



Guidelines for attending the shareholders meeting via electronic media and the method of proxy appointment

The company has appointed QUID LAB Co., Ltd. ("Quid Lab") as the provider of the electronic shareholder meeting control system ("E-AGM"), which has been certified by the Electronic Transactions Development Agency and supports all devices, including computers, laptops, tablets, and smartphones. The guidelines for attending the shareholder meeting through electronic media and the method of proxy appointment are as follows:

1. Shareholders who wishes to attend the E-AGM meeting should proceed as follows:

- 1) Shareholders and proxy holders can register to attend the E-AGM via the website <https://mtc.fogus.vc/registration/> or by scanning the QR code, commencing from April 10 2023 onward.
- 2) When registering, shareholders should provide the required information and attach identity verification documents as follows:
 - Natural person shareholders – a valid certified true copy of a not expired ID card or passport or other official documents issued by government authority with certified true copy.
 - Juristic person shareholders – a signed power of attorney or a signed proxy form with supporting documents as detailed in Clause "Supporting documents for the appointment of proxy".
- 4) After the Company has verified the accuracy and completeness of the submitted documents to confirm the right to attend the meeting, the system will email you with a web link to join the E-AGM meeting system, along with your username and password within April 17, 2023. Please study the manual of the E-AGM conference system in detail and keep your username and password confidential and do not disclose to others.
- 5) In case the document file is incomplete/ incorrect, you will be notified by email to submit the corrected document file and additional documents.
- 6) If you have any query about the registration system or the use of the E-AGM conference system, or in the event that your username and password have been lost or if you have not received such information within Monday April 17, 2023, please contact Quid Lab by e-mail info@quidlab.com or phone number +662 013 4322 and +668 0008 7616.

2. Shareholder who wishes to appoint a proxy to attend the E-AGM meeting, proceed as follows:

In case that a shareholder is unable to attend the meeting in person, he/she may authorize another person or one of the Company's Independent Director as follows, to attend the meeting and vote on his/her behalf.

- **Mrs. Nongnuch Dawasuwan** Independent Director and Member of the Audit Committee.
Member of the Risk Management Committee.
Member of the Corporate Governance and Sustainability Committee.



Address: Muangthai Capital Public Company Limited,
332/1 Jaransanitwong Road, Bangplad, Bangkok 10330

Remark:

The above Independent Director do not have any special interests that are different from other directors in all agendas proposed in the 2023 Annual General Meeting of Shareholders.

Shareholders who wish to appoint a proxy to attend the E-AGM meeting, **should complete and sign proxy form B**, which was sent to the shareholders along with the meeting invitation (or can be downloaded from the Company website at www.muangthaicap.com), and then **submit the proxy form and a copy of supporting documents through the registration system according to Clause 1. From April 10, 2023.**

Supporting documents for the appointment of proxy

- **Natural person shareholders**
 1. A proxy form which is completely filled and signed by the proxy grantor and the proxy; and
 2. A copy of valid ID card or passport certified true copy by the proxy grantor; and
 3. A copy of valid ID card or passport certified true copy by the proxy.
- **Juristic person shareholders**
 1. A proxy form which is completely filled and signed by such juristic person's authorized person and have such juristic person's company seal affixed (if any) of the proxy grantor and signed by the proxy; and
 2. A certificate of registration as a juristic person of the proxy grantor which is duly signed and issued no later than 6 months prior to the date of the shareholders' meeting; and
 3. A copy of ID card or passport not expired and sign certifying the true copy of the person authorized to bind the juristic person (the proxy grantor) and
 4. A copy of ID card or passport not expired and sign to certify true copy of the proxy

3. Procedures for attending the E-AGM meeting

1. On the day of the 2023 Annual General Meeting of Shareholders which is scheduled to be held on Tuesday April 18, 2023, shareholders and proxies can attend the E-AGM meeting via web link using their username and password provided by Quid Lab. The Company will open the E-AGM meeting system for shareholders to register to attend the meeting from 8.00 a.m. (2 hours before the meeting time) and commence broadcasting the meeting at 10.00 a.m. onwards.
2. In the event that shareholders have technical difficulties attending the meeting or using the E-AGM meeting system either before the meeting or during the meeting, **please contact Quid Lab via email: info@quidlab.com or phone numbers +662 013 4322 and +668 0008 7616.**

For your own convenience and smooth participation in the E-AGM meeting, Quid Lab's technical support team recommends that you join the meeting on a computer or laptop with a stable internet connection, since the shareholders' meeting may take more than 1 hour to conduct.



