

**Guidelines for attending shareholders' meetings via electronic media (E-AGM)**

Shareholders or proxies who wish to attend the meeting must submit identification documents as specified. To the company within April 5, 2024, when the company has verified the information according to the list of shareholders according to the closing information of the register of shareholders who are entitled to attend the meeting. Completely correct the service provider for organizing meetings via electronic media will send a link for attending the meeting and access manual to the email that you have sent to notify the company. The link will be sent 2 days in advance before the meeting date.

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

Shareholders who wish to attend the meeting via electronic media must notify their intention to attend the meeting by 2 methods as follows:

1. Shareholders inform their intention to attend the meeting in advance. By sending information via E-Mail or post from March 18, 2024 to April 5, 2024.
2. Shareholders inform their intention to attend the meeting in advance via QR Code on the company's website. From March 18, 2024 to April 5, 2024.

**Method 1. Shareholders notify their intention to attend the meeting in advance. Via electronic media (E-AGM) by means of sending information via E-Mail or post from March 18, 2024 to April 5, 2024.**

- 1.1 Please complete the form requesting to attend the meeting via electronic media (E-AGM) (Attachment 8) by specifying your e-mail address (E-mail) and mobile phone number clearly for registration. Meeting Registration
- 1.2 Attach a copy of proof of identity To confirm the right to attend the meeting (E-AGM)

**Individual shareholders**

- **Case a shareholder wishes to attend the meeting in person Through electronic media (E-Meeting)**
  - Copy of a valid government-issued identification document such as identity card or official identification card or driver's license or passport In case of change of name-surname, shareholders are requested to attach evidence as well.
- **Case the shareholders proxy for others to attend the meeting on their behalf via electronic media (E-Meeting)**
  - Proxy form attached to the meeting invitation letter. Fill in the information correctly and completely. and signed by the grantor and the proxy and duty has been fully attached
  - Copy of the identification document of the grantor such as a copy of an ID card or a copy of a government official's card or a copy of the passport (in the case of a foreigner) that has not expired and is signed as a true copy of the grantor.

- Copy of the proxy's identity document such as a copy of an ID card or a copy of a government official's card or a copy of the passport (in the case of a foreigner) that has not expired and is signed as a true copy of the proxy

**Corporate shareholders**

● **case the authorized signatory (director) wishes to attend the meeting in person through electronic media (E-AGM)**

- Copy of shareholder's juristic person registration certificate Issued no more than 1 year prior to the date of the shareholders' meeting, which Certified true copy by a representative of the juristic person (director) who has the authority to sign on behalf of the juristic person
- Copy of the identity document of the representative of the juristic person (director), such as a copy of an ID card or a copy of a government official's identification card or a copy of the passport (in the case of a foreigner) that has not expired and has been certified as a true copy

● **In the event that a proxy is given to a proxy attend the meeting instead Through electronic media (E-Meeting)**

- Proxy form attached to the meeting invitation letter. Fill in the information correctly and completely. and signed by the grantor and the proxy and duty has been fully attached
- Copy of shareholder's juristic person registration certificate Issued no more than 1 year prior to the date of the shareholders' meeting. which is certified true copy by the representative of the juristic person (director) who is authorized to sign on behalf of the juristic person
- Copy of the identity document of the representative of the juristic person (director), such as a copy of an ID card or a copy of a card official identity or a copy of the passport (in the case of a foreigner) that has not expired and signed to certify true copy
- Copy of the proxy's identity document the same applies to individuals as described above.

\*\* In the event that the documents or evidence mentioned above Not a Thai or English version of the document. Shareholders must Show English translation documents which certifies the translation by shareholders or by authorized signatory binding on that juristic person (in the case of a juristic person)

**1.3. Submit a request for attending the meeting via electronic means (item 1) and proof of identity along with various supporting documents (item 2) by delivering to the company by April 5, 2024**

- E-Mail channel : [sec\\_com@mitsibleasing.com](mailto:sec_com@mitsibleasing.com)
- Postal channel : Mitsib Leasing Public Company Limited 895-6 Moo. 5 Srinakarin Rd, Samrong Nuea, Samut Prakan 10270
- Website channel : [www.mitsibleasing.com](http://www.mitsibleasing.com)

**Method 2:** Shareholders notify their intention to attend the meeting in advance. By sending information via website or QR Code, shareholders can register via QR Code from March 18, 2024 to April 5, 2024.

Scan QR Code	Go to the link
	<a href="http://mitsib.thekoble.com/agm/emeeting/index/1">http://mitsib.thekoble.com/agm/emeeting/index/1</a>

### Registration information filling process

#### 2.1 Fill in information of shareholders

- Securities holder account number
- Name (no prefix required) if the shareholder is a legal entity Do not fill in this field.
- Last name (in case the shareholder is a juristic person Enter the name of the juristic person in the last name box)
- ID card number
- Attach a file of company certificate (in case the shareholder is a juristic person)
- Choose to accept the terms. and consent to access to personal information
- Press “Confirm”

#### 2.2 Check the name of the shareholder and the number of shares. If correct, please enter shareholder information.

- Name-Surname (English)
- Email to receive a link for attending the meeting
- Mobile phone number
- Select attendance type
  - i. Attend the meeting in person via E-AGM
  - ii. Proxy for the general public to attend the meeting via E-AGM
  - iii. Grant a proxy to an independent director
- Press “Next”
- Case of shareholders attending the meeting in person

#### Shareholder photo record

1.1 Press Allow to allow the site to access the camera. Press Accept (Allow).

1.2 Take a photo of the full ID card

- Press “take a picture”
- Press “Save”
- If you want to shoot again, please press the “Retry” button.

