

Guidelines and evidence to show in attending the 2024 Annual General Meeting of Shareholders
(Hybrid Meeting)

➤ Guidelines to attend the meeting via electronic media.

Shareholders or proxies who wish to attend the meeting must submit the document proving their identity as specified to the Company **within April 22, 2024**. After the Company has checked the list of shareholders according to the information as of the date to determine the names of those with the right to attend the 2024 Annual General Meeting of Shareholders, the electronic conference service provider will send the link for login and manual for using the electronic Annual General system (E-AGM) will be sent to the e-mail that shareholders or proxies provide to the Company **from April 24, 2024 onwards**.

Requesting to attend the meeting via electronic media.

Shareholders wishing to attend the meeting via electronic media must notify them of their intention to attend the meeting as follows.

1. via E-Mail or postal mail.
2. Via website or QR Code.

If shareholders wish to notify their intention to attend the meeting via electronic (E-AGM) by sending information via E-Mail or postal mail

1. Please fill out the document requesting to attend the meeting via electronic(E-AGM) **as in Enclosure No.1 1**. Shareholders can be downloaded from the Company’s website at www.everland.co.th. **Please provide “your e-mail and mobile number” clearly** which will be used for the registration.
2. A copy of proof of identity to confirm the right to attend the E-AGM.

2.1 For Shareholders who are Individual Persons

- In case of shareholders attend the meeting **in person** via electronic media (E-Meeting)
 - ✓ A copy of proof of identity issued by the government which appears as photographs and has not expired, such as ID cards, government official ID cards or passports (in case of foreigners), etc, including evidence of change in name or surname.
- In case of shareholders appoint a proxy attend the meeting via electronic media (E-Meeting)
 - ✓ A proxy form A or proxy form B, filled in and signed by shareholders or proxy, duly affixed with the stamp duty, which can be downloaded from the Company’s website at www.everland.co.th.
 - ✓ A copy of proof of identity issued by the government, which appears as photographs, such as ID cards, government official ID cards or passports (in case of foreigners), etc., has not expired and is signed as a certified true copy by Proxy.

2.2 For Shareholders who are Juristic Persons

- In case a representative of shareholders (authorized representative) attends the meeting via electronic media (E-meeting),
 - ✓ A copy of the juristic shareholder registration certificate issued by the Department of Business Development for a period not exceeding 6 months before the meeting date by authorized representative.
 - ✓ A copy of proof of identity issued by the government of the representative of the juristic person (Director), such as a copy of ID card or a copy of government official identification card or a copy of passport (in case of foreign nationals) is signed as a certified true copy.

- In case of shareholders who are juristic person appoint a proxy to attend the meeting via electronic media (E-Meeting)
 - ✓ A proxy form A or proxy form B or proxy form C., filled in and signed by authorized representative or proxy, duly affixed with the stamp duty, which can be downloaded from the Company’s website at www.everland.co.th .
 - ✓ A copy of the juristic shareholder registration certificate issued by the Department of Business Development for a period not exceeding 6 months before the meeting date by authorized representative.
 - ✓ A copy of proof of identity issued by the government of the representative of the juristic person (Director), such as a copy of ID card or a copy of government official identification card or a copy of passport (in case of foreign nationals) is signed as a certified true copy.
 - ✓ A copy of proof of identity of proxy as same applies to Individual Persons as mentioned above.

If the document is not original in Thai or English, a translation into English must be provided. The authorized signatory must bind the juristic person to sign to certify the translation (in the case of a juristic person).

3. Submit the document requesting to attend the meeting via electronic media (E-AGM) (Clause 1.) and evidence of identity verification documents (Clause 2.) to the Company within **April 22, 2024**.

- E-Mail: info@everland.co.th
- Postal mail: *Meechai Thailand Law Office Company Limited, No. 223/96 on 21floor, Country Complex Tower A, Sunpawut Road, Bangna Tai, Bangna, Bangkok 10260*

If shareholders wish to notify their intention to attend the meeting via electronic (E-AGM) by sending information via website or QR Code

1. To notify their intention to attend the meeting via electronic (E-AGM) via website or QR Code.

Scan QR Code	Link
	https://ever.thekoble.com/agm/emeeting/index/1

2. Fill out the details of shareholders.

- 1) Shareholder Registration No.
- 2) Name (no need to specify title)
- 3) Surname
- 4) National ID card number
- 5) Choose to accept the condition and consent to access personal data.”
- 6) Press “Confirm”

3. Verify the name of shareholders and the number of shares, if accurate, please proceed to enter any additional information as required.

- 1) Name-surname (English)
- 2) Email to receive the link for joining the Annual General Meeting

3) Mobile phone number

In person: specify the shareholder's mobile phone number.

