

**Required documents and evidence, registration method, appointing a proxy, asking question procedures, voting procedures, in shareholder's meeting via electronic system**

**1. e-Registration, appointing a proxy, and identity verification**

**1.1 In case of shareholder, who is the individual person, wishes to attend the E-AGM by self-registration**

**1.1.1 Document**

- Using the ID card for identity verification

**1.1.2 Registration procedure**

- Shareholders can self-register at

<https://portal.eservice.setgroup.or.th/Account/Login?refer=1aCMmD8qZqS4ukJEL0pUfOANnk9E5QOAYeScQr1%2bsp6oQFnlbYEYLg%3d%3d>

For registration, please prepare an electronic device with a camera such as a PC Computer, Notebook, Tablet, or Mobile phone. Please kindly study the details about the registration procedure in the User Manual e-Shareholder Meeting System (Attachment no. 7).

**1.1.3 Registration Period**

- From April 8, 2024, onward until the end of the meeting. If shareholders register later than the starting time of the meeting, the Company requires time to check, and verify the completeness of all documents thus it may cause a delay of attending the meeting. Shareholders will have a right to vote for the agenda that attend only.

When the Company completes the verification of shareholders' identification, the shareholders will receive an e-mail to inform the result of registration and a link to join the shareholders meeting through the DAP e-shareholders' meeting system. Please kindly see the details and process to attend the meeting from the User Manual e-Shareholder Meeting System (Attachment No. 7).

## 1.2 In case of appointment a person or the Company's independent director to be a proxy

### 1.2.1 Document

#### 1.2.1.1 In the case of a shareholder is individual person

- Proxy Form, duly filled in completely and signed by the shareholder and proxy. **Please fill in the e-mail address and mobile phone number of the proxy** for the Company to notify the registration result, username, password, and link to join the shareholders meeting through the DAP e-shareholders' meeting system.
- Copy of the Identification card or document issued by the government agency of the shareholder and a certified true copy by the shareholder.
- Copy of the Identification card or document issued by the government agency of the proxy and certified true copy by the proxy (In case of appointing another person to be a proxy holder (not appoint the Company's independent director)).
- Affixed 20 Baht stamp duty, duly crossed with the date when the proxy is made to make it legal or allow the Company to proceed.

#### 1.2.1.2 In case of shareholder is a juristic person or a juristic person incorporated under the foreign law appointing custodian in Thailand

- Proxy Form, duly filled in completely and signed by a representative of such juristic person (director), the shareholder, and proxy. In case of appointing another person to be a proxy (not appoint the Company's independent director), **please fill in the e-mail address and mobile phone number of the proxy** for the Company to notify the registration result, username, password, and link to join the shareholders meeting through the DAP e-shareholders' meeting system.
- In case that the shareholder is a juristic person registered in Thailand, please submit a copy of company registration certificates of the shareholders issued by the Ministry of Commerce with duly certified by a representative of such juristic person (director) and having content showing that the representative of such juristic person who signed the proxy is authorized to act on behalf of the juristic person, the shareholder.
- In case of the shareholder is a juristic person registered abroad, please submit a copy of the company registration certificates of the shareholders issued by the competent authority in the country where the juristic person is located and certified by a notary public or other competent authority for no longer than 1 year.

- Copy of document issued by any government agency to the representative of such juristic person (director), the shareholder, i.e., Identity Card, government officer ID card, driving license, or passport (in case of foreigner) and duly certified by the shareholder.
- Copy of Identification card or document issued by any government agency of the proxy and duly certified by the proxy (In case of appointing another person to be a proxy (not appointing the Company's independent director))
- Affixed 20 Baht stamp duty, duly crossed with the date when the proxy is made to make it legal or allow the Company to proceed.

Any document, which is not made in English must be translated into English and duly certified true and correct translation by the shareholder or representative of such juristic person.

