

Guidelines for attending the AGM through Electronic Media (E-AGM)
1. In case the shareholders attending the E-AGM by themselves

1.1 Please fill the registration form for the AGM through Electronic Media (E-AGM) as (enclosure 1). Kindly clearly fill **your email, shareholders registration number and cell phone number in order to be used for the meeting registration** and attach identification

- **Individual shareholder** - a valid certified true copy of ID card, passport/ other official documents issued by government authority.
- **Juristic person shareholder** – please attach an executed version of the power of attorney or a proxy and supporting documents as per the detail in item “supporting documents for the appointment of proxy”

Please submit the registration form for the AGM through Electronic Media (E-AGM) and such identification documents to the Company **within 28 April 2021 at 10.00 hrs.** via the following channels:

- **Email:** csnyt@namyongterminal.com
- **By hand:** Company Secretary, Namyong Terminal Plc. no. 1168/52 Lumpini Tower 19th Floor, Rama IV Road, Thungmahamek, Sathorn, Bangkok 10120

1.2 When the Company receives documents as per item 1.1 from you, the Company will proceed with inspecting documents for confirming the meeting attendance. Once the inspected is completed, the Company will send username and password, together with WebLink for attending the E-AGM.

Kindly refrain from giving your username and password provided for shareholder to other person as only the shareholders and their proxies are entitled to attend the E-AGM. Providing username and password to those who are not authorized to attend the meeting may result in such person to be held responsible by the relevant laws. In the case your username and password are lost or you have not received it within 28 April 2021 at 11.00 hrs. Please immediately contact the Company.

1.3 The Company will send details such as username and password to you and also send a manual for using the E-AGM system at the same time. Please read the manual thoroughly from the email that the Company sends to you. The system will be opened 2 hours (13.00 hrs.) prior to the meeting so that the shareholder will be able to the meeting attendance. However, live broadcast will be commencing at 15.00 hrs.

1.4 For casting the vote during the E-AGM, a shareholder may cast his or her vote in each agenda to either approve, disapprove, or abstain from voting. For the shareholders who do not vote in any agenda, the system will automatically count your vote as “approve”.

1.5 If you have encounter with any technical problem in using the E-AGM system before or during the meeting, please contact Quidlab Co., Ltd. who will be the Company’s service provider for the Company’s E-AGM’s meeting. The Company will mention a contact channel to Quidlab Co., Ltd. in the email that the Company sends username and password to you.

2. In case the shareholders appointing proxy to attend the E-AGM

In case that a shareholder is unable to attend the meeting, he/she may authorize another person or 1 of 3 the Company’s independent director, to attend and vote on his/her behalf by proxy form attachment no. 13. which was sent to all shareholders. Please fill statement and sign in the proxy to the Company **within 28 April 2021 at 10.00 hrs.** via the following channels:

- **Email:** csnyt@namyongterminal.com
- **By hand:** Company Secretary, Namyong Terminal Plc. no. 1168/52 Lumpini Tower 19th Floor, Rama IV Road, Thungmahamek, Sathorn, Bangkok 10120

For Individual Person

By Appointing Proxy

- (1) **Grantor** A copy of the Shareholder's valid document issued by a government authority e.g., identification card, official identification card, driver license or passport; and evidence of name-surname change (if any).
- (2) **Proxy holder** Present the proxy holder's valid document, issued by a government authority as specified in clause (1).

For Juristic Person

A. Representative of the Shareholder (Authorized Director) Attends the Meeting

Grantor A copy of the shareholder's affidavit certified by its representative (authorized director(s)); which affirms that such representative, who is attending the meeting, has the authority to act on the shareholder's behalf according to the law **and** a copy of the proxy holder who is director's valid document issued by a government authority e.g., identification card, official identification card, driver license or passport; and evidence of name-surname change (if any).

B. By Appointing Proxy

- (1) **Grantor** A copy of the shareholder's affidavit certified by the authorized director(s); which affirms that such authorized director(s), who executes the Proxy Form has the authority to act on the shareholder's behalf according to the law **and** a copy of a valid document of the, issued by a government authority, of the authorized director(s), who is the proxy grantor and certified by such proxy grantor .g., identification card, official identification card, driver license or passport; and evidence of name-surname change (if any).
- (2) **Proxy holder** A copy of the Shareholder's valid document issued by a government authority e.g., identification card, official identification card, driver license or passport; and evidence of name-surname change (if any).

C. In Case of a Shareholder who is a Foreign Investor and Appoints a Custodian in Thailand

- (1) All documents similar to those of a Juristic Person.
- (2) In case of a shareholder who is a foreign investor and has authorized the Custodian to sign the Proxy Form on his/its behalf, the following additional documents are required:
 - 2.1 Power of Attorney which the shareholder, who is a foreign investor, authorizes the Custodian to sign the Proxy Form on his/its behalf.
 - 2.2 Confirmation Letter affirming that the Custodian signing the Proxy Form on his/its behalf is permitted to engage in the custodian business.

The original documents which are not in English must be translated into English and certified by the shareholder or authorized representative of the shareholder as the true and correct translation for submission.

3. Channel for shareholder to send comment or questions related to agendas to be considered in this E-AGM are as follows:
 - 3.1 During the E-AGM meeting, the shareholder attending the meeting can submit comment or questions during E-AGM system.