Guidelines for attending by Electronic Method (E-AGM)

Shareholders can access the registration system to attend the E-AGM meeting via computer, laptop, tablet or smartphone using any web browser, such as Google Chrome, Microsoft Edge, Apple Safari, Firefox in its most recent version. without having to install any particular software

Registration process for attending the E-AGM meeting.

The Company would like to inform you of the procedures for attending in the shareholders' meeting via electronic media (E-AGM) as follows:

Shareholders or proxies who wish to attend the E-AGM must apply to attend the meeting by Electronic Method via the Link at

<https://mtc.foqus.vc/registration/> or scan this QR Code



The system will be accessible from 10 – 18 April, 2023.

1. After logging into the system, the shareholders or proxies must prepare the following information to fill out through the system (which should correspond to the shareholders information determined as of the Record Date from the Thailand Securities Depository Co., Ltd.):
 - Securities holder registration number
 - Identification Card Number / Passport Number / Registration Number for juristic person
 - E-Mail address for receiving the Web Link, Username and Password for attending the Meeting
 - Mobile Phone Number
2. When the Company receives the documents referred to in item 1 from shareholders or proxies. The documents will be reviewed by the Company to confirm the right to attend the meeting. Following that, shareholders or proxies will receive an email with the following details.



- Username and Password
- Web Link for attending E-AGM system
- User manual

In case the request is rejected, the Shareholders will receive an e-mail to notifying them of the details and reason for the rejection, and they will be able to resubmit through the system.

3. Please keep your username and password confidential. Do not disclose it to others and in case your username and password are lost or not received by April 17, 2023, please contact the Company immediately.
4. Please carefully read the manual on how to use the E-AGM meeting system that the Company has sent to you by e-mail. The system will allow you to register for the meeting 2 hours prior the start of the meeting. However, the live broadcast of the conference will only start at 10:00 a.m.
2. For the voting method during the E-AGM meeting, you can vote on each agenda by voting "Agree" or "Disagree" or "Abstain". In case you do not vote for any agenda, your vote will be counted as "Agree" automatically.
3. If you experience technical difficulties while using the E-AGM meeting system prior to or during the meeting, please contact Quidlab, the Company's E-AGM conference system provider. The contact information for Quidlab can be found in the email that contains your username and password..

Online Joiners Approval System

Login to document approval system with link and using username & password as provided by Quidlab.

Remark: Put a tick mark on Accept Terms, then only will be able to login to the system.

The screenshot shows a login form titled "Login Form" with the following elements:

- Username input field
- Password input field
- Accept terms checkbox
- Logo and text: "Quidlab FoQus | Document Checking Admin Panel"
- Footer text: "©2022 All Rights Reserved | FoQus version 2.3.0 Served from Singapore" and "Quidlab Information Security Management and Data Protection Policy"

You will be taken to dashboard. Go to 'Registration List' and click on go to page.

The dashboard displays the following statistics:

Registration List	Go To Page	Total Registrations	0	Approved Registrations	0
Disapprove Registrations	0	Download Documents	Download		

