

**Clarification on assignment, registration, presentation of evidence to attend the meeting and to cast a vote  
in the meeting of shareholders through E-AGM.**

**Appointment of Proxy**

The Company has dispatched proxy Form B, as specified by the Department of Business Development, Ministry of Commerce, with clear details, to any shareholders unable to attend the Meeting themselves, in order to appoint other persons or any of the Company's independent director, as proposed, to act as their proxy. There are some details on independent director proposed by the Company to be appointed as proxies by shareholders, as shown in **Enclosure 6**. Shareholders may specify more than one proxy for greater flexibility, in case any of the appointed proxies are themselves unable to attend the Meeting in person, so other proxies can attend the Meeting for them. Shareholders are unable to split their votes among different proxies in the Meeting. In the voting procedure in each motion, shareholders can vote only for approval, disapproval or abstention. Shareholders should submit the proxy form and supporting documents (as specified below) through the following channels by April 17, 2025:

E-mail : secretary@sahathaiterminal.com

Post : Company Secretary Sahathai Terminal Public Company Limited

51/1 Moo 3, Poochaosamingprai Road, Tumbon Bangyaprak, Prapradang, Samuthprakarn 10130

The Company has dispatched Proxy Form A, a general and simple proxy form, and proxy Form C for foreign Shareholders appointing custodians in Thailand. Interested shareholders can obtain information from the Company's website, "[https://sahathaiterminal.com/th/shareholder\\_meeting/](https://sahathaiterminal.com/th/shareholder_meeting/)".

**Registration to Attend the Meeting**

Registration for participating in the Annual General Meeting of shareholders will begin on April 1, 2025, 9.00 a.m. onwards through the "IR PLUS AGM" application or Web App, accessible via the link "webagm.irplus.in.th" on Google. The application is compatible with both iOS and Android mobile phones and all types of computer devices. To ensure a smooth process, it is recommended that shareholders complete the transaction at least one day before the meeting, that is, by April 22, 2025, at 4:00 p.m.

The shareholders can attend the meeting at the date and time specified in this Notice. The system will be activated for logging in 60 minutes before the meeting time.

The shareholders can download the supporting documents of the meeting and user manual E-Shareholder Meeting system via the Company's website [https://sahathaiterminal.com/th/shareholder\\_meeting/](https://sahathaiterminal.com/th/shareholder_meeting/) from March 21, 2025 onwards. In the event that there is a technical issues related to the meeting, the shareholders can contact the administrator of the system, please contact secretary via phone number 02-386-8000 during company business days and hours.

**Scan QR CODE to watch the process of using the system.**



### **Documents Verifying Eligibility to Attend Meeting**

Participants are requested to produce the following document (as the case may be) as evidence of identity verification through the system. Before attending the meeting:

#### **For Individual Shareholders**

1. In case of attendance in person:
  - A document bearing the shareholder's photograph, issued by a government agency, which has not yet expired, such as National ID card, Government Official ID, or passport, including proof of change in name or surname (if any).
2. In case of appointment of a proxy:
  - The Proxy Form, attached to the Notice of the Meeting, completely filled in and signed by the grantor and proxy (affix 20 baht duty stamp).
  - Certified true and correct copy of the identification document issued by a government agency, as specified in item 1, of the grantor.
  - The Proxy's identification document issued by a government agency, as specified in item 1.

#### **For Juristic Shareholders, registered in Thailand**

1. In case of attendance in person by the authorized representative:
  - The identification document of the representative issued by a government agency, as in the case of the Shareholder being a natural person, specified in item 1.
  - Certified true and correct copy of Affidavit or Certificate of Incorporation issued by the Department of Business Development of the Ministry of Commerce in the period of not exceeding 6 months; and the juristic shareholders signed by the juristic person's representative, which shows that the representative attending the Meeting is authorized to act on behalf of the juristic person shareholders.
2. In case of appointment of a proxy:
  - The Proxy Form attached to the Notice of the Meeting, completely filled in and signed by the juristic person's representative as grantor and signed by the proxy.
  - Certified true and correct copy of Affidavit or Certificate of Incorporation issued by the Department of Business Development of the Ministry of Commerce in the period of not exceeding 6 months; and the juristic person's representative, which shows that the representative signing the proxy is authorized to act on behalf of the juristic person shareholder.
  - Certified true and correct copy of the representative's identification document issued by a government agency.

#### **For Non-Thai Shareholders and juristic Persons Incorporated under Foreign Law**

They should prepare documents similar to the cases of a natural person or juristic person, but the identification document must be as below (as the case may be):

- Certified true and correct copy of passport of the shareholder or representative of a juristic person or proxy (as the case may be).
- Certified true and correct copy of Affidavit or Certificate of Incorporation of such juristic person, issued by either the government authority of the country where such juristic person is situated, signed by a representative of such juristic person, provided that such an Affidavit or Certificate of Incorporation must contain the name of the juristic person, authorized signatory, conditions or limitations of authorized signatories, and the location of the head office.

