

**Guidelines for Attending the Shareholders' Meeting via Electronic Means (e-AGM) and Appointment of Proxy**

Shareholders or proxies who wish to attend the meeting must submit documents proving their identity as specified to the Company. Once the Company has verified the information of the list of shareholders who are entitled to attend the meeting against the shareholders' register book correctly and completely, the electronic conferencing service provider will send a Link to attend the meeting and the user manual to the Email address you have provided to the Company. The Link will be sent two (2) days in advance of the meeting date.

**Notification of intention to attend the meeting via electronic media**

Shareholders wishing to attend the meeting via electronic media must notify their intention to attend the meeting by using one of the following methods as follows:

1. Notify your intention to attend the meeting by submitting information via Email or postal mail.
2. Notify your intention to attend the meeting by submitting information via the website or QR Code.

**If shareholders wish to notify their intention to attend the meeting via electronic media (E-AGM) by submitting information via Email or postal:**

1. Please fill in the document indicating your intention to attend the meeting via electronic media (E-AGM) (**Enclosure 7**) by specifying your E-mail and your mobile phone number clearly for registering for the meeting.
2. Attach a copy of proof of identity to confirm the right to attend the E-AGM meeting.

**2.1 Shareholders who are natural persons:**

- If a shareholder wishes to attend the meeting in person via E-Meeting:
  - Attach a copy of a valid government-issued identification document such as an ID card, government ID card, driver's license, or passport. In case of name-surname changes, shareholders are requested to attach supporting evidence.
- If a shareholder appoints another person to attend the meeting on his/her behalf via E-Meeting:
  - The proxy form (attached with the invitation letter) is filled in all information signed by the proxy grantor and the proxy correctly and entirely together with duty stamp affixed;
  - A copy of the proxy grantor's identity document, such as an ID card, a government official ID card, passport (In the case of foreigners) that has not expired and signed to certify the true copy of the proxy.

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**2.2 Shareholders who are juristic persons:**

- If the person authorized to sign on behalf of the juristic person (director) wishes to attend the meeting in person via electronic media (E-Meeting)
  - A copy of the shareholder's juristic person registration certificate issued no more than 1 year before the date of the shareholders' meeting, which is duly certified as true copy by the juristic person representative (director) authorized to sign on behalf of the juristic person.
  - A copy of the identity document of the representative of the juristic person (director), such as an ID card, a government official ID card, passport (In the case of foreigners) that has not expired and signed to certify the true copy.
- If the proxy is assigned to attend the meeting instead via electronic media (E-Meeting)
  - The proxy form (attached with the invitation letter) is filled in all information signed by the proxy grantor and the proxy correctly and entirely together with duty stamp affixed;
  - A copy of the shareholder's juristic person registration certificate issued no later than one year before the date of the shareholders' meeting, which is duly certified as true copy by the juristic person representative (director) authorized to sign on behalf of the juristic person.
  - A copy of the identity document of the representative of the juristic person (director), such as an ID card, a government official ID card, passport (In the case of foreigners) that has not expired and signed to certify the true copy.
  - Copy of the identity document of the proxy as in the case of natural persons as mentioned above.


If any documents or evidence mentioned above are not in Thai or English, the shareholders must present an English translation of the document certified by the shareholder or by an authorized representative of the juristic person (in the case of a juristic person).

3. Submit the notification of intention to attend the meeting via electronic media (item 1) and proof of identity together with supporting documents (item 2) to the Company via:

- Email: [eakanit.t@primo.co.th](mailto:eakanit.t@primo.co.th) or [thidarat.p@origin.co.th](mailto:thidarat.p@origin.co.th)
- Postal mail: Office of Company Secretary, Primo Service Solutions Public Company Limited, No. 496, Moo 9, Tambon Sam Rong Nua, Amphoe Mueang Samut Prakan, Samut Prakarn Province 10270

For shareholders who wish to notify their intention to attend the meeting via electronic media (E-AGM) via the website or QR Code

