

## **Guideline for the shareholders on identity verification and procedures of attending the 2022 Annual General Meeting of Shareholders via electronic method (E-AGM)**

As the Company will hold the 2022 Annual General Meeting of Shareholders via electronic method (E-AGM), pursuant to the Emergency Decree on Electronic Meeting B.E.2563 (2020), on Tuesday, April 26, 2022 at 14.00 hrs. at No. 200, Moo 4, Jasmine International Tower, Chaengwatana Road, Tambon Pakkret, Amphoe Pakkret, Nonthaburi 11120, the Shareholders or the proxies who wish to attend this E-AGM are requested to state your intention and submit the identity documents specified below to the Company **within April 19, 2022.**

### **Identity Verification**

#### **1. Individuals**

##### **1.1 Thai Shareholder**

###### Identity documents required:

- (a) Identity Card of shareholder (citizen identity card, civil servant identity card, state enterprise identity card or driver license card);
- (b) For the case of granting proxy: a copy of identity card of the proxy grantor and identity card or passport (in case of foreigner) of the proxy holder

##### **1.2 Foreign Shareholder**

###### Identity documents required:

- (a) Passport of the shareholder
- (b) For the case of granting proxy: a copy of passport of the proxy grantor and identity card or passport (in case of foreigner) of the proxy holder

#### **2. Corporations**

##### **2.1 Thai Corporation**

###### Identity documents required:

- (a) Copy of affidavit issued by the Department of Business Development, Ministry of Commerce, dated not more than 30 days
- (b) Copy of identity card or passport (in case of foreigner) of the authorized director(s) who signed the proxy, including identity card or passport (in case of foreigner) of the proxy holder

##### **2.2 Foreign Corporation**

###### Identity documents required:

- (a) Copy of affidavit
- (b) Copy of identity card or passport (in case of foreigner) of the authorized director(s) who signed the proxy, including identity card or passport (in case of foreigner) of the proxy holder

All the copies of the documents must be certified. Documents issued outside Thailand should be certified by a notary public.

### **Proxy Process**

1. There are 3 proxy forms.
  - Form A : General proxy form which is easy and not complicated
  - Form B : The proxy form which provides more definite details of the authorization
  - Form C : The proxy form, used only by foreign investor shareholders appointing Thai resident as a custodian and safe keeper of the shares
2. Foreign investor shareholders who appoint the Thai resident as custodian and safe keeper of the shares can use any one of the following proxy forms :- Form A, Form B or Form C ; whereas, other shareholders can use only one type of proxy, Form A or Form B.
3. Only Proxy Form B is enclosed with this invitation letter. Any shareholder who would like to use Proxy Form A or Form C can contact the Regulatory and Compliance Department of the Company, telephone number 0 2100 8232-4 or download them from the Company's website (www.jts.co.th).
4. The shareholders who are unable to attend the meeting in person may be present by proxy by appointing the person whom you deem appropriate or any of the independent director and audit and corporate governance committee of the Company to attend the meeting and vote on your behalf.

The Shareholder should specify the name with details of the person to be your proxy or mark in front of the names of independent directors and audit and corporate governance committees as the Company specified in the proxy form.

The Independent Director and Audit and Corporate Governance Committee of the Company whom the shareholders may appoint as proxy holders are as follows:-

- |                                |  |
|--------------------------------|--|
| 1) Dr. Pavuth Sriaranyakul,    | Independent Director and Chairman of Audit and Corporate Governance Committee<br>Age : 58 years<br>Residing at : 419, Soi Soonvijai 4, Bangkapi, Huai Khwang, Bangkok 10310                          |
| 2) Mr. Kriengsak Thiennukul,   | Independent Director and Member of Audit and Corporate Governance Committee<br>Age : 57 years<br>Residing at : 383/1, Si Phraya Rd., Si Phraya, Bang Rak, Bangkok 10500                              |
| 3) Mr. Charoen Saengwichaipat, | Independent Director and Member of Audit and Corporate Governance Committee<br>Age : 50 years,<br>Residing at : 17/66, Soi Ramkhamhaeng 43/1 (Khunying Juea), Plubpla, Wang Thonglang, Bangkok 10310 |

5. For the benefit and the right to attend the meeting, please complete the information, sign the proxy form, and affix a 20-Baht stamp duty upon it. The shareholders are also requested to provide certified copies of both the grantor's and the proxy's identity cards and attach them to the Proxy Form (except for the case that the shareholders choose to appoint the Company's independent director and audit and corporate governance committee as their proxies).
6. The Company reserves the right to reject the proxy form therein stated the number of shares, exceeding the number of shares shown in the share registration book.

