

## Guidelines for Shareholders Meeting via electronic media (E-AGM)

Shareholders or proxies who want to attend the 2022 Annual General Meeting of Shareholders must submit their requests and documents of identification as specified to the Company. After the Company has checked the accuracy and the completeness of the information according to the shareholders name as the information on the closing of the register book of shareholders entitled to attend the 2022 Annual General Meeting of Shareholders scheduled on June 24, 2022, the electronic meeting service provider (OJ International Co., Ltd.) will send a link for attending the meeting and a manual for using the electronic meeting system to the email that you have informed the company. The link will be sent 1 day in advance before the meeting date.

**\*\*\* This Shareholders Meeting will be an electronic meeting (E-AGM) only and will not hold the physical meeting. Please do not come to the company \*\*\***

In the case that a shareholder would like to submit a request to attend the meeting via electronic media (E-AGM), please proceed the following processes.

1. Please fill in ' The request form for attending the 2022 Annual General Meeting of Shareholders via electronic media (E-AGM) '. Please specify your e-mail address and mobile phone number clearly for the meeting registration.
2. Attach a copy of government-issued identification documents to confirm the right to attend the E-AGM meeting.

### 2.1 Shareholder who is the natural person

- In the case of shareholder wants to attend the electronic meeting **in person** (E-Meeting)
  - A copy of government-issued identification documents that has not expired such as ID card, government identification card, driving license or passport (In the case of a foreigner). If the shareholder changes the name-surname, please attach the evidence supporting the change of name-surname.
- In the case of shareholder **gives a proxy** to another person to attend the electronic meeting (E-Meeting)
  - Proxy (According to the form attached with the invitation letter). The proxy is asked to be filled in the information correctly and completely and signed by the grantor and the proxy. If important messages are edited, the original message must be crossed out and the grantor must sign everywhere.

**\* The Company recommends to give a proxy to Mr. Yanchai Tantiratapong, Audit Committee Member and Independent Director \***

\* The proxy form must be affixed with 20 Baht of duty stamp, crossed out and filled in the date which the proxy is made so that the proxy form is valid and legally binding. \*

- A copy of government-issued identification documents of the grantor that has not expired such as ID card, government identification card, driving license or passport (In the case of a foreigner) and signed by the grantor. If the grantor changes the name-surname, please attach the evidence supporting the change of name-surname.
- A copy of government-issued identification documents of the proxy that has not expired such as ID card, government identification card, driving license or passport (In the case of a foreigner) and signed by the proxy.

## 2.2 Shareholder who is the juristic person

- In the case of authorized director want to attend the electronic meeting **in person** (E-Meeting)
  - A copy of the juristic person registration certificate issued by the Ministry of Commerce not more than 1 year prior to the date of the shareholders' meeting. The authorized director shall sign to certify the copy and seals the juristic person's seal.
  - A copy of government-issued identification documents of the authorized director that has not expired such as ID card, government identification card, driving license or passport (In the case of a foreigner) and signed by the authorized director.
- In the case of the juristic person **gives a proxy** to another person to attend the electronic meeting (E-Meeting)
  - Proxy (According to the form attached with the invitation letter). The proxy is asked to be filled in the information correctly and completely and signed by the authorized director and the proxy. If important messages are edited, the original message must be crossed out and the grantor must sign everywhere.

### \* The Company recommends to give a proxy to Mr. Yanchai Tantiratapong, Audit Committee Member and Independent Director \*

\* The proxy form must be affixed with 20 Baht of duty stamp, crossed out and filled in the date which the proxy is made so that the proxy form is valid and legally binding. \*

- A copy of the juristic person registration certificate issued by the Ministry of Commerce not more than 1 year prior to the date of the shareholders' meeting. The authorized director shall sign to certify the copy and seals the juristic person's seal.
- A copy of government-issued identification documents of the authorized director that has not expired such as ID card, government identification card, driving license or passport (In the case of a foreigner) and signed by the grantor.
- A copy of government-issued identification documents of the proxy that has not expired such as ID card, government identification card, driving license or passport (In the case of a foreigner) and signed by the proxy.

\* If the above documents or evidences are not Thai or English, shareholder must present an English translation signed by the shareholder. (In the case of the natural person) or by a authorized director (in case of the juristic person)

3. Submit 'The request form for attending the 2022 Annual General Meeting of Shareholders via electronic media (E-AGM) ' (item 1) and identification documents along with supporting documents (item 2) through 2 channels as the following.

3.1 **By email:** The documents can be sent within **22 July 2022**.

Please send all documents to: [chintana.temphuwapat.b8@mail.toray](mailto:chintana.temphuwapat.b8@mail.toray)



3.2 **By registered mail:** The document can be sent within **22 July 2022** (By the postage stamp as a criterion). Please send all documents to

Company Secretary  
Toray Textiles (Thailand) Public Company Limited  
No. 20, Bubhajit Building, 5<sup>th</sup> Floor, North Sathorn Road,  
Silom, Bangrak, Bangkok 10500

#### **Shareholders Meeting via electronic media (E-AGM)**

1. On 25 July 2022, the shareholders or proxies who want to attend the meeting and have been fully confirmed, will receive an E-Mail from the meeting organizer, OJ International Co., Ltd, which will be the link for attending the meeting and user manual. Please study the manual of how to use the E-AGM meeting system in detail. If you have not received the E-Mail, please contact OJ International Co., Ltd. immediately by Tel. 097-087-2591 or 097-237-0094 or 099-220-5685 or email [OJ@ojconsultinggroup.com](mailto:OJ@ojconsultinggroup.com).
2. Attendance and voting via electronic media can be used with computer / notebook / tablet and mobile phone via Web Browser: Chrome with 4G internet speed or basic home internet.
3. If shareholders or proxies want to ask about the process of attending the meeting and voting methods via electronic media (E-Meeting), please contact OJ International Co., Ltd. at the phone number specified in the E-Mail of the user manual sending.

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

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

4. The meeting system will be opened 60 minutes before the start of the meeting. However, the live broadcast will only start at the time of the meeting.
5. Attendees must use the shareholder registration number and the shareholder's ID card number for logging in to the meeting system.
6. Voting via E-Voting system during the meeting: You can vote for each agenda by voting "Agree" or "Disagree" or "Abstain". In case you do not vote for any agenda, your vote will be automatically counted as "Agree".
7. If attendees have problems in using the E-AGM system, please contact OJ International Co., Ltd. Tel. 097-087-2591 or 097-237-0094 or 099-220-5685.

**Submitting questions in advance for shareholders or proxies wanting to attend the meeting via electronic media (E-AGM)**

Shareholders or proxies can submit questions in advance related to the agenda by attaching the form together with the request form for attending the 2022 Annual General Meeting of Shareholders via electronic media (E-AGM), proof of identity together with various supporting documents according to the channels and the time limit for the submission of documents above. Shareholders or proxies who attend the meeting on the meeting date can still inquire according to the agenda at the meeting.