1.3 Take a picture of a shareholder holding his ID card. (according to the example shown)

- Press “take a picture”
- Press “Save”
- If you want to shoot again, please press the “Retry” button.

1.4 Press “Next”

1.5 The system will pop up a message. “Information has been received”, check your name, last name and number of shares again.

1.6 Press “Finish”

- Case of granting a proxy to the general public to attend the meeting via E-AGM
  1. Record photos of shareholders' information. (similar to the case of shareholders attending the meeting in person)
  2. Record the information of the proxy and attach supporting documents.
    - a. Name-surname of the proxy (Thai)
    - b. Name-surname of the proxy (English)
    - c. Attach a copy of the identification document of the proxy.
    - d. Attach a file of the proxy form that has been completely filled in and signed.
    - e. Press “Next”
  3. Press “Next”
  4. The system will pop up a message. “Information has been received”, check your name, last name and number of shares again, then press “Done”
  5. Press “Finish”
- Case of granting a proxy to an independent director
  1. Record photos of shareholders' information. (similar to the case of shareholders attending the meeting in person)
  2. Attached proxy form that filled in the information and signed completely
  3. Press “Next”
  4. The system will pop up a message. “Information has been received”, check your name, last name and number of shares again, then press “Done”



### **Electronic Meeting Attendance (E-AGM)**

When the shareholders or proxies who request to attend the meeting have been fully inspected, you will receive 2 e-mails from the meeting organizer which will be a link for attending the meeting. and a manual for accessing the system 3 days before the meeting date, please study the manual for how to use the E-AGM

meeting system in detail. In case you have not received such E-Mail by April 5, 2024, contact the company immediately.

1. Participation in meetings and voting via electronic means can be used with computers / notebooks (Notebook) / tablets (Tablet) and mobile phones via Web Browser: Chrome with 4G speed internet or basic home internet.

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

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

1.1 How to participate in an E-AGM

1.1.1 Please submit the form and required document (per an attachment no. #). Once your document is verified. You will receive an email from E-Meeting Service by OJ International Co., Ltd.

(e-agm@ojconsultinggroup.com). There is a Link to log – in an E-AGM in this email.

1.1.2 Please read an email and check that all information is yours. The link will be valid as the date mention in an email. (You cannot log in before the date / time mentioned in an email.)

1.1.3 On the valid date, please click at the link in an email. The web browser will be opened. Please fill shareholder account number (10 digits) and Identification Number (Thai ID Card No.) or Passport Number. Then check at term and condition. Finally, click Register.

**E-AGM: ระบบประชุมผู้ถือหุ้นและลงคะแนนผ่านสื่ออิเล็กทรอนิกส์**

บริษัท เอบีซีดี จำกัด (มหาชน)  
(ABCD PUBLIC COMPANY LIMITED)  
การประชุมสามัญผู้ถือหุ้นประจำปี 25XX  
(Annual General Meeting of Shareholder in Year 20XX)  
วันจันทร์ที่ 00 เมษายน 25XX เวลา 14:00 น.  
(Monday, April 00, 20XX at 2.00 p.m.)

กรุดการระบุข้อมูลเพื่อลงทะเบียนเข้าร่วมประชุม  
(Please provide information for meeting registration)

เลขที่บัญชีผู้ถือหุ้น  
(Shareholder Account Number)

เลขที่บัตรประชาชน  
(Identification Number/Passport Number)

ผู้ถือหุ้นได้อ่านและตกลงผูกพันตามข้อตกลงและเงื่อนไขในการเข้าร่วมประชุมผ่านสื่ออิเล็กทรอนิกส์ รวมถึงให้ความยินยอมเกี่ยวกับข้อมูลส่วนบุคคล แล้ว  
(Shareholder has read and accepted the term and condition about attendance of shareholder meetings through E-Meeting and has given consent to use personal information)

**ลงทะเบียนเข้าร่วมประชุม**  
(Register)

1.1.4 Review your information (Name and No. of shares) then click at “Confirm to attend the meeting”

**E-AGM: ระบบประชุมผู้ถือหุ้นและลงคะแนนผ่านสื่ออิเล็กทรอนิกส์**

บริษัท เอบีซีดี จำกัด (มหาชน)  
(ABCD PUBLIC COMPANY LIMITED)  
การประชุมสามัญผู้ถือหุ้นประจำปี 25XX  
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วันจันทร์ที่ 00 เมษายน 25XX เวลา 14:00 น.  
(Monday, April 00, 20XX at 2.00 p.m.)

