

Guidelines for Attending the AGM through Electronic Media (e-AGM) and Appointment of Proxy

Primo Service Solutions Public Company Limited (“Company”)

1. In case the shareholder desires to attend the e-AGM by him/herself

1.1 Please complete the registration form for attending the AGM through electronic media (e-AGM) (Attachment 8) by specifying **your e-mail and mobile phone numbers clearly for the registration for attending the meeting**, and attach copies of identification documents to assert the right to attend the e-AGM as follows:

- **For the shareholder who is an individual** – a certified true copy of the valid identification card or of the passport (in the case of a foreign shareholder), or other official documents issued by a government authority, which has not expired. In case of the change of a name or a surname, the shareholder shall attach evidence therewith.
- **For the shareholder who is a juristic person**

In the case that the authorized representative (director) desires to attend the meeting by themselves, the following documents are required to present:

- 1) A copy of an affidavit issued by the Ministry of Commerce, which is certified true copy by the authorized representative, with the statement showing that such authorized representative signing the Power of Attorney, has the authority to act on behalf of such juristic person which is a shareholder.
 - 2) A copy of the valid identification card or of the passport (in the case of a foreign shareholder), or other official documents issued by a government authority of the authorized representative, which has not expired, certified true copy by such authorized representative.
- **In case the shareholder appoints a proxy to attend the e-AGM** – A power of attorney or proxy, which is executed completely, with supporting documents as per the details specified in “**supporting documents for the appointment of proxy**”.

Please submit the registration form for attending the AGM through electronic media (e-AGM) and such identification documents to the Company by **18 April 2023** via the following channels:

- Email : Bordin.t@Primo.co.th or Olarn.j@Primo.co.th or
- Post : Primo Service Solutions Public Company Limited (Office of Company Secretary)
496 Moo 9 Soi Bearing 16 Sukhumvit 107 Road, Sumrongnua Sub-district, Mueang Samut Prakan District, Samut Prakan, 10270

- 1.2 When the Company receives the document as per 1.1 from you, the Company will proceed with verifying the document to assert the right to attend the meeting. Once the verification is completed, the Company will send Username and Password, together with Web Link for attending the e-AGM to shareholder via email.

In this regard, shareholder shall keep the Username and the Password confidential and refrain from disclosing them to others. **In case that the Username and the Password are lost, or you do not receive them by 20 April 2023, you are requested to immediately contact the Company.**

- 1.3 Please carefully read the manual for the systems of e-AGM, which the Company has sent to you via email. The system will allow you to register for attending the meeting for 60 (sixty) minutes prior to the meeting. However, the live broadcast of meeting will begin at 14.00 hrs.
- 1.4 For voting during the e-AGM, a shareholder may vote in each agenda to either “approve”, “disapprove”, or “abstain”. In case that the shareholder does not vote in each agenda, the system will automatically count yours as “approve”.
- 1.5 If you encounter with any technical problem in using e-AGM system before or during the meeting, please contact **OJ International Company Limited**, who is the service provider for the e-AGM system of the Company. The Company will specify a contacting channel of **OJ International Company Limited** in the email that the Company sends the Username and the Password to you.

2. In case the shareholder desires to appoint a proxy to attend the e-AGM

In case that a shareholder is unable to attend the e-AGM, the shareholder may grant proxy to another person or to the Company’s independent director to attend and vote on his/her behalf. The name of independent directors are as follows:

- Mr.Marote Vananan (52 Years) Chairman of the Board/ Independent Director/
Chairman of the Risk Management Committee
Chairman of the Audit Committee and
Nomination and Remuneration Committee
- Mr.Theinruj Toranavikrai (39 Years) Independent Director and Audit Committee
- Ms.Supattana Ngimhoung (42 Years) Independent Director/ Chairman of the
Nomination and Remuneration Committee/
Audit Committee and Risk Management
Committee

The Company has provided three Proxy Forms, namely Proxy Form A, Proxy Form B and Proxy Form C in accordance with the forms specified by the Department of Business Development, the Ministry of Commerce, as per Enclosure 6 attached to the AGM notice.