Proxy: specify the proxy's mobile phone number.

4) Select Annual General Meeting attendance type.

- i. Attend the Annual General Meeting in person via E-AGM
- ii. A proxy to other people to attend the Annual General Meeting via E-AGM
- iii. A proxy to an independent director.

5) Press "Next"

In case of shareholders attend the meeting in person.

Prepare to attach supporting documents to confirm the identity.

1. A copy of ID card, passport, government issued card.
2. Other documents such as company certificate
3. Press "Next"
4. A message will appear starting "The system has successfully received the information", please take a moment to review your name, surname, and number of shares.
5. To conclude the notification of your intent to join the Annual General Meeting, please close the window.

In case of a proxy to other people.

Prepare to attach supporting documents to confirm the identity.

1. A copy of ID card, passport, government issued card.
2. Other documents such as company certificate
3. Press "Next"
4. Please attach the completed and signed proxy form.
 - i. Name-surname of proxy (Thai)
 - ii. Name-surname of proxy (English)
 - iii. Attach a copy of identify by proxy.
 - iv. Attach a the completed and signed proxy form.
5. Press "Next"
6. A message will appear starting "The system has successfully received the information", please take a moment to review your name, surname, and number of shares.
7. To conclude the notification of your intent to join the Annual General Meeting, please close the window.

In case of a proxy to an independent director.

1. Prepare to attach supporting documents to confirm the identity as same as attend the meeting in person.
2. Please attach the completed and signed proxy form.
3. Press "Next"
4. A message will appear starting "The system has successfully received the information", please take a moment to review your name, surname, and number of shares.
5. To conclude the notification of your intent to join the Annual General Meeting, please close the window.

Remarks: The system for receiving notification of intent to attend meetings. It will be open for operations from 1 April 2024 to 22 April 2024 or until the meeting is completed. (The system does not accept information on Saturdays, Sundays, and public holidays.)

Electronic Meeting Attendance (E-AGM)

1. After the shareholders or proxies who wish to attend the meeting have been fully verified, you will receive an E-Mail from the electronic conference service provider, which will be a link for attending the meeting and manual **from April 24, 2024 onwards**. Please study the manual for using the electronic Annual General system (E-AGM) as **Enclosure No.9**. If you haven't received an e-mail **by April 25, 2024**, please contact the company immediately.
2. Please prepare this information for log-in.
In case shareholders attend the meeting in person: the shareholder account number (securities holder registration number) and shareholder identification card number
In the case of a proxy: identification card number and mobile phone number of the proxy.
3. Attendance and voting via electronic media Can be used with Computers, Notebooks, Tablets, and mobile phones via a Web Browser: Chrome with 4G internet speed or basic home internet.

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

iOS system	Android system
	
https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307	https://play.google.com/store/apps/details?id=us.zoom.videomeetings

4. The system will open for meetings 90 minutes prior to the start of the meeting. However, the live broadcast will only start at the time of the meeting.
5. The attendee must log in using the shareholder registration number information. And the number of the shareholder's ID card.
6. Voting via E-Voting system, you will be able to vote for each agenda. By voting for approval, disapproval, or abstention, only in the event that you do not vote on any agenda will the system immediately assume that you vote as agreeing. (Use the vote counting method by pouring the votes towards agreeing)
7. If attendees have problems using the E-AGM system, they can contact *OJ International Company Limited at the phone number specified in an E-mail with the system's guidelines attached.*

If a shareholder wishes to appoint an independent director as a proxy

For shareholders who are unable to attend the meeting via electronic media in person or cannot appoint other proxies to attend the meeting via electronic media, if a shareholder wishes to appoint an independent director as a proxy, please send the proxy form as **Enclosure No. 13**, specifying the proxies as one of the independent directors as specified, by the company along with supporting documents to the Company **within April 22, 2024** through the following channels.

- E-mail: info@everland.co.th
- Postal mail: *Meechai Thailand Law Office Company Limited, No.223/96, 21 FL., Country Complex Building A, Sunpawut Road, Bangna Tai, Bangna, Bangkok 10260*

Remarks: If the shareholders specify the voting for each agenda, independent directors will cast their votes as stated in the proxy form. Shareholders have the right to vote for approval, disapproval, or abstention, but only one vote cannot be divided into a partial vote (unless it is a Custodian vote).

If a shareholder who is a foreign investor appoints a custodian in Thailand to be a stock depository and keeper, please submit the information as follows.