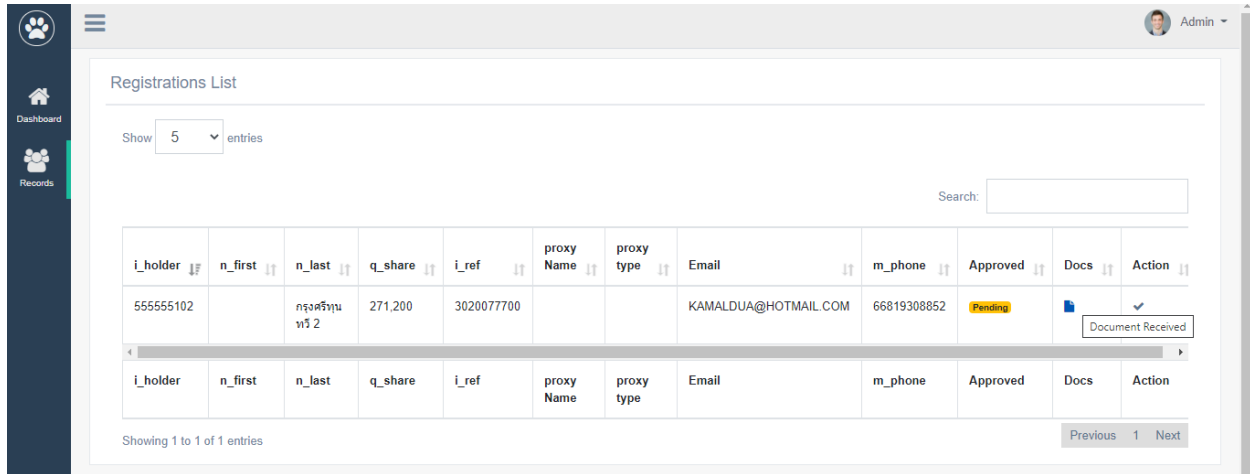
You will see list of shareholders who submitted documents.

The "Registrations List" page shows a table with the following data:

i_holder	n_first	n_last	q_share	i_ref	proxy Name	proxy type	Email	m_phone	Approved
555555102		กฤษกรสิทธิ์ นพ 2	271,200	3020077700			KAMALDUA@HOTMAIL.COM	66819308852	Pending

Showing 1 to 1 of 1 entries

Please hide left panel (Click on the 'Hamburger icon' ) so all columns can be seen as shown below:

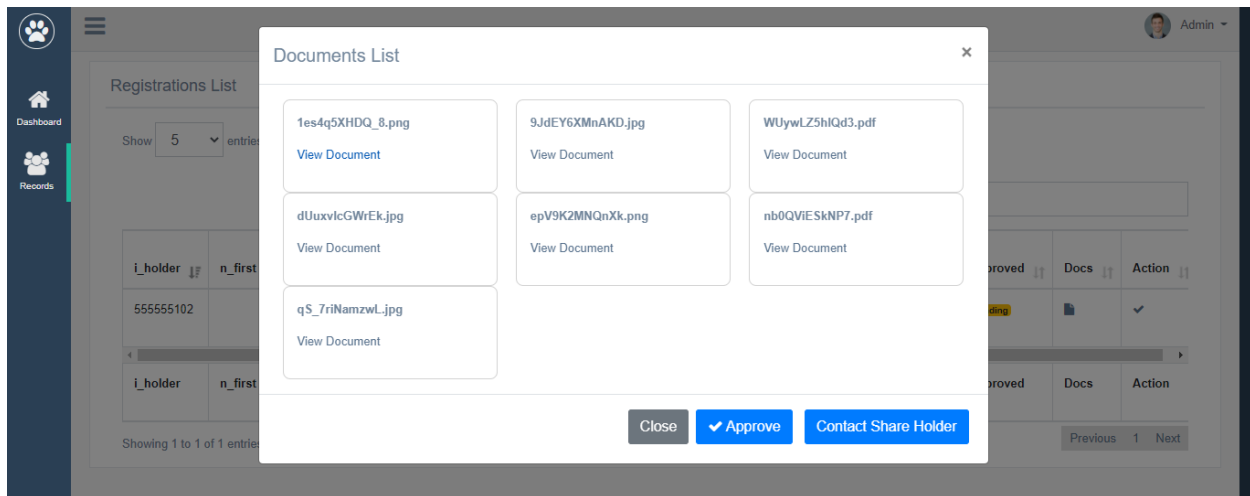


Then click on Docs icon to see documents, a popup window will open as shown below:

Note: Document names are random generated for security reasons.