1. Request to attend the meeting via Web Browser: Chrome by going to

Scan QR Code	Go to Link
	<a href="https://pri.thekoble.com/aggm/emeeting/index/1">https://pri.thekoble.com/aggm/emeeting/index/1</a>

2. Fill in the information of shareholders:
  1. Securities holder account number
  2. First name (no need to include a title)
  3. Last Name
  4. ID card number
  5. Choose to accept the terms and consent to access to personal information
  6. Click "Confirm"
3. Verify the name of the shareholder and the number of shares. If correct, please fill in additional information.
  1. First name – last name (in English)
  2. Email to receive a link to attend the meeting
  3. Mobile phone number
 

If attending in person: Provide the shareholder's mobile number.

If appointing a proxy: Provide the proxy's mobile number for meeting attendance.
  4. Select meeting attendance type:
    - i. Attend the meeting in person via E-AGM
    - ii. Appoint a general person to attend the meeting via E-AGM
    - iii. Appoint an independent director as proxy
  5. Click "Next"

In the case shareholders attending the meeting in person:

Prepared to attach supporting documents to verify the shareholder's identity

1. A copy of ID card, passport, or a government ID card.
2. Other documents such as a company's Affidavit

3. Press "Next"
4. The system will display a message "The system has received the information successfully." Please verify the name, surname, and number of shares again
5. Close the window to complete the notification of intention to attend the meeting

In the case of appointing a general person to attend the meeting via E-AGM:

Prepared to attach supporting documents to verify the shareholder's identity:

1. A copy of ID card, passport, or a government ID card
2. Other documents, such as a company's Affidavit
3. Press "Next"
4. Specify the proxy's information and attach supporting documents:
  - i. First name- last name of the proxy (in Thai)
  - ii. First name-last name of the proxy (in English)
  - iii. Attach a copy of the proxy's identity document
  - iv. Attach the proxy form with complete information and signature
5. Click "Next"
6. The system will display a message " The system has received the Information successfully." Please verify the name, surname, and number of shares again
7. Close the window to complete the notification of intention to attend the meeting

In the case of appointing an independent director as proxy:

Prepared to attach supporting documents to verify the shareholder's identity:



1. Prepare to attach supporting documents to verify the shareholder's identity ( same as for shareholders attending the meeting in person)
2. Attach the completed and signed proxy form
3. Press "Next"
4. The system will display a message " The system has received the information successfully." Please verify the name, surname, and number of shares again
5. Close the window to complete the notification of intention to attend the meeting

**Remark:** The system for notifying intention to attend the meeting will be open from 11 – 25 April 2025, or until the meeting is concluded (The system is not available on Saturdays, Sundays, and public holidays.).

Electronic Meeting Attendance (E-AGM):

1. Once the shareholders or proxies who have notified their intention to attend the meeting and have been completely verified, you will receive an email from the meeting service provider containing the a link for attending the meeting, and the system user manual two (2) days before the meeting date. Please study the E-AGM system user manual in detail. If you haven't received this email within 24 April 2025, please contact the Company immediately.
2. Please prepare the following information for logging into the system:  
For shareholders attending in person: Shareholder Account Number (securities registration number) and the shareholder's ID Card number.  
For proxies: Proxy's ID Card number and mobile number.
3. Meeting attendance and voting via electronic media can be done using computers/notebooks via Web Browser, or using tablets and mobile phones via Zoom Application with 4 G internet speed or basic home internet.

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

IOS system	Android system
	
<p><a href="https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307">https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307</a></p>	<p><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></p>

4. The system will open for meeting attendance 2 hrs. before the meeting starts. However, the live broadcast will only start at the time of the meeting.
5. To log into the system, attendees must use the information of the shareholder registration number and the shareholder's ID card number.

6. Voting through the E-Voting system, you will be able to vote for each agenda only by selecting “Approve”, “Disapprove”, or “Abstain” only. If you do not vote on any agenda, the system will automatically count your vote as “Approve” (using the method of counting votes toward approval.)
7. If attendees experience technical difficulties or issues with the E-AGM system, you can contact OJ International Co., Ltd. at the phone number specified in the email that contains the system user manual.

