

Documents and Guidelines for Participating in Shareholder Meetings via Electronic Means (E-AGM)

Documents and Guidelines for Participating in Shareholder Meetings via Electronic Means (E-AGM)

Shareholders or proxy holders who wish to attend the meeting must submit identity verification documents to the company by April 24, 2024. Once the company has verified the information against the shareholder registry data, the meeting service provider will send a link for participation and user instructions to the email address provided to the company. This link will be sent one day before the meeting.

Notification of Intention to Attend the Meeting via Electronic Means

Shareholders who wish to attend the meeting electronically can do so through two methods:

1. Notify the intention to attend the meeting via email or postal mail.
2. Notify the intention to attend the meeting via the website or QR Code.

For shareholders who wish to notify their intention to attend the meeting electronically (E-AGM) via email or postal mail:

1. Please fill out the electronic meeting attendance notification form (details as provided in document 9) and clearly indicate your email address and mobile phone number for registration purposes.
2. Attach a copy of identity verification document to confirm the right to attend the E-AGM.

2.1 For ordinary shareholders

- If attending the meeting in person via electronic means (E-Meeting)
 - Attach a copy of a valid government-issued identification document such as national ID card, government ID card, driver's license, or passport. In case of a name change, provide supporting documentation.
- If appointing a proxy to attend the meeting on behalf (E-Meeting)
 - Provide a proxy appointment letter as attached with the meeting invitation letter. Fill out all required information completely, and sign by both the shareholder and the proxy. Ensure that the stamp duty is fully paid.

- A copy of the identity verification document of the appointing proxy, such as a copy of the national ID card, government ID card, or passport (for foreign nationals), which is still valid, along with a certified true copy of the signature of the appointing proxy.
- A copy of the identity verification document of the appointed proxy, such as a copy of the national ID card, government ID card, or passport (for foreign nationals), which is still valid, along with a certified true copy of the signature of the appointed proxy.

2.2 For corporate shareholders

- In case the authorized signatory (director) wishes to attend the meeting in person via electronic means (E-Meeting)
 - A copy of the company's certificate of registration issued no more than 1 year before the shareholder meeting date, certified by the authorized representative (director) of the company.
 - A copy of the identity verification document of the corporate representative (director), such as a copy of the national ID card, government ID card, or passport (for foreign nationals), which is still valid, along with a certified true copy of the signature.
- In case of proxy appointment to attend the meeting on behalf of the corporate shareholder via electronic means (E-Meeting)
 - A proxy appointment letter as attached with the meeting invitation letter. Fill out all required information completely, and sign by both the appointing proxy and the appointed proxy. Ensure that the stamp duty is fully paid.
 - A copy of the company's certificate of registration issued no more than 1 year before the shareholder meeting date, certified by the authorized representative (director) of the company.

- A copy of the identity verification document of the corporate representative (director), such as a copy of the national ID card, government ID card, or passport (for foreign nationals), which is still valid, along with a certified true copy of the signature.
- A copy of the identity verification document of the appointed proxy, similar to that of an ordinary individual as mentioned earlier.

In case the documents or evidence mentioned above are not in Thai or English, shareholders must provide certified English translations of the documents. These translations must be signed and certified by the shareholder or by the authorized signatory of the corporate entity (in the case of corporate shareholders).

3. To submit the intention to attend the meeting via electronic means (item 1) and the identity verification documents along with various supporting documents (item 2), please send them to the company by April 24, 2024.

E-Mail : secretary@missgrandinternational.com

Mailing Address : Company Secretary Department, 1213/141 Ladprao 94 (Panjitmitr), Ladprao Road, Plubpla, Wangthonglang, Bangkok, 10310

If shareholders wish to notify their intention to attend the E-AGM via the website or QR Code

1. Notify the intention to attend the meeting via the Chrome web browser by accessing the following link:

Scan QR Code	Link
	https://mgi.thekoble.com/agm/emeeting/index/1

2. Enter Shareholder Information

1. Securities Account Number
2. Name (No title required)
3. Last Name
4. National ID Card Number
5. Agree to the terms and conditions and consent to access personal information
6. Click "Confirm"

3. Verify Shareholder Name and Share Quantity. If correct, please provide additional information.

1. Name-Surname (in English)
2. Email to receive the Meeting Access Link
3. Mobile Phone Number

For shareholders attending the meeting in person: Specify the shareholder's mobile phone number.

For proxy holders: Specify the proxy holder's mobile phone number for meeting participation.

4. Select Meeting Participation Type
 - i. Attend the meeting in person via E-AGM
 - ii. Delegate a General Person to attend the meeting via E-AGM
 - iii. Delegate to an Independent Director
5. Click "Next"

For shareholders attending the meeting in person

Prepare supporting documents to verify the shareholder's identity.

1. Copy of ID card, Passport, or Government-issued ID card
2. Other documents such as Company Certification
3. Click "Next"
4. The system will display "Data received successfully." Please verify the name, last name, and share quantity once again.
5. Close the window to complete the meeting intention notification.

For delegating a General Person to attend the meeting via E-AGM

Prepare supporting documents to verify the shareholder's identity.

1. Copy of ID card, Passport, or Government-issued ID card
2. Other documents such as Company Certification
3. Click "Next"
4. Specify the proxy holder's information and attach supporting documents.
 - i. Name-Surname of the proxy holder (in Thai)
 - ii. Name-Surname of the proxy holder (in English)
 - iii. Attach a copy of the proxy holder's identification document
 - iv. Attach a copy of the proxy appointment letter with complete information and signature
5. Click "Next"
6. The system will display "Data received successfully." Please verify the name, last name, and share quantity once again.
7. Close the window to complete the meeting intention notification.

