

(Translation)

**Guidelines for Attending the Annual General Meeting of Shareholders through Electronic Media and Granting of Proxy**

**1. Notification of intention to attend E-AGM**

- 1) From 8 April 2022 until the meeting is adjourned, shareholders or proxies can request to attend the meeting by electronic media (E-AGM) via web browser by visiting <https://register.pttdigital.com/AWC-registration> or scanning this QR code.
- 2) Once logged in, proceed as follows:
  - Fill in the registration number of the security holder.
  - Fill in identification card number/passport number (in the case of foreigners).
  - Fill in name and surname.
  - Fill in the attendees' email addresses to receive the username and password for attending the meeting.
  - Fill in the telephone number of the individual who will attend the meeting.
  - Documents:
    - In the case of attending the meeting in person via electronic means, please attach a copy of your identification card, or a copy of a government-issued document that includes a photo and is not expired, or a copy of your passport (in the case of foreigners) with a signature attesting to the authenticity of the copy.
    - In the case of appointing a proxy, please enclose a copy of the proxy form and any supporting documents indicated in the invitation to the Annual General Meeting of Shareholders.



Remark: Shareholders can study the details meeting attendance and proxy appointment in Clause 4 below.

- 3) After the Company has verified the names of shareholders as of the date of determining who is eligible to attend the meeting (Record Date), which is Thursday, 10 March 2022, including checking the accuracy and completeness of various documents, the system will send you the following information via email that you have notified the Company:
  - Link to login to the E-AGM via Cisco Webex Meetings application.
  - Username and password.
  - Link for downloading and installing the Cisco Webex Meetings application.
  - Link to an online attendance guide and method for voting online (e-voting).
- 4) If shareholders have not been approved to attend the meeting, they will receive an email stating the reason for the refusal, along with instructions on how to fill out the request to attend the meeting again.

**2. Logging in to participate in E-AGM**

- 1) On the day of the meeting, the Company will open the system for you to log in starting at 13.00 hrs., and the 2022 Annual General Meeting of Shareholders will begin at 15.00 hrs.
- 2) A shareholder may cast his or her vote to “approve” or “disapprove” or “abstain” on each agenda item. If a shareholder does not vote on an agenda item, the system will count the shareholder’s vote as “approve” on that agenda item.
- 3) In the event of technical difficulties in relation to accessing the meeting, shareholders may contact the person in charge of the system by using the contact channels specified in the email confirming their entitlement to attend the meeting.

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**3. Submission of recommendations or questions related to the Company or agenda**

- 1) Shareholders can send advice or questions to the Company prior to the meeting date, from 24 March 2022 to 15 April 2022, by completing the Form for Submission of Questions Prior to the 2022 Annual General Meeting of Shareholders, which is found in Attachment 11 of the meeting invitation.
- 2) During the meeting, shareholders can submit advice and questions relating to the meeting through the Company's electronic meeting system (E-AGM).

**4. Proxy granting**

If a shareholder is unable to attend the meeting in person, he or she may designate a proxy, a third party, or an independent director of the Company, to attend and vote on the shareholder's behalf. The Company has provided three types of proxy forms, Proxy Form A, Proxy Form B, and Proxy Form C, in compliance with the guidelines provided by the Department of Business Development, Ministry of Commerce (Attachment 10).

**Proxy granting method**

- 1) Shareholders may choose to use either Proxy Form A or Proxy Form B.
- 2) Shareholders listed in the register book as foreign investors who have appointed a custodian in Thailand to act as a share depository should use Proxy Form C.
- 3) Shareholders may appoint any person or choose an independent director of the Company (Attachment 7) by specifying the name and details of the person the shareholder wishes to appoint as a proxy or by checking a box in front of one of the independent directors' names specified on the proxy form by the Company to be the proxy to attend the meeting. Subsequently, the Proxy Form shall be attached via the online system, together with any supporting documentation of the proxy, or the same shall be sent via email to [awc-comsec@assetworldcorp-th.com](mailto:awc-comsec@assetworldcorp-th.com) or by registered mail to Company Secretary, Asset World Corp Public Company Limited, No. 1 Empire Tower, 53<sup>rd</sup> Floor, South Sathorn Road, Yannawa Sub-district, Sathorn District, Bangkok 10120, between 24 March 2022 and 15 April 2022.

In order to comply with the requirements under the Notification of the Capital Market Supervisory Board No. TorJor. 79/2564 re: Criteria on the General Solicitation Relating to the Appointment of Proxy by the Shareholders to Attend and Vote in the Shareholders' Meeting, the Company hereby informs the shareholders as follows:

- Shareholders should carefully study the details of the meeting agenda prior to appointing a proxy.
  - In the case that a shareholder appoints an independent director as his/her proxy and such shareholder has cast his/her vote on each agenda item on Proxy Form B in advance, the Company will record the votes of such shareholder in accordance with the votes specified on such proxy form. If the shareholder who appoints an independent director as his/her proxy does not cast his/her vote on the proxy form in advance, the independent director who has been appointed as a proxy shall cast the votes on behalf of the shareholder as he/she deems suitable and appropriate.  
In the case that the Company fails to record your votes as indicated on the proxy form, and such failure or omission causes damage to you, you will be eligible to pursue legal proceedings.
  - In the case that a shareholder wishes to cancel the appointment of a proxy, the shareholder may notify the Chairman of the Board, in writing, via email [awc-comsec@assetworldcorp-th.com](mailto:awc-comsec@assetworldcorp-th.com), prior to the commencement of the meeting (that is, by 22 April 2022 at 15.00 hrs.).
- 4) Shareholders cannot divide their shares by appointing multiple proxies to vote on their behalf, and shareholders must appoint a proxy equal to the number of shares they own. Shareholders are not able to appoint a proxy for fractions of shares held, except for custodians which have been appointed by foreign investor shareholders as share depositories pursuant to Proxy Form C.

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- 5) Shareholders shall affix THB 20 in stamp duty to the proxy form, crossing the stamp for cancellation, and write down the date of execution of the proxy, to ensure that it is lawful and legally binding.

**5. Supporting documents for attending the meeting and proxy granting**

**5.1 Natural person**

- (1) In the case of attending the meeting in person:
- A proxy form signed by the shareholder.
  - A copy of a government-issued identification document that includes a photograph and is not expired, such as an identification card, government identification card, driving license, or passport (if the name or surname has changed, please provide evidence) of the shareholder.
- (2) In the case of granting proxy to an independent director of the Company:
- Proxy Form A or Proxy Form B, correctly and completely filled out, signed by the shareholder, and affixed with stamp duty.
  - A copy of the identification document, pursuant to Clause 5.1 (1), of the grantor, which has been certified as true and correct.
- (3) In the case of granting proxy to another person:
- A registration form.
  - Proxy Form A or Proxy Form B, correctly and completely filled out, signed by the shareholder and proxy, and affixed with stamp duty.
  - A certified true copy of a government-issued identification document that includes a photograph and is not expired, such as an identification card, government identification card, driving license, or passport (if the name or surname has changed, please provide evidence) of the grantor.
  - A copy of a government-issued identification document that includes a photograph and is not expired, such as an identification card, government identification card, driving license, or passport (if the name or surname has changed, please provide evidence) of the proxy, which has been certified as true and correct.

**5.2 Juristic person**

- (1) In the case that a juristic person's representative (authorized director) attends the meeting in person:
- A registration form signed by the juristic person's representative (authorized director) and affixed with the company seal (if any).
  - A copy of an affidavit from the juristic person issued by the Department of Business Development, Ministry of Commerce, indicating that the representative of the juristic person (authorized director) who is attending the meeting in person is a director authorized to sign on behalf of the juristic person which is the shareholder, dated not more than six months prior to the date of the meeting, signed as a certified true copy by the juristic person's representative (authorized director), with the company seal affixed (if any).
  - A copy of the identification document under Clause 5.1 (1) for the juristic person's representative (authorized director), who is the director authorized to sign on behalf of the juristic person, which has been certified as true and correct.

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- (2) In the case of granting proxy to a Company's independent director:
- A registration form.
  - Proxy Form A or Proxy Form B, correctly and completely filled out and signed by the juristic person's representative (authorized director), with the company seal (if any) and stamp duty affixed.
  - A copy of the juristic person's documents under 5.2 (1).
  - A copy of the identification document required by Clause 5.1 (1) for the juristic person's representative (authorized director), who is the director authorized to sign on behalf of the juristic person, which has been certified as true and correct.
- (3) In the case of granting proxy to another person:
- A registration form signed by the proxy.
  - Proxy Form A or Prox Form B, correctly and completely filled out and signed by the proxy and the juristic person's representative (authorized director), with the company seal (if any) and stamp duty affixed.
  - A copy of the juristic person's documents under 5.2 (1).
  - A copy of the identification document under Clause 5.1 (1) for the juristic person's representative (authorized director), who is the director authorized to sign on behalf of the juristic person, which has been certified as true and correct.
  - A copy of the identification document, pursuant to Clause 5.1 (1), of the proxy, which has been certified as true and correct.

**5.3 Foreign juristic person**

- A registration form signed by the proxy.
  - Proxy Form C, correctly and completely filled out and signed by the proxy and the juristic person's representative (authorized director), along with the company seal (if any).
- (1) Shareholder documents:
- A copy of the shareholder's juristic person registration certificate, issued by a government agency of the shareholder's home country (indicating that the juristic person's representative (authorized director) who signs as the grantor is an authorized director of the juristic person which is the shareholder), dated not more than one year prior to the date of the meeting, which has been certified as true and correct by the juristic person's representative (authorized director), with the company seal affixed (if any).
  - A copy of the identification document under Clause 5.1 (1) for the juristic person's representative (authorized director) who signs the proxy form.
  - A copy of the power of attorney from the shareholder which is the foreign investor that appointed the custodian to attend and vote at the meeting, which has been certified as true and correct by the juristic person's representative (authorized director) and affixed with the company seal (if any).
- (2) Custodian documents:
- A copy of the power of attorney granted by the custodian to a director, executive, or employee of the custodian to act as the grantor with the authority to grant a proxy to an employee or any other person to act as a proxy attending the shareholders' meeting on behalf of the client, which has been certified as true and correct by the director, executive, or employee of the custodian acting as the grantor.
  - Confirmation letter or copy of the custodian's business license, which has been certified as true and correct by the grantor.
  - A copy of the identification document, pursuant to Clause 5.1 (1), of the grantor.

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- A copy of the identification document, pursuant to Clause 5.1 (1), of the proxy.
- (3) In the case that substitute attorneys have been appointed prior to the appointment of the custodian:
- A complete set of power of attorney documents, and these documents must contain wording that each attorney-in-fact has the authority to appoint substitute attorneys.
  - Copies of the identification documents, pursuant to Clause 5.1 (1), of all of the attorneys and substitute attorneys, certified as true and correct by the grantors (in the case of juristic persons, the documents must be certified as true and correct by the authorized director of the grantor).

In this regard, any documents made overseas must be certified by a notary public. Unless an original document is in the English language, an English translation, certified as a true and correct translation by the shareholder or the authorized person of that juristic person, must be provided.