When the Chairman announced the voting closed, the system will count the votes of shareholders in each agenda item. The voting results of all agenda items shall be announced to the Meeting before the meeting is adjourned.

The Company holds the 2022 Annual General Meeting of Shareholders via electronic media whereby the votes are cast via Inventech Connect system instead of the physical ballots. Hence, there will not be cases regarded as invalid ballots.