In case of delegating authority to an independent director

1. Prepare supporting documents to verify identity (similar to the case of shareholders attending the meeting in person)
2. Attach the proxy form filled with complete information and signature.
3. Click "Next".
4. The system will display "Data received successfully." Please verify the name, last name, and share quantity once again.
5. Close the window to complete the meeting intention notification.

Note : The system for notifying the intention to attend the meeting will be available from April 17, 2567, until the meeting is concluded (the system will not be available on Saturdays, Sundays, and public holidays).

Attending the meeting via Electronic Annual General Meeting (E-AGM)

1. Once the shareholder or proxy who has notified their intention to attend the meeting is fully verified, you will receive an email from the meeting service provider containing a link to join the meeting and a user manual for system usage one day before the meeting. Please study the user manual before the meeting.

If you have not received the aforementioned email by April 25, 2567, please contact the company immediately.

2. You will need to prepare the following information to access the system

For shareholders attending the meeting in person: Securities account number (shareholder registration number) and national ID card number.

For proxy holders: National ID card number and mobile phone number.

3. Attendance and voting through electronic media can be done using a computer/notebook/tablet/mobile phone via Web Browser: Chrome with a minimum internet speed of 4G or basic home internet.

Note : For attending the meeting via tablet and mobile phone, you need to install the Zoom Cloud Meeting program before joining the meeting, which can be downloaded as follows:

iOS	Android
	
https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307	https://play.google.com/store/apps/details?id=us.zoom.videomeetings

4. The system will allow entry to the meeting 2 hours in advance of the scheduled start time. However, the live broadcast will commence only at the scheduled meeting time.
5. Participants must use their shareholder registration number and national identification card number for entry into the system.
6. Through the E-Voting system, you can vote for each agenda item by either voting for, against, or abstaining. If you do not vote on any agenda item, the system will automatically count your vote as in favor (using a vote counting method that counts uncast votes as in favor).
7. In case participants encounter difficulties or issues using the E-AGM system, they can contact OJ International Limited at the telephone number provided in the email containing the user manual for system usage.

If shareholders wish to appoint an independent proxy:

For shareholders unable to attend the E-AGM themselves or unable to appoint a proxy to attend the E-AGM, if shareholders wish to appoint an independent proxy, they should send a letter of proxy (Attachment 6) designating one of the independent proxies specified by the company along with all required documents, no later than April 24, 2567, via the following channels:

E-Mail : secretary@missgrandinternational.com

Postal Address : Company Secretary Department, 1213/141 Ladprao 94 (Panjitmitr), Ladprao Road, Plubplapan, Wangthonglang, Bangkok, 10310

Note : If shareholders specify their voting preferences for each agenda item in the proxy letter, the independent proxy will vote according to the specified preferences. Shareholders have the right to vote for, against, or abstain on each agenda item; partial voting is not permitted (except for Custodian voting).

For foreign shareholders who appoint Custodians in Thailand to hold and manage their shares,
please provide the following information:

1. Proxy letter (Attachment C) completed with accurate and complete information, signed by the appointor and the appointed proxy, along with a 20 Baht revenue stamp.
2. Certificate of Corporate Registration of the Custodian, signed and certified as true copy by the authorized signatory on behalf of the Custodian, along with the official seal of the corporation (if applicable).
3. Power of Attorney from the shareholder appointing the Custodian as the authorized signatory in the proxy letter.
4. Confirmation letter stating that the signatory in the proxy letter is authorized to conduct Custodian business.
5. Copy of the national identification card, government officer identification card, or passport (for foreigners) of the appointed proxy, duly signed to certify the correctness of the copy.
6. Send the documents through the following channels:

E-Mail : secretary@missgrandinternational.com

Postal Address : Company Secretary Department, 1213/141 Ladprao 94 (Panjitmitr), Ladprao Road, Plubplapan, Wangthonglang, Bangkok, 10310

Submitting suggestions or questions related to your business, industry, and company performance. or related to any agenda which will be considered at the E-AGM meeting

If shareholders wish to submit suggestions or questions related to the company's business, industry, or any agenda items for consideration at the E-AGM, they can do so through the following methods:

1. Submit suggestions or questions in advance to the company before the meeting date through the following channels:

E-Mail : secretary@missgrandinternational.com

Postal Address : Company Secretary Department, 1213/141 Ladprao 94 (Panjitmitr), Ladprao Road, Plubplapan, Wangthonglang, Bangkok, 10310

2. Submit suggestions or questions during the meeting for participants attending the E-AGM. Participants must specify their full name and whether they are attending the meeting as shareholders themselves or as appointed proxies before submitting any suggestions or questions. The company provides the following channels for submitting suggestions and questions during the meeting:

- Text-based communication (Q&A) through the system.
- Voice-based communication, where participants can raise their hands and open their microphones on their devices when prompted by the system administrator for discussion. Participants are requested to mute their microphones after speaking. (Further details can be found in the participant user manual sent via email.)

If shareholders have any inquiries regarding the meeting procedures or technical issues related to participating in the E-AGM, they can contact the company as follows:

1. For inquiries regarding document submission for E-Meeting participation, please contact the company's secretary department for further assistance through the contact channels provided above.
2. For inquiries regarding the steps to join the meeting and vote electronically (E-Meeting), if authentication is completed correctly and any technical issues arise, please contact OJ International Limited at 02-079-1811 or the contact number provided in the email containing the user manual for system usage.
3. User manual for participating and voting in the form of QR Code.