**ยินดีต้อนรับ นาย โอเจ มีหุ้นเยอะ**  
(Welcome นาย โอเจ มีหุ้นเยอะ)

**ถือหุ้นจำนวน 300,000,000 หุ้น**  
(No. of shares: 300,000,000 shares)

ยืนยันเข้าร่วมประชุม

(Confirm to attend the meeting)

1.1.5 Once you successfully log in, there are 2 main buttons. E-Meeting (blue) and E-Voting (green) as below

**E-AGM: ระบบประชุมผู้ถือหุ้นและลงคะแนนผ่านสื่ออิเล็กทรอนิกส์**

บริษัท เอบีซีดี จำกัด (มหาชน)  
(ABCD PUBLIC COMPANY LIMITED)  
การประชุมสามัญผู้ถือหุ้นประจำปี 25XX  
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(Monday, April 00, 20XX at 2.00 p.m.)

**ยินดีต้อนรับ นาย โอเจ มีหุ้นเยอะ**  
(Welcome นาย โอเจ มีหุ้นเยอะ)

**ถือหุ้นจำนวน 300,000,000 หุ้น**  
(No. of shares: 300,000,000 shares)

E-Meeting

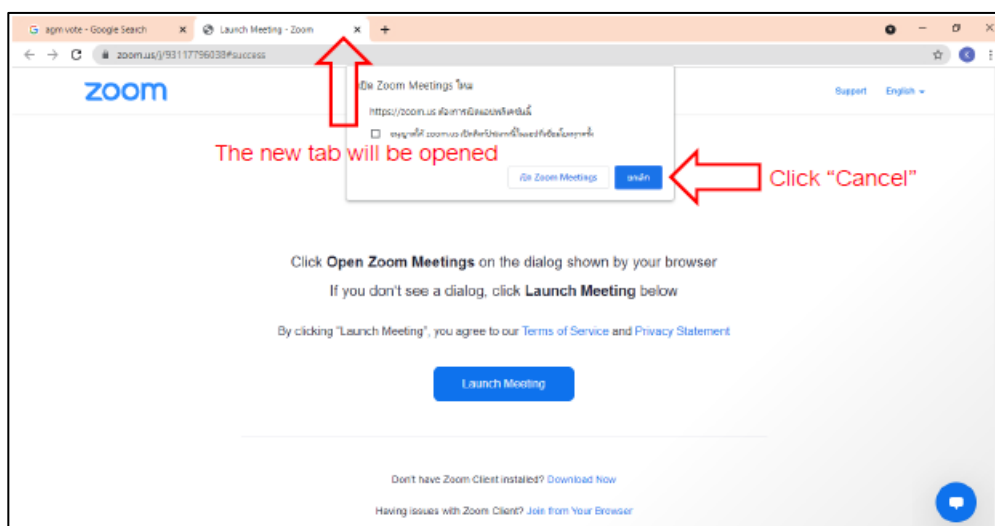
E-Voting

1.1.6 Click at “E-Meeting” in order participate Live Meeting by Zoom

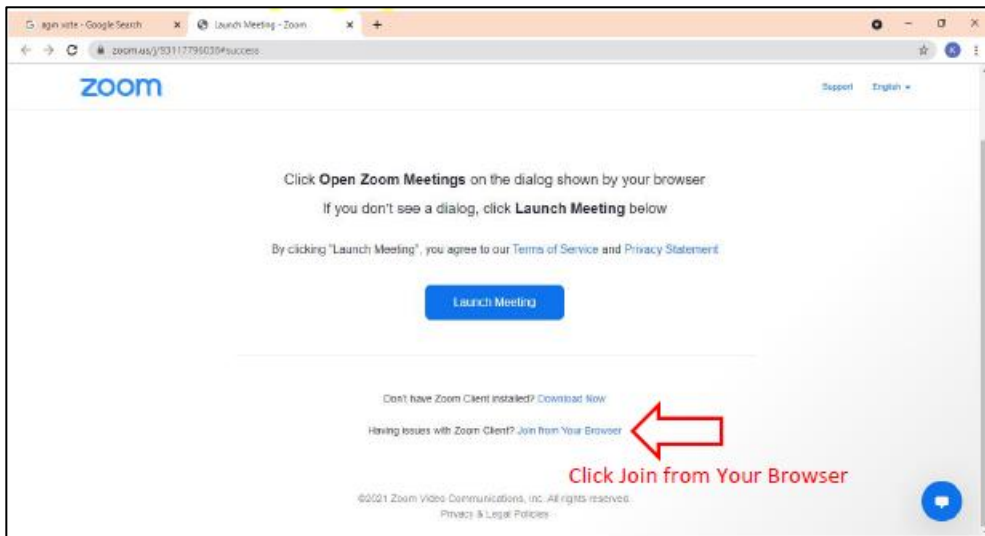
1.1.7 Click at “E-Voting” to cast your vote.

1.2 Instruction : E-Meeting