***\*\*\*This E-AGM meeting will be held only via an electronic media and there will be no physical meeting venue in the traditional format. Therefore, we request shareholders not to travel to the Company.\*\*\****

**In case shareholder wishes to appoint an independent director as a proxy**

For shareholders who cannot attend the E-AGM meeting in person or cannot appoint other proxies to attend the E-AGM meeting and wish to appoint an independent director as a proxy, please send a proxy form (Enclosure 5.1 - 5.3) specifying one of the independent directors designated by the Company as your proxy along with supporting documents to the Company within 22 April 2025 via the following channels:

- Email: eakanit.t@primo.co.th or thidarat.p@origin.co.th
- Postal mail: Office of Company Secretary, Primo Service Solutions Public Company Limited, No. 496, Moo 9, Tambon Sam Rong Nua, Amphoe Mueang Samut Prakan, Samut Prakarn Province 10270

Note: If the shareholders specify their votes in each agenda, the independent directors will cast their votes as specified in the proxy form. In voting on each agenda, shareholders have the right to vote “Approve”, “Disapprove”, or “Abstain” only on one option and cannot split votes (except for voting by Custodian).

**In the case of foreign investor who have appointed a Custodian in Thailand as a depository and keeper:**

Please submit the following information:

1. The Proxy Form C (attached with the invitation letter), correctly and completely filled in all information and signed by the proxy grantor and the proxy, with a 20-baht duty stamp affixed.
2. Certificate of incorporation of the Custodian, certified as a true copy by the authorized representatives of the Custodian or a proxy, with the corporate seal (if any).
3. A power of attorney from the shareholders authorizing the Custodian to sign the proxy form.
4. A confirmation letter certifying that the person signing the proxy form has been authorized to operate a custodian business.

5. Copy of ID card, or a copy of government official ID card, or copy of passport (In the case of foreigners) of the proxy, certified as a true copy.
6. Submit the information via:
  - Email: eakanit.t@primo.co.th or thidarat.p@origin.co.th
  - Postal mail: Office of Company Secretary, Primo Service Solutions Public Company Limited, No. 496, Moo 9, Tambon Sam Rong Nua, Amphoe Mueang Samut Prakan, Samut Prakarn Province 10270

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

If shareholders wish to submit suggestions or questions, they can be done in two methods as follows:

1. Submit suggestion or questions **in advance** to the Company before the meeting date through the following channels:
  - Email: eakanit.t@primo.co.th or thidarat.p@origin.co.th
  - Telephone: 0655105361 (Office of Company Secretary)
  - Postal mail: Office of Company Secretary, Primo Service Solutions Public Company Limited, No. 496, Moo 9, Tambon Sam Rong Nua, Amphoe Mueang Samut Prakan, Samut Prakarn Province 10270
2. Submit suggestions or questions **during the meeting**, for those attending the E-AGM meeting. The attendees must specify his/her first name and last name, and state whether he/she is attending the meeting as a shareholder or a proxy before submitting any suggestions or questions. The Company provides the following channels for submitting suggestions and questions during the meeting:
  - Text chat system (Q&A)
  - Voice chat system, where attendees can press the raise hand button and turn on their microphone on their device after being invited to speak by the system administrator. Please turn off your microphone after finishing your conversation every time. (For more details, please refer to the meeting attendance manual sent to the attendees' emails).

If shareholders have any questions about the meeting, they can contact the staff as follows:

1. For matter regarding identity verification documents for attending the shareholders' meeting via E-Meeting
  - Please contact the Company Secretary for further information via the Company's contact channels as detailed above.
2. For matter regarding the process of attending the meeting and voting via E-Meeting
  - If your identity has been correctly and completely verified, please contact OJ International Co., Ltd. at the phone number specified in the email containing the system user manual.