

## Documentation and Evidence required to be Presented at the 2023 Annual General Meeting of Shareholders by Electronic Method (E-AGM)

### Ordinary Person

**1. In case the shareholders attend the meeting by themselves.**

Valid evidence that issue by government authorities, e.g., the identification card, government officer identification card, driver license or passport, including the evidence of name or last name's change (if any).

**2. In case of granting proxy holder.**

- 2.1 One of the proxy forms as Attachment to the notice to shareholders, completely filled in and signed by shareholder and proxy.
- 2.2 Certified true copy of valid evidence issued by the Government Agency of the shareholder as specified in item 1.
- 2.3 Certified true copy of valid evidence issued by the Government Agency of the proxy as specified in item 1.

### Juristic Person

**1. In case of shareholder's representative (director) attend the meeting by themselves.**

- 1.1 The identification document of such authorized representative similar to those of ordinary person as specified in item 1.
- 1.2 Copy of shareholder's Affidavit not over three months, and certified by the authorized director showing that the authorized director has the authority to act on behalf of the shareholder.

**2. In case of shareholder appoint proxy holder**

- 2.1 One of the proxy forms as Attachment to the notice to shareholders, completely filled in and signed by the authorized director of shareholder and proxy, pursuant to information of the independent director (Attachment 6.3) for his/her proxy, may appoint the following:
 

1. Mr. Prasong Vara-ratanakul	Independent Director
	Audit Committee Chairman
2. Mr. Chetawan Anuntasomboon	Independent Director
	Audit Committee Member
- 2.2 Copy of shareholder's Affidavit not over three months, and certified by the authorized director showing that such authorized director signing the proxy form has the authority to act on behalf of the shareholder.
- 2.3 Certified true copy of valid evidence issued by government authorities of the authorized director signing the proxy form.

- 2.4 Certified true copy of valid evidence of the proxy issued by government authorities similar to those of individual shareholder specified in item 1.

**3. In case of Foreign Shareholder appointing a Custodian in Thailand**

- 3.1 All evidence similar to those of the Juristic Person as specified in items 1 or 2.
- 3.2 In case the foreign shareholder authorizes the custodian to sign the proxy form on its behalf, the following documents are required:
- 1) Power of Attorney by foreign shareholder authorizing custodian to sign the proxy form on its behalf.
  - 2) Letter certifying that such custodian signing the proxy form has the permission to engage in the custodian business. In case the original documents are not in English, it shall be translated to the English language and certified true and correct translation by the shareholder (in case of ordinary person) or the authorized representative of shareholder (in case of juristic person).

\*\* By the Company will not make a request for additional document or creating an undue burden to the shareholders (ex. undefined to use the shareholder's the ID card of proxy, specify in addition to the documents or the circular letter formal related) \*\*

**Guideline for Proxy Preparation**

The Company has provided 3 proxy forms: Form A/Form B/Form C prescribed by the Department of Business Development, Ministry of Commerce to be used in the following cases:

Form A: simple and general proxy form

Form B: specific proxy form

Form C: proxy form for foreign shareholder appointing the custodian in Thailand

**The shareholder who is not able to attend the Meeting may appoint the proxy as follows:**

1. Select only one of the three forms provided above as follows:
  - 1.1 General shareholder shall select only one of either Form A or Form B.
  - 1.2 Shareholder listed in the share register book as foreign shareholder appointing the custodian in Thailand can select only one of the three proxy forms.
2. Authorize a person or an Independent Director to attend and vote at the Meeting on your behalf by specifying the name with details of a person to be your proxy or marking in front of the name of an Independent Director to be your proxy.
3. Affix the 20 Baht stamp duty and specify the date on the proxy form.

4. The shareholder may send the completed proxy form together with the above documentation to the Head Office of the Company at:
  - 1) **Email:** [cs@jckhgroup.com](mailto:cs@jckhgroup.com) and
  - 2) **(Original document) Postal delivery:** Attention to: “Company Secretary Office”  
Address: JCK Hospitality Public Company Limited No.18, TFD Building, Soi Sathorn 11 Yeak 9, Yannawa, Sathorn, Bangkok 10120

No later than 5.00 p.m. (Thailand time) on April 24, 2023 so that officers of the Company are given enough time to check the documentation. Split of shares to several proxies to vote in the meeting is not allowed. Shareholder shall authorize the proxy holder to cast the votes equal to the total number of shares held by shareholder. Authorizing less than the total number of shares is not allowed except for the custodian appointed by foreign shareholder in accordance with proxy form C.

#### **Meeting Registration**

The registrations for attending the meeting will be opened at 12.00 hours on Tuesday, April 25, 2023 via Teleconference of Electronic Device (Only) by broadcasting live at the Company's headquarters meeting room.

#### **Voting Process**

1. The Chairman of the meeting shall propose the shareholders to cast their votes for each agenda.
2. Only shareholders desiring to cast their votes as disapproval or abstention are required to mark in a box as disapproval or abstention, for counting with the system.
3. Shareholders, who cast votes as approval or do not indicate any mark on the box, will be assumed to have approved the agenda as proposed by the Chairman. They do not have to check any box.

#### **Vote Counting Procedures**

1. One share shall be counted as one vote and 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 shall have cast a deciding vote.
2. In order to count the vote results for each agenda, the Company will count only the votes as disapproval and abstentions and deduct from the total votes of shareholders and proxies recorded in advance.
3. The voting results for each agenda will be announced for votes as approval, disapproval, and abstention based on the latest number of shares held by attendants in the meeting.