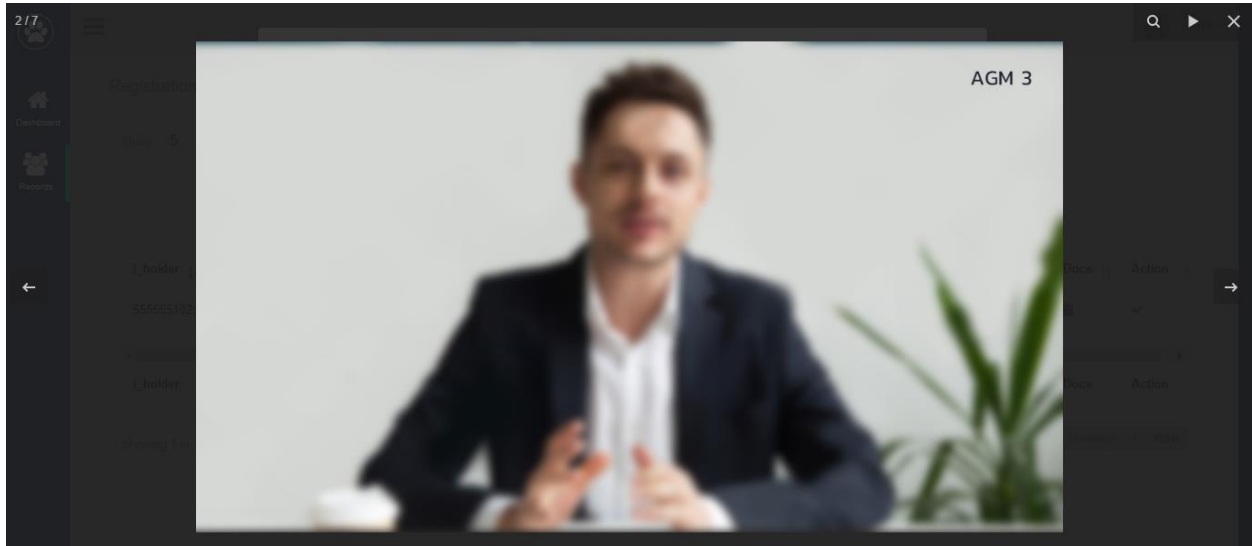
Click on view documents, to see the document. Pictures can be seen online, however pdf file will download or open in pdf viewer depending on computer settings.

Once documents are checked it can be approved by clicking on approve button.

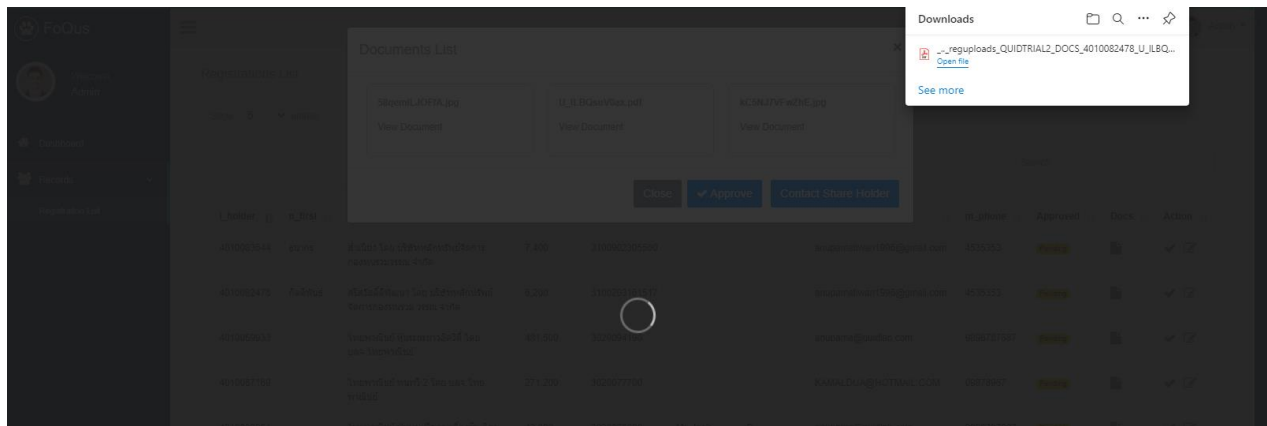


Quidlab Co., Ltd.