1. A proxy form C., filled in and signed by Authorized Representative or proxy, duly affixed with the stamp duty, which can be downloaded from the Company's website at www.everland.co.th.
2. Custodian juristic person registration certificate and duly signed by the authorized signatory on behalf of the Custodian juristic person or attorney. with the corporate seal (if any)
3. A power of attorney from the shareholder to have the Custodian act and sign the proxy form on his behalf.
4. A letter confirming that the person signing the proxy form is authorized to operate a custodian business.
5. A Copy of ID card or a copy of the government official identification card or copy of a passport (In the case of foreigners) of the proxy with a certified true copy.
6. Submit information through the following channels.
 - E-mail: info@everland.co.th
 - Postal mail: *Meechai Thailand Law Office Company Limited. No.223/96, 21FL., Country Complex Building A .Sunpawut Road, Bangna Tai, Bangna, Bangkok 10260*

Submitting the questions related to any agenda which will be considered at the meeting via electronic media (E-AGM)

If shareholders wish to submit suggestions or questions through the following channels.

1. The questions in advance to the Company before the meeting date through the following channels
 - By E-mail: info@everland.co.th
 - By Postal mail: *Meechai Thailand Law Office Company Limited. No.223/96, 21FL., Country Complex Building A .Sunpawut Road, Bangna Tai, Bangna, Bangkok 10260*
2. Suggestions or questions during the meeting. Those attending the meeting via electronic media (E-AGM) must specify their names and surnames and be informed that the shareholders were attending the meeting by themselves or as a proxy before every suggestion or question is submitted. The Company has opened channels for submitting advice and questions during the meeting as follows:
 - Conversation channel by typing messages (Chat)
 - Voice chat channel in which the attendees 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 every time after the conversation is finished. (More details can be found in the Attendance Handbook sent to attendees' e-mail.)

In this regard, if shareholders have any questions about the meeting, please contact as follows.

1. Regarding submitting documents confirming identity to attend the shareholders' meeting via electronic media (E-Meeting), contact the company secretary for more information.
2. Regarding the process of attending the meeting and voting via electronic media (E-Meeting), if the identity is verified correctly and completely, contact OJ International Co., Ltd. at the phone number specified in the E-Mail as send from the system to you.

The system will be open to register via electronic media (E-AGM) from 12.30 a.m. onwards.

➤ **Guidelines to attend the meeting at the Grand Ballroom, 4th floor, Hilton Bangkok Grand Asoke, No. 30, Soi Sukhumvit 21, Sukhumvit Road, Bangkok (Physical Meeting)**

The Company encourages shareholders to give proxies to independent directors to attend the meeting instead of attending in person. In order to reduce congestion in the meeting venue, details of the independent director's profile and member of the Audit Committee are in Enclosure No. 12. Then specify in a proxy form A and B in Enclosure No. 13 and can be downloaded from the Company's website at www.everland.co.th

For the shareholders who are foreign investors and to appoint a custodian in Thailand, please use a proxy form C. is in Enclosure No. 13 and downloaded from the Company's website at www.everland.co.th

Prepare documents or evidence that shareholders or proxies must be present before attending the meeting at the Grand Ballroom, 4th floor, Hilton Bangkok Grand Asoke are as follows.

1. Shareholders who are Individual Persons

- 1.1. In case of shareholders attend the meeting please show a copy of proof of identity issued by the government which appears as photographs and has not expired, such as ID cards, government official ID cards or passports (in case of foreigners), etc,
- 1.2. In case of a proxy.
 - a. Please choose only one type of proxy form, A or B., that has been filled out correctly and completely and signed by the proxy.
 - b. A copy of issued by the government in detail is Clause 1.1 and signed by grantor.
 - c. The proxy's document issued by the government in detail is Clause 1.1 for registration.

2. Shareholders who are Juristic Persons

- 2.1. In case a representative of shareholders (authorized representative) attends the meeting
 - a. Documents issued by the government to the person authorized to act on behalf of the juristic person must be presented. which appear photographs and have not expired, such as ID cards, government official identification cards or passport (in the case of a foreigner), etc.
 - b. A copy of the juristic shareholder registration certificate issued by the Department of Business Development Ministry of Commerce or related agencies issued not exceed 6 months, certified true copy by the authorized person of the juristic person.
 - c. A copy of the official document issued by the authorized person of the juristic person.
 - d. The proxy's document issued by the government in detail is Clause 1.1 for registration.
- 2.2. In case of shareholder is a juristic person established under foreign law.
 - a. A copy of the certificate of incorporation issued by the competent authority of the country in which the legal entity is located. The certificate of incorporation must be certified by a notary public. or government agencies having power not more than 6 months.
 - b. Any document not original in English. A translation into English must be provided along with it. and the authorized signatory to bind the juristic person Sign to certify the translation.

The company will verify the completeness of the proxy form.
And open for registration of attendees from 12.30 a.m. onwards.