The Company has sent the Proxy Form B, which contains any transaction to be granted clearly and in accordance with the form prescribed by the Ministry of Commerce. Nevertheless, the Company also provides Proxy Form A which is a general form, and Form C which is specifically for a foreign shareholder for which a custodian in Thailand is appointed. Proxy Form A, Proxy Form B, and Proxy Form C can be obtained directly from the Company or downloaded from the company's website at [www.tge.co.th](http://www.tge.co.th)

### 1.2.2 Registration procedure

- Register via e-Registration system by self-register (individual person / juristic person, except custodian)

<https://portal.eservice.setgroup.or.th/Account/Login?refer=1aCMmD8qZqS4ukJEL0pUfOANnk9E5QOAYeScQrl%2bsp6oQFnlbYEYLg%3d%3d>

For registration, please prepare an electronic device with a camera such as a PC Computer, Notebook, Tablet, or Mobile phone. Please kindly study details about the registration procedure in the User Manual e-Shareholder Meeting System (Attachment no. 7)

- **The Company registers for the shareholder** (individual person / juristic person / custodian)

Send all of the above original copy to the Company at the address below

“Company Secretary Office”

Thachang Green Energy Public Company Limited

159 Moo 3, Thachang Sub-district, Thachang District, Suratthani Province 84150, Thailand

- When the Company completes the verification of shareholders’ identification, the shareholders will receive an e-mail to inform the result of registration, username, password and a link to join the shareholders meeting through the DAP e-shareholders’ meeting system. The proxy has to reset a new password before logging in to the meeting. Please kindly study the details and process to attend the meeting from the User Manual e-Shareholder Meeting System (Attachment No. 7)

The Company reserves the right not to register if the original documents are mailed to the Company after the specified period below or the documents or evidences are incomplete or do not comply with the Company’s conditions.

### 1.2.3 **Period of sending document to the Company**

Within April 19, 2024 because the Company need time for verification and checking the completeness of all documents.

Please keep your username and password as confidential and do not disclose to others. In case of not receiving an e-mail to notify the result of registration, please check in the Junk Mail or contact Ms. Sutida Wongsansuk at telephone number +66(0) 7727 7790 ext. 1237 or +66(0) 8 6972 4143

## **2. Joining the E-AGM**

Shareholders/proxy can log in to the e-Service system at <https://portal.eservice.set.or.th> by using the username and password sent by the Company.

When accessing to the e-Service system, shareholders/proxy should search the meeting by finding the Company name, then click at the Company name and click “Join Meeting” at the top right of the screen, after that click to agree the terms and conditions of service and click “Join Meeting”. After shareholder/proxy confirms the name and voting rights, then enter the OTP which will be received via the mobile phone to join the meeting. This e-meeting will broadcast via Webex which can access via web browser: Google Chrome (Recommended) or Safari or Internet Explorer. Shareholders/proxy, please kindly study the details and process to attend the meeting from the User Manual e-Shareholder Meeting System (Attachment No. 7)

### **3. Asking question Procedure**

Before voting for each agenda, the Chairman of the meeting will allow shareholders/proxy to ask question or express their opinions on issues related to that agenda, as appropriate. Shareholders/proxy who wish to inquire need to click “Send question” button and type the question and click “Send Question” button. Then the question will be added into a waiting list. Shareholders/proxy, please kindly study the details and process to attend the meeting from the User Manual e-Shareholder Meeting System (Attachment No. 7).

### **4. Voting procedure and counting of votes in E-AGM**

Shareholders/proxy can vote

- 4.1** In voting for each agenda, after the end of the consideration, the chairman will inform to consider and vote at the end of the agenda.
- 4.2** In voting for each agenda, shareholders/proxy must either vote for “Approve” or “Disapprove” or “Abstain”, the partial vote cannot be allowed (except for the custodian). Shareholders/proxy who wish to vote “Approve” no action is required. For shareholders/proxy who wish to vote “Disapprove” click Disapprove button or if wishing to vote “Abstain” click Abstain button.
- 4.3** In consolidating the votes, the method used is to deduct the votes “against”, “abstained”, and the votes indicated in the proxy from the total number of votes in the meeting. The rest of the votes will be considered votes in favor on that agenda. This method shall be applied in every agenda.

Shareholders/proxy, please kindly study the details and process to attend the meeting from the User Manual e-Shareholder Meeting System (Attachment No. 7).

### **5. Preparation for electronic device and E-AGM system**

Shareholders/proxy holders who wish to attend the E-AGM, please kindly well study from the User Manual e-Shareholder Meeting System (Attachment No. 7) and please prepare the electronic device for use with this E-AGM system.

If any technical problem occurs during the meeting time, the Company will contact the attendee via the e-mail that the Company sent the username and password to the shareholder/proxy.

Any problem or inquiry, please contact via the e-mail: ir@tge.co.th or corporate@tge.co.th or contact Ms. Sutida Wongsansuk at telephone number +66(0) 7727 7790 ext. 1237 or +66(0) 8 6972 4143