- Any document without a master copy in the English language must be attached with an English translation, to be certified true by the shareholder or representative of the juristic person.

#### **For Foreign Shareholders Appointing a Custodian in Thailand**

- Documents similar to the case of a juristic person.
- Power of Attorney granted by the shareholder to authorize the custodian to sign the Proxy Form on his/her behalf.
- Certification Letter of the custodian who signs the Proxy Form, which show that the custodian is permitted to engage in the business of custodian.

#### **Voting Procedure**

1. One share shall be counted one vote and the majority of votes shall be deemed resolution. In case of an equality of votes, the Chairman shall be entitled to a casting vote distinguishing from that he has in the capacity of shareholder.
2. Any shareholder who has in a resolution a special interest shall not be entitled to exercise the right of proxy to vote, and the Chairman may ask him to leave the meeting temporarily. However, there is no prohibition for the voting for election or removal of directors.
3. The shareholders can vote "Approve" or Disapprove" or "Abstain" in each agenda. If the shareholders dose not vote in any agenda, the system will automatically count your votes as "Approve" in such agenda.
4. The chairman will inform the Meeting of all voting results in each agenda. The votes as counted will include all votes per directions of all shareholders that appointed proxies. Each agenda will use the latest number of shares under possession of shareholders present in the Meeting.



## Steps for Shareholders / Proxy Holders to Verify Identity (KYC) through the **IR PLUS AGM** System

### For Shareholders Attending the Meeting in Person

1. Prepare the invitation letter issued by TSD, ID card, or passport.
2. Select the company you wish to attend the meeting with or search for the Stock Symbol.

Scan the QR code issued by TSD to log in to the system or log in using your ID card number or passport number to proceed with identity verification (KYC).



Enter your phone number and email to verify your identity via the ThaiID app.



Fill in personal information and upload a photo to complete identity verification (KYC) and registration.

Set a 6-digit Pincode to access the **IR PLUS AGM** system.

### Assigning Proxy to the "Independent Director"

Select the menu: "Proxy"

Prepare documents: A copy of the ID card and the proxy form. Select the name of the Independent Director to assign as the proxy.

Upload the ID card copy and proxy form. Ensure all documents are complete, then click "Confirm"  
**\*\*Submit in advance, at least 1 day before the meeting.**

On the meeting day, shareholders/proxy holders log in to the **IR PLUS AGM** system and enter the 6-digit Pincode to register for the meeting.



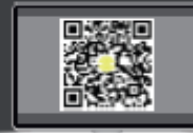
Download the  
Application **IR PLUS AGM**  
iOS system ver. 15 or higher



Download the  
Application **IR PLUS AGM**  
Android system ver. 9 or higher



User Manual  
**IR PLUS AGM** system  
TH and ENG



Meeting on Web App  
**"webagm.irplus.in.th"**

Contact Us  
Add us  
on Line



@irplusagm

Call Center : 02-022-6200 Ext. 2  
e-mail : [irplus.agm@irplus.in.th](mailto:irplus.agm@irplus.in.th)



## Steps for Shareholders / Proxy Holders to Verify Identity (KYC) through the **IR PLUS AGM** System

### Assigning Proxy to the "Independent Director"

Select the menu "Proxy-Direct"

The "Shareholder" logs in with their ID to authorize the "Independent Director"

Prepare documents: A copy of your ID card and the completed proxy form.

Select "Independent Director"  
Choose the name of the Independent Director to assign as your proxy.

Upload documents Upload the ID card copy and completed proxy form. Ensure all documents are complete, then click "Confirm" and proceed with the process.

Set a 6-digit Pincode  
to access the IR PLUS AGM system.

### Proxy Holder Attending the Meeting

Select the menu "Proxy-Direct"

"Proxy Holder" logs in with their ID card number to complete the Identity verification (KYC) process for meeting attendance.

Prepare documents: A copy of the ID card for both the "Shareholder" and the "Proxy Holder" along with the completed proxy form. If applicable, include company representative details.

Select "Other Names"  
Enter the information for the "Proxy Holder"

Upload documents: Upload the ID card copies for both the "Shareholder" and the "Proxy Holder," along with the completed proxy form. Ensure all documents are complete, then click "Confirm" to proceed with the

Set a 6-digit Pincode  
to access the IR PLUS AGM system.

On the meeting day, shareholders/proxy holders log in to the **IR PLUS AGM** system and enter the 6-digit Pincode to register for the meeting.



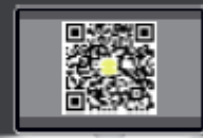
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User Manual  
IR PLUS AGM system  
TH and ENG



Meeting on Web App  
"webagm.irplus.in.th"

Contact Us  
Add us  
on Line



@irplusagm

Call Center : 02-022-6200 Ext. 2  
e-mail : irplus.agm@irplus.in.th