

**Guidelines for registration, Proxy Appointment, and Documents required  
in order to attend the Shareholders' Meeting  
Minor International Public Company Limited**

**Appointment by Proxy**

The Company has provided 3 proxy forms prescribed by the Department of Commercial Registration, Ministry of Commerce to be used in any shareholders' meeting in order to facilitate the proxy which are:

1. Form A, a general form which is easy to be used.
2. Form B, much of detail was clearly specified; and
3. Form C, in case proxy grantor is custodian.

The shareholder may select any form of the three provided above and any other person or the Company's independent director to facilitate the proxy and mail it to the Company prior to the commencement of the Meeting.

**Registration for Attending the Meeting**

Examining the completion of the Proxy Form and registration for attending the Meeting will be started 2 hours prior to the commencement of the Meeting.

**Documents required**

1. In the event that the shareholder is a natural person
  - 1.1. Attendance in person; an original or copy of valid official ID card in which a photograph is shown, e.g. personal ID card, driver license, or passport.
  - 1.2. Attendance by proxy:
    - (a) A Proxy Form which is completely filled and signed by the proxy grantor (the shareholder) and the proxy;
    - (b) A copy of the proxy grantor's official ID cards as referred to in 1.1 certified correct by the proxy grantor; and
    - (c) An original or copy of the proxy's official ID card as referred to in 1.1.
  - 1.3. In the event that the shareholder is a foreign person appointing the Custodian in Thailand
    - (a) A Proxy Form C which is completely filled and signed by the proxy grantor (the Custodian) and the proxy;
    - (b) A copy of the shareholder's official ID cards as referred to in 1.1 certified correct by the shareholder;
    - (c) Letter of power of attorney from the shareholder empowering the custodian to sign this Proxy Form C on the shareholder's behalf; and
    - (d) Document confirming that the person who signed Proxy Form C is permitted to operate the custodian business.

2. In the event that the shareholder is a juristic person

2.1. Attendance by an authorized representative of the shareholder:

- (a) An original or copy of such authorized representative's official ID card as referred to in 1.1; and
- (b) A copy of the Affidavit or Certificate of Incorporation of the shareholder issued no more than 1 year by the Ministry of Commerce, showing the name of such authorized representative as a person having authority to act on the shareholder's behalf. Such copy of affidavit or Certificate of Incorporation must be certified correct by such authorized representative and affixed with its corporate seal (if any).

2.2. Attendance by proxy

- (a) A proxy form which is completely filled and signed by the proxy grantor (the shareholder) and the proxy;

(b) For juristic person incorporated in Thailand

A copy of the Affidavit or Certificate of Incorporation of the shareholders issued no more than 1 year by the Ministry of Commerce, showing that the name of the person who signs in the proxy form as the proxy grantor is an authorized representative of the shareholder having authority to act on the shareholder's behalf. Such copy of Affidavit or Certificate of Incorporation must be certified correct by such authorized representative and affixed with its corporate seal (if any);

For juristic person incorporated outside Thailand

A copy of the Affidavit or Certificate of Incorporation of the shareholders issued no more than 1 year by the authorized institution, showing that the name of the person who signs in the proxy form as the proxy grantor is an authorized representative of the shareholder having authority to act on the shareholder's behalf. Such copy of Affidavit or Certificate of Incorporation must be certified correct by such authorized representative and affixed with its corporate seal (if any).

- (c) Certified true copy of valid evidence of authorized representative of the shareholder who signs the proxy form as the proxy grantor as referred to in 1.1, and certified correct by the proxy grantor; and
- (d) An original or copy of the proxy's official ID card as referred to in 1.1

2.3. In the event that the shareholder is a foreign juristic person appointing the Custodian in Thailand

- (a) A proxy form C which is completely filled and signed by the proxy grantor (the Custodian) and the proxy;
- (b) A copy of the Affidavit or Certificate of Incorporation of the shareholders issued no more than 1 year by the authorized institution, showing that the name of the person who signs in the letter of power of attorney as the proxy grantor is an authorized representative of the shareholder having authority to act on the shareholder's behalf. Such copy of Affidavit or Certificate of Incorporation must be certified correct by such authorized representative and affixed with its corporate seal (if any); and
- (c) Certified true copy of valid evidence of authorized representative of the shareholder as referred to in 1.1, and certified correct by such authorized representative;
- (d) Letter of power of attorney from the shareholder empowering the custodian to sign this Proxy Form C on the shareholder's behalf; and
- (e) Document confirming that the person who signed this Proxy Form C is permitted to operate the custodian business.

In the case where the foreign institution shareholder appoints a commercial bank in Thailand as its Custodian, (b) and (c) will not be required.

The Company reserves the right to request any further documents as it deems appropriate.

## **Privacy Notice**

Minor International Public Company Limited (“the Company”) respects the privacy of shareholders, proxy holders and attendees of the Annual General Meeting, and undertakes to process the personal data in accordance with the Privacy Data Protection Act B.E. 2562.

1. Personal data to be collected: The Company will receive and collect personal data directly from shareholders, proxy holders, and/or attendants attending the Shareholders' Meeting and from Thailand Securities Depository Company Limited, the Company's share registrar monitoring and maintaining share-related information to be accurate, complete and up-to-date. Personal data consists of the following:
  - 1.1 General Personal Data such as name, surname, identification number or passport number, date of birth, gender, shareholder identification number, image, video recording as well as health information and travel history for public health objectives in preventing of COVID-19.
  - 1.2 Contact information such as address, telephone, and email.
2. Purpose of collection, use and disclosure of personal data: The Company will collect, use and disclose personal data for the following purposes:
  - 2.1 To call, arrange and conduct the Annual General Meeting of Shareholders of the Company pursuant to the Company Articles of Association as well as applicable laws, notifications and criteria for meeting arrangement and preparation of minutes as stipulated by the government.
  - 2.2 To be used for screening attendees who are at risk for COVID-19 to achieve public health objectives for the prevention of dangerous communicable diseases and to comply with the precautionary Measures and Guidelines for the Annual General Meeting of Shareholders under the outbreak of COVID-19.
  - 2.3 To send the annual report (56-1 One Report) as requested by the shareholders or proxy holders.
  - 2.4 The personal data of shareholders or proxy holders and/or attendants attending the Shareholders' Meeting will be kept as confidential under applicable laws and the disclosure of the personal data will be done only for the purposes mentioned in this document. The Company will disclose personal data to persons or agencies including but not limited to service providers or meeting consultants, shipping and printing service providers, technology providers, as related to the service and necessary, or government agencies related to public health and communicable disease prevention and government and authorities as specified by laws.
3. Rights of data owners: The data owners have the rights, pursuant to the personal data protection act B.E. 2019, to withdraw consent, to inspect, to request access to and obtain a copy of their personal data, to request for correction or for update and deletion or destruction of their personal data, to limit the use of personal data, to request for personal data transfer according to the methods prescribed by the law as well as to lodge a complaint and to object the collection, use or disclosure of their personal data.
 

In a case where the personal data owner does not provide his/her necessary personal data to the Company according to the purposes as stated in this document, the personal data owner may be restricted his/her rights in the Shareholders' Meeting or rights to request a document, etc.
4. Personal data retention period: The Company will retain personal data under item 1 within the period specified by relevant laws and/or as deemed necessary to achieve the purposes under this document.
5. Contact information:  
 Minor International Public Company Limited  
 Corporate Secretary Department  
 88 The Parq Building, 12th Fl. Ratchadaphisek Road,  
 Klongtoey Subdistrict, Klongtoey District, Bangkok 10110  
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