The appointment of a proxy can be conducted as follows:

1. The general shareholder may choose to use either Proxy Form A or Proxy Form B. Only one type of proxy forms shall be chosen. The Company recommends to use Proxy Form B and specify the voting for each Agenda Item.
2. The shareholder who is of a foreign investor and has appointed a Custodian in Thailand as a share depository and keeper shall use Proxy Form C.
3. The shareholder shall appoint only one proxy to attend and vote at the meeting. The shareholders may not split the shares to more than one proxies in order to split the votes.
4. If the shareholder chooses to appoint the independent director of the Company to be the proxy, the Company recommends to use Proxy Form B and specify the voting for each Agenda Item, and deliver the Proxy Form with its supporting documents by **18 April 2023** via the following channels:
 - **Email :** Bordin.t@Primo.co.th or Olarn.j@Primo.co.th or
 - **Post:** Primo service solutions Public Company Limited (Office of Company Secretary)
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5. The Proxy Form must correctly and clearly be completed, signed by the shareholder (grantor) and the proxy, and affixed with THB 20 stamp duty, crossed and specifying the date such proxy is made.

Supporting documents for the appointment of proxy

Individual

In the case the shareholder, who is an individual, appoints a proxy to attend the meeting, it is required to present the following documents:

- 1) The Proxy Form which has been completed in full and signed by the shareholder (grantor) and the proxy, and affixed with a stamp duty.
- 2) A certified true copy of the valid identification card or of the government officer's card or of the driving license or of the passport (in the case of a foreign shareholder) of the shareholder (grantor).
- 3) A valid identification card or a government officer's card or a driving license or a passport (in the case of a foreigner) of the proxy.

Thai Juristic Persons

In the case that the shareholder, who is a juristic person, appoints a proxy to attend the meeting, it is required to present the following documents:

- 1) The Proxy Form which has been completed in full and signed by the shareholder (the grantor) and the proxy, and affixed with stamp duty.
- 2) A certified true copy of the valid identification card or of the government officer's card or of the driving license or of the passport (in case of foreign shareholders) of the authorized representative and the grantor
- 3) A valid identification card or government officer card or driving license or passport (in case of a foreign national) of the proxy.
- 4) A copy of an affidavit of such juristic person issued by the Ministry of Commerce, which has been certified true copy by the authorized representative, with the statement showing that such authorized representative who signs the Proxy Form is authorized to act on behalf of such juristic person as shareholder.

Foreign Juristic Persons

In the case the shareholders are foreign investors and have appointed a Custodian in Thailand to be a share depository and keeper, and have appointed a proxy by using Proxy Form C., the followings are required to be presented:

- 1) Documents required to be presented by the Custodian:
 - 1.1) The Proxy Form C which has been correctly completed in full and signed by the authorized representative of the Custodian as the grantor and as the proxy, and affixed with stamp duty.
 - 1.2) Document confirming that the person who signs the proxy form is permitted to operate the Custodian business.
 - 1.3) A copy of an affidavit of the custodian, certified true copy by the authorized representative of the custodian, with the statement showing that such authorized representative of the custodian, who signs the proxy form as the grantor, is empowered to act on behalf of the custodian.
 - 1.4) A copy of the valid identification card or of the government officer's card or of the driving license or of the passport (in case of foreign shareholders) of the authorized representative of the Custodian, certified true copy by the authorized representative.
- 2) Documents required to be presented by a foreign juristic person

- 2.1) Power of Attorney from the shareholder appointing the Custodian to sign the proxy form on its behalf.
- 2.2) A copy of an affidavit of the shareholder which has been certified true copy by the authorized representative with the statement showing that such authorized representative who signs the Power of Attorney is authorized to act on behalf of such juristic shareholder.
- 2.3) A copy of the valid identification card or of the government officer's card or of the driving license or of the passport (in the case of foreign shareholders) of the authorized representative, certified true copy by the authorized representative.

The above-mentioned documents must be certified by a Notary Public for no longer than 1 (One) year.

3) Documents from proxy

It is required to present a copy of a valid identification card or government officer card or driving license or passport (in case of a foreign national) of the proxy.

3. Channel for the shareholder to send comment or questions regarding the Company and agenda to be considered in this e-AGM are as follow:

- 3.1 During the e-AGM meeting, the shareholder attending the meeting can submit the comments or the questions via the e-AGM system.
- 3.2 The shareholder can submit the comments or the questions in advance to the Company prior to the meeting date via these following channels:

- **Email :** Bordin.t@Primo.co.th or Olarn.j@Primo.co.th or
- **Post :** Primo service solutions Public Company Limited (Office of Company Secretary)
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