Online view of pictures:



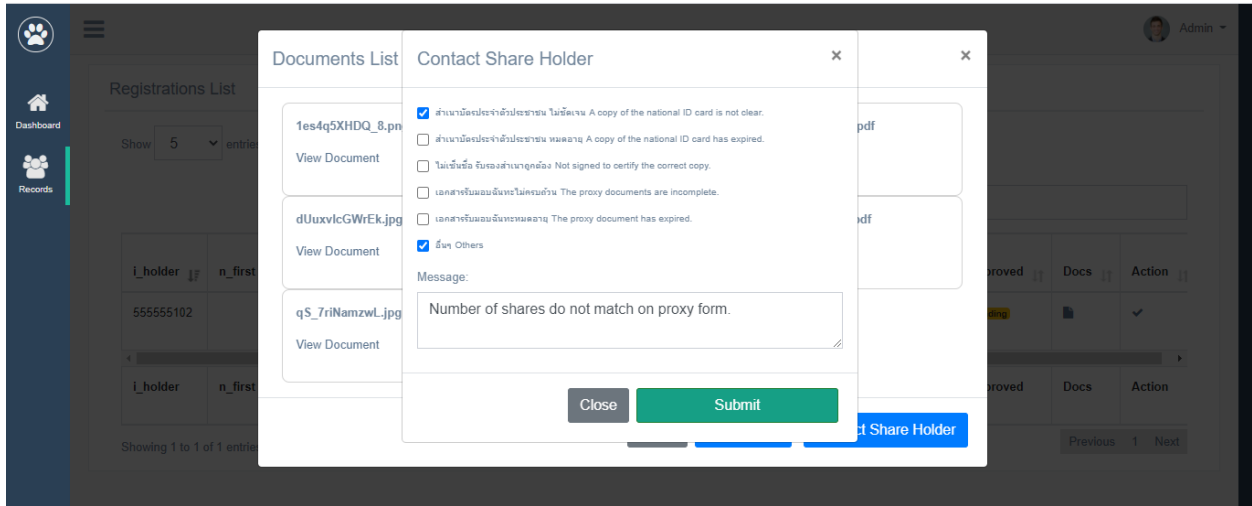
Download of pdf file:



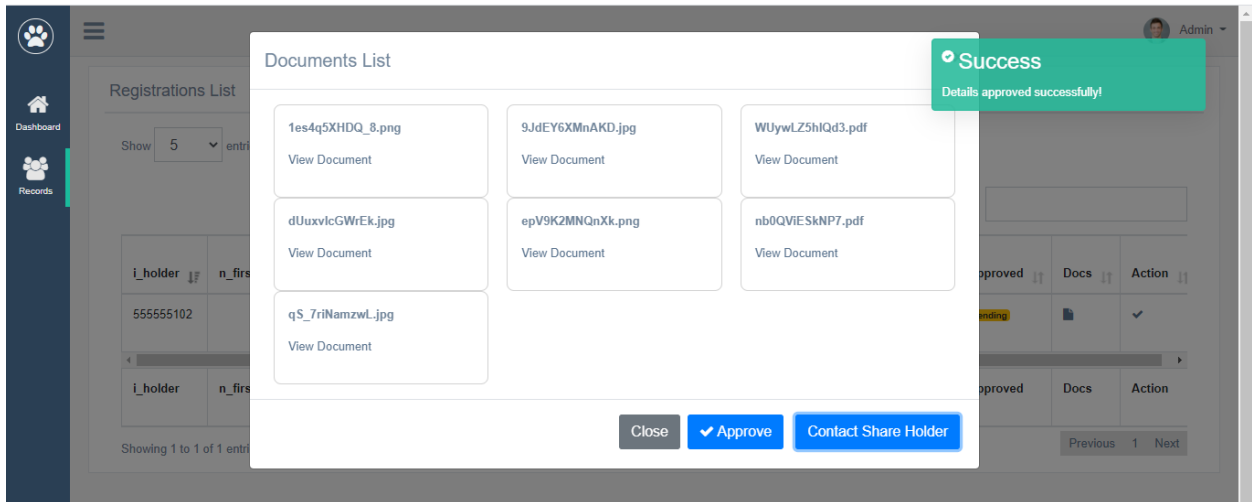
If more information is required then please contact shareholder by clicking on 'Contact shareholder' button.

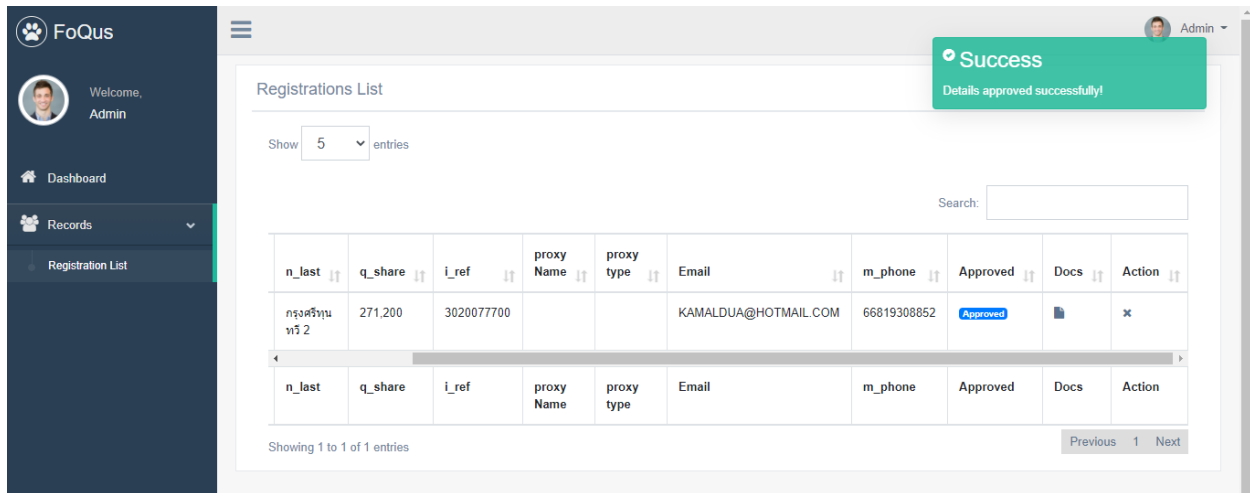
You can choose predefined reasons or add free text message.

Click submit button an email will be sent to shareholder and shareholder can send more documents.



If all documents are ok, can approved the shareholder by clicking on Approve button.

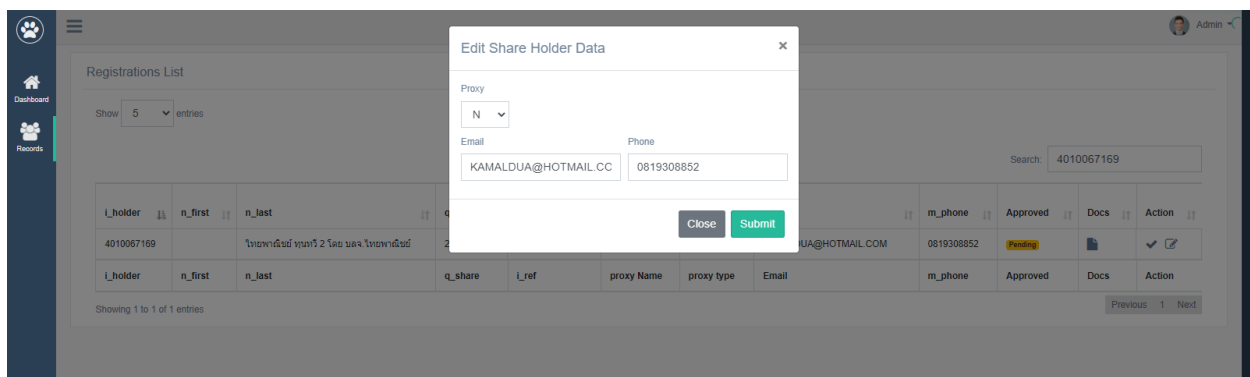
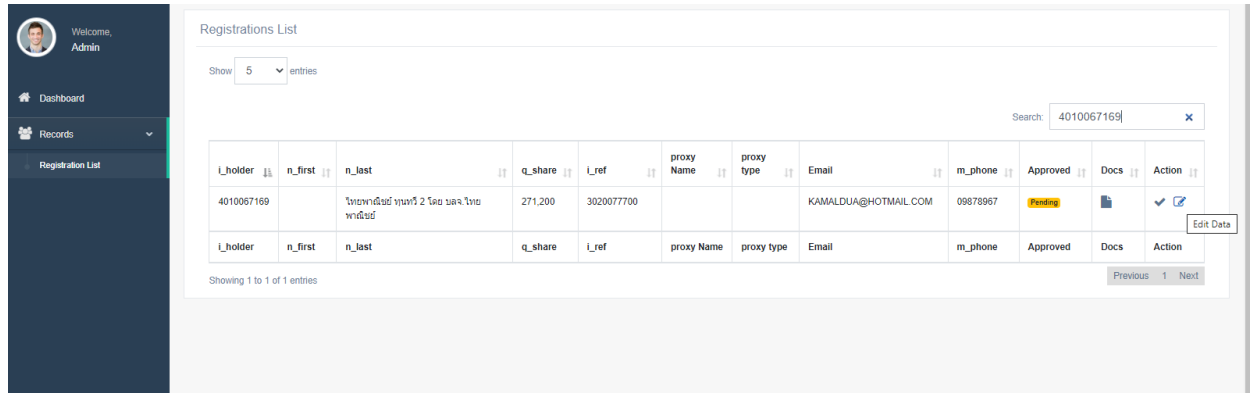




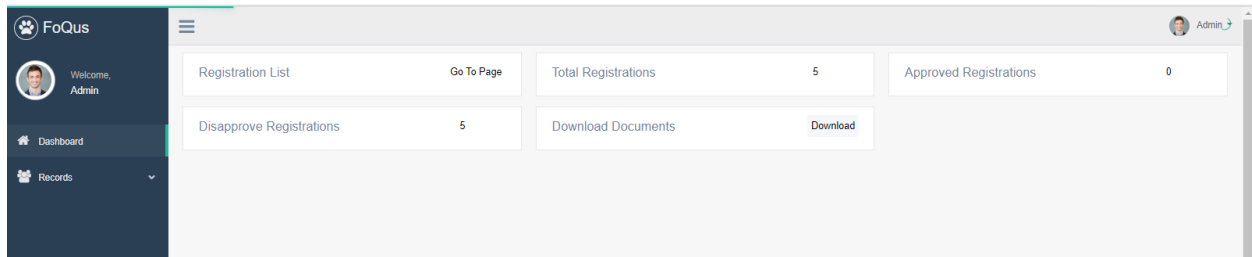
Quidlab will send emails to all approved shareholders and proxies.

NOTE: In case if company need to edit data of some shareholders (such as change proxy name, proxy type, change email/ mobile number, etc;)

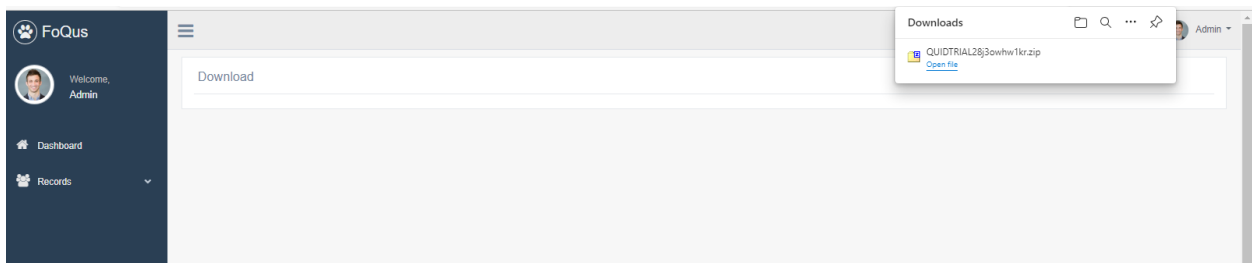
To edit data of that shareholder, go to the option 'Action', click on the pencil square icon (Edit Data) and edit the changes as per needed. Then click on submit button to save the data.



Once the document registration system has been closed for the shareholders, company can download the documents of the registered shareholders from the option 'Download Documents'.



Click on Download. All the files will be download into as a zip folder.



Important points to check when checking documents:

1. Make sure name of proxy form matches with database entry.
2. Proxy type selected when submitting document matches with proxy form submitted.
3. Number of shares match with number of shares entered on submitted documents.