**How to submit the shareholders' identity documents**

It is requested that the shareholders or the proxies scan or photo the signed identity documents and notice of the meeting (the page with QR Code) and the signed proxy forms (in case of appointing the proxy) and submit them to the Company via E-mail: [racd\\_jts@jasmine.com](mailto:racd_jts@jasmine.com) or to

Regulatory and Compliance Department, Jasmine Technology Solution PCL.  
No. 200, Moo 4, 9<sup>th</sup> Fl., Jasmine International Tower, Chaengwatana Road, Tambon Pakkret,  
Amphoe Pakkret, Nonthaburi 11120.

**within April 19, 2022.**

After the Company has already verified the list and the information of the shareholders as of the latest Record Date, the Company will send the Username and the Password to the shareholders or the proxies via e-mail addresses that they have previously given to the Company so that they can log in to enter the Electronic meeting program for the 2022 AGM (E-AGM). The Company would like to seek for the shareholders' kind cooperation to proxy the Company's independent director and audit committee to attend and vote on your behalf instead of attending this online meeting yourselves.

**Procedures and methods to attend the Electronic AGM meeting (E-AGM)**

**Prior to the Meeting Date**

1. The shareholders or the proxies, who already stated the intention to attend the 2022 AGM, to be conducted via electronic method, are requested to download the E-AGM Meeting Program from [www.conovance.com/download.php](http://www.conovance.com/download.php), starting from April 19, 2022 onwards and also prepare the followings:-
  - Computer/Notebook/Tablet (**\*Windows OS only\***): Windows XP/7/8/10
  - Internet Bandwidth 3.0 Mbps.
  - Microphone and camera to identify yourself before the commencement of the meeting
2. The shareholders or the proxies can download the manual of the E-AGM Meeting Program from [www.conovance.com/support.php](http://www.conovance.com/support.php), starting from April 19, 2022 onwards. The system supports both the E-Meeting and E-Voting, facilitating the shareholders who attend the meeting in person or by proxy (Proxy Form B is set out in Enclosure No. 5)

### Sending questions in advance

The shareholders who are interested in sending questions in relation to the agenda items proposed for the 2022 AGM in advance, are requested to send your questions to the Company within April 20, 2022 only via e-mail: [racd\\_jts@jasmine.com](mailto:racd_jts@jasmine.com). Relevant questions will be recorded in the minutes of the 2022 AGM. Nonetheless, the shareholders or the proxies who attend the meeting can still raise questions during the meeting, on the meeting date.

### **The Meeting Day**

On April 26, 2022, the Meeting Date, the electronic registration system will be open for the shareholders to register to attend the Meeting at 12.00 hrs. The meeting will commence at 14.00 hrs.

### Vote Casting Process

1. The Chairman of the Meeting shall propose the shareholders to cast the votes for each agenda item.
2. Only the shareholders who wish to vote for disapproval or to abstain your vote are required to accordingly put a tick in the checkboxes, specifically provided for disapproval or abstention, to facilitate the vote-counting system.
3. In the case whereby the shareholders disagree with the proposed matter, but do not put any mark to indicate this intention, it will be assumed that such shareholders approve the agenda items as proposed by the Chairman of the Meeting.

### Vote Counting Criteria

1. One share is counted as one vote. The majority of the votes shall be deemed a resolution, except as specified otherwise by law. In case of a tie of votes, the Chairman of the Meeting shall have the right to cast a deciding vote.
2. The vote counting result of each agenda item is derived by deducting the votes for disapproval and abstention, cast by the shareholders during the Meeting, from the total votes of the shareholders and the proxies, attending the Meeting, that are recorded prior to the meeting commencement.

The Company will take the video and audio recording of the whole proceedings of the 2022 AGM. The shareholders who are interested in obtaining the video file can make a request to the Company, 3 business days after the meeting date.

### Contact Channel

#### **1. Post:**

Regulatory and Compliance Department, Jasmine Technology Solution PCL.  
No. 200, Moo 4, 9<sup>th</sup> Fl., Jasmine International Tower, Chaengwatana Road, Tambon Pakkret, Amphoe Pakkret, Nonthaburi 11120.

#### **2. E-mail:** [racd\\_jts@jasmine.com](mailto:racd_jts@jasmine.com)

#### **3. Tel:** 02 100 8300 ext.8232-4 (Regulatory and Compliance Department)