

Procedures for Submitting Meeting Attendance Request Form (E-Request) and  
Using Electronic Meeting Systems (E-Meeting)

Procedures for Submitting Meeting Attendance Request Form (E-Request)

1. Shareholders or proxies can submit the meeting attendance request form and other required documents via E-Request in advance beginning from October 20, 2021 at 08:30 hours to receive username and password to attend the E-Meeting at <https://mc.thekoble.com/agm/emeeting/index/1> or scan this QR Code:



2. At the E-Request page, please prepare the following information:
- Shareholder registration number
  - Name (Do not specify a prefix) if the shareholder is a juristic person do not fill in this field
  - Last name (In case the Shareholder is a juristic person Enter the name of the company in the Last name field)
  - Identification card number or passport number (in case of foreigner)
  - Attach the company certificate (in case of a shareholder who is a juristic person)
  - Select “accept” the terms and consent to access to personal information
  - Select “Confirm”
3. Check the name of the shareholders and the number of shares. If correct, please fill out shareholder information.
- Name-Surname (in English)
  - Email to receive a Link to attend the Meeting
  - Mobile number
  - Select the type of attendance
    - Attend the meeting in person via E-meeting
    - Authorize the general public to attend the meeting via E-meeting
    - Assign a proxy to an independent director
  - Select “Next”
- In the case of shareholders attending the meeting in person via E-meeting  
Record photos of shareholders
- 1.1 Press “Allow” to accept the website to access the camera
  - 1.2 Take a photo of a full ID Card
    - Select “Take a photo”
    - Select “Save”
    - If you want to take another photo, please select “Retry”
  - 1.3 Take a photo of the shareholder holding an ID Card (As the example shown)
    - Select “Take a photo”
    - Select “Save”

- If you want to take another photo, please select “Retry”

1.4 Select “Next”

1.5 The system will display a message “Information received successfully”, check the name, surname, and number of shares again.

1.6 Select “ Done”

- In the case of appointing a proxy to the general public to attend the meeting via E-meeting
  1. Save photos of shareholders’ information (Like in the case of shareholders attending the meeting in person)
  2. Save the Proxy’s information and attach supporting documents
    - Name-Surname of the proxy (in Thai)
    - Name-Surname of the proxy (in English)
    - Attach a copy of the proxy’s identity document
    - Attach the proxy form with complete information and signature
    - Select “ Next”
  3. Select “Next”
  4. The system will show a message “Information received successfully” check the name, surname, and number of shares again
  5. Select “Done”
- In case of appoint a proxy to an independent director
  1. Save a photo of shareholders’ information (same case as shareholders attending the meeting in person)
  2. Attach the completed proxy form and signed
  3. Select “Next”
  4. The system will show a message “Received information successfully”, check the name, surname and number of shares again. Select “Done”

Note : System for receiving requests for attending the meeting it will be open for operations from October 20, 2021 to October 28, 2021 or until the meeting is completed.

In case of documents or evidence mentioned above it is not a Thai or English version of the document. Shareholders must present an English translation of the document which was certified the translation or by the authorized signatory (in the case of a juristic)

Procedures for Using Electronic Meeting Systems (E-Meeting)

1. Shareholders or proxies can join the E-Meeting via Zoom and have been fully verified, you will receive an email from the meeting organizer which will be a link for attending the meeting and user manual 2 days before the meeting date. Please study the manual on how to use the E-Meeting system in detail. If you have not received the email by October 26, 2021 please contact the company immediately.
2. Attendance and voting via E-Meeting can be used with PC, Laptop, Tablet and Mobile via web browser : Chrome with 4G internet speed or basic home internet.

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

For iOS	For 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>

3. The system will open for 2 hours before the meeting time starts. However, the live broadcast will only start at the time of the meeting.
4. Logging in to the meeting attendees must use the information of the shareholder registration number and the number of the shareholder's ID card.
5. Voting via E-Voting system, you will be able to vote for each agenda by voting to Agree, Disagree, or Abstain. One only in case of not voting on any agenda, the system will immediately assume that you vote as agree. (Use the vote counting method by taking the votes towards agreeing)
6. In the event that attendees encounter problems in using the E-AGM system, you can contact OJ International Co., Ltd at the phone number specified in the Email that will be sent to the user manual to the system.

