## Rules for attending the shareholders' meeting via electronic media (E-AGM)

Shareholders or proxies who wish to attend the meeting must submit documents proving their identity as specified to the Company within 22 March 2024. The Company shall verify the list of shareholders according to the closing information of the shareholders' register book who have the right to attend the meeting wholly and correctly. After that, the electronic conferencing service provider will send a Link to attend the meeting and the user manual to the Email you have sent to inform the Company. The Link will be sent two (2) days in advance of the meeting date.

## Requesting to attend the meeting via electronic media

Shareholders wishing to attend the meeting via electronic media must notify their intention to attend the meeting in two ways as follows:

1. Submit your request to attend the meeting by sending information via Email or postal mail.

If shareholders wish to notify their intention to attend the meeting via electronic media (E-AGM) by sending information via Email or postal:

- 1. Please fill in the document requesting to attend the meeting via electronic media (E-AGM) (*Enclosure 5*) by specifying your Email and your mobile phone number clearly for registering for the meeting.
- 2. Attach a copy of proof of identity to confirm the right to attend the E-AGM meeting.
  - 2.1 Shareholders who are natural persons:
    - If a shareholder wishes to attend the meeting in person via E-Meeting:
      - O Attach a copy of a valid government-issued identification document such as an ID card, government ID card, driver's license, or passport. In case of name-surname changes, shareholders are requested to attach supporting evidence.
    - If a shareholder appoints another person to attend the meeting on his/her behalf via E-Meeting:
      - O The Proxy Form C (attached with the invitation letter) is filled in all information signed by the proxy grantor and the proxy correctly and entirely together with duty stamp affixed;
      - O A copy of the proxy grantor's identity document, such as an ID card, a government official ID card, passport (In the case of foreigners) that has not expired and signed certifying the true copy of the proxy.
      - A copy of the proxy's identity document, such as an ID card, a government official an ID card, passport (In the case of foreigners) that have not expired and signed certifying the true copy of the proxy.

2.2 Shareholders who are juristic persons:

If the person authorized to sign on behalf of the juristic person (director) wishes to attend the

meeting in person via electronic media (E-Meeting)

O A copy of the shareholder's juristic person registration certificate issued no later than

one year before the date of the shareholders' meeting, which is duly certified by the

juristic person representative (director) authorized to sign on behalf of the juristic person.

O A copy of the identity document of the representative of the juristic person (director),

such as an ID card, a government official ID card, passport (In the case of foreigners)

that has not expired and signed to certify the true copy.

If the proxy is assigned to attend the meeting instead via electronic media (E-Meeting)

O The Proxy Form C (attached with the invitation letter) is filled in all information signed

by the proxy grantor and the proxy correctly and entirely together with duty stamp

affixed;

O A copy of the shareholder's juristic person registration certificate issued no later than

one year before the date of the shareholders' meeting, which is duly certified by the

juristic person representative (director) authorized to sign on behalf of the juristic person.

O A copy of the identity document of the representative of the juristic person (director),

such as an ID card, a government official ID card, passport (In the case of foreigners)

that has not expired and signed to certify the true copy.

O Copy of the identity document of the proxy as in the case of natural persons as mentioned

above.

Suppose the documents or evidence mentioned above are not Thai or English versions. In that case, the

shareholders must present an English translation of the document signed to certify the translation by the

shareholder or by an authorized signatory to bind that juristic person (in the case of a juristic person).

3. Submit the documents requesting to attend the meeting via electronic media (item 1) and proof of identity

together with supporting documents (item 2) by sending to the Company within 22 March 2024

• Email channel: csl-cosec@ais.co.th

Postal channels: Company Secretary Office

CS LOXINFO PLC.

90, Floor 19-20, CW Tower A, Ratchadaphisek Road

Huai-Khwang Subdistrict, Huai-Khwang District, Bangkok 10310

## **Electronic Meeting Attendance (E-AGM):**

- 1. Once the shareholders or proxies wish to attend the meeting and have been fully verified, you will receive an Email from the meeting organizer, a link for attending the meeting, and a system's user manual two days before the meeting date. Please study the manual on how to use the E-AGM meeting system in detail. If you haven't received the Email within 28 March 2024, please get in touch with the Company immediately.
- Please prepare the following information for logging in the meeting
   <u>Self-Attending</u>: Shareholder Account Number (10 digits Number) and ID Card.
  - Proxy: Proxy ID Card and Proxy's Mobile Number.
- 3. Meeting attendance and voting via electronic media can be used with computers/notebooks/tablets and mobile phones via Web Browser: Chrome with 4G internet speed or home internet basic.

Note: In case of meeting via tablet and mobile phone, Zoom Cloud Meeting program must be installed before attending the meeting, which can be downloaded as follows:

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

- 4. The system will open for meetings 60 minutes before the start of the meeting. However, the live broadcast will only start at the time of the meeting.
- 5. To log in, attendees must use the information of the shareholder registration number and the shareholder's ID card number.
- 6. Voting through the E-Voting system, you will be able to vote for each agenda only by voting for agreeing, disagreeing, or abstaining. In case of not voting in any agenda, the system will be deemed to vote as agree immediately (using the vote-counting method by pouring votes towards agreeing).
- If attendees have any problems or problems in using the E-AGM system, you can contact OJ
  International Co., Ltd. at the phone number specified in the Email that sends you the system's user
  manual.

<sup>\*\*\*</sup> This E-AGM meeting will be an electronic meeting only and will not be held in a conventional meeting venue; therefore, shareholders are requested not to come to the Company. \*\*\*

**Enclosure 6** 

In the case of a shareholder who is a foreign investor and appoints a custodian in Thailand to be a stock

depository and keeper:

Please submit the following information:

1. The Proxy Form C (attached with the invitation letter) is filled in all information signed by the proxy

grantor and the proxy correctly and entirely together with a 20-baht duty stamp affixed;

2. Custodian juristic person registration certificate (Custodian) with a signature certifying true copy by

the authorized signatory on behalf of the juristic person of the Custodian or the attorney with the

corporate seal (if any).

3. A power of attorney from the shareholders for the Custodian to be authorized to sign the proxy form;

4. A letter confirming that the person signing the proxy form is authorized to operate a custodian

business;

5. Copy of ID card, or a copy of government official ID card, or copy of passport (In the case of

foreigners) of the proxy with certified the true copy;

6. Submit information via the following channels:

By Email: csl-cosec@ais.co.th

By mail: Company Secretary Office

CS LOXINFO PLC.

90, Floor 19-20, CW Tower A, Ratchadaphisek Road

Huai-Khwang Subdistrict, Huai-Khwang District, Bangkok 10310

Submitting advice or questions related to business, industry, Company performance, or related to any

agenda which will be considered at the E-AGM meeting:

If shareholders wish to submit suggestions or questions, they can be done in two ways as follows:

1. Send advice or questions in advance to the Company before the meeting date through the following

channels:

By Email: csl-cosec@ais.co.th

Telephone: +662 029 4532

By mail:

Company Secretary Office

CS LoxInfo Public Company Limited

90, Floor 19-20, CW Tower A, Ratchadaphisek Road

Huai-Khwang Subdistrict, Huai-Khwang District, Bangkok 10310

2. Submit advice or questions during the meeting to those attending the E-AGM meeting. The attendee

must specify his/her first and last name and state whether his/her is a shareholder attending the

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meeting himself/herself or a proxy. Before every suggestion or question is submitted, the Company has opened channels for sending advice and questions during the meeting as follows:

- Chat channel for text messages.
- An audio chat channel where attendees press the raising hand button and turn on the microphone on their device after the operator sends you an invitation to chat. Please turn off the microphone after the conversation is finished every time (For more details, please refer to the user manual sent to the attendees' Emails).

In this regard, if shareholders have questions about the meeting, they can contact the following staff:

- Regarding submitting documents confirming identity to attend the shareholders' meeting via E-Meeting, please contact the Company Secretary for further information via the Company's contact channels as detailed above.
- 2. Regarding the process of attending the meeting and voting via E-Meeting, in the case of correct and complete identity verification, please contact OJ International Co., Ltd. at the phone number specified in the Email that sends you the system's user manual.

## **E-AGM Flowchart**