\*\*\* This Annual General Meeting of Shareholders for the year 2021 will be a meeting via Electronic media (E-Meeting) only and there will be no meeting venue. Asking for cooperation of shareholders to refrain from coming to the company \*\*\*

**In case the shareholders assign a proxy to an independent director**

For shareholders who are unable to attend the Meeting in person or cannot assign other proxies and want to assign an independent director as a proxy. Please send the proxy form (attachment no. 9) by specifying the proxy as one of the independent directors as specified by the company together with supporting documents to the company within October 22, 2021 at 16.00 via following channels :

- Email : [corpsecretary@mcgroupnet.com](mailto:corpsecretary@mcgroupnet.com)
- Post : Corporate Secretary Office, MC GROUP Public Company Limited, 2 Sukhapiban 2 Road, Prawet Sub-District, Prawet District, Bangkok, 10250

Note : In case of the shareholders specify the voting for each agenda, the independent directors will cast their votes as specified in the proxy form in which the voting in each agenda shareholders have the right to vote for agreeing and disapproving or abstain. One vote cannot be divided into parts. (unless it is a Custodian vote)

**In case of a shareholder who is a foreign investor and assign a custodian in Thailand to be a stock depository and keeper**

Please submit the following information:

1. Proxy form C (attachment no.9) completely fill out. Sign by the proxy grantor and the proxy with 20 Baht stamp duty
2. Custodian juristic person registration certificate and duly signed by the authorized signatory on behalf of the Custodian juristic person (Custodian) or its attorney with the corporate seal (if any)
3. A power of attorney from the shareholder to have the Custodian act to sign the proxy form on behalf
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 identification card or copy of passport (In the case of foreigners)
6. Submit information through the following channels:
  - Email : [corpsecretary@mcgroupnet.com](mailto:corpsecretary@mcgroupnet.com)
  - Post : Corporate Secretary Office, MC GROUP Public Company Limited, 2 Sukhapiban 2 Road, Prawet Sub-District, Prawet District, Bangkok, 10250

**Submitting suggestions or questions related to business, industry, company performance or related to any agenda which will be considered at the E-AGM meeting**

1. In case a shareholder will submit the suggestions or questions, you can submit as follows:  
Submitting suggestions or question in **advance** to the company through the following channels :
  - Email : [corpsecretary@mcgroupnet.com](mailto:corpsecretary@mcgroupnet.com)
  - Tel : 02-117-9999 Ext. 1215
  - Post : Corporate Secretary Office, MC GROUP Public Company Limited, 2 Sukhapiban 2 Road, Prawet Sub-District, Prawet District, Bangkok, 10250

2. Submitting suggestions or questions during the meeting. For those who attend the meeting. The attendees have to specify your first and last names. And informed that you are a shareholder attending the meeting by yourself or as a proxy before every suggestion or question is submitted. The company will open channels for submitting suggestions and questions during the meeting as follows :
  - Conversation channel by typing message (Chat)
  - Voice chat channel in which the attendees will press the raising hand button and turn on the microphone on their own device after the system operator sends you an invitation to chat and please turn off the microphone after the conversation is finished every time.

In this regard, if a shareholder have further question or any inquiry about the meeting, you can contact the following staff :

1. Regarding submitting documents confirm identity to attend the shareholders' meeting via E-meeting, contact the Corporate Secretary for more information (attachment no. 12)
2. Regarding the process of attending the meeting and voting via E-meeting, in case of correcting and completing identity verification, contact OJ International Co.Ltd. (attachment no. 12)

**For troubleshooting, please contact the Call Centre at:**

Tel: 02-117-9999 Ext. 1214-15 (*available from October 20–28, 2021 during 08:30 – 17:30 hours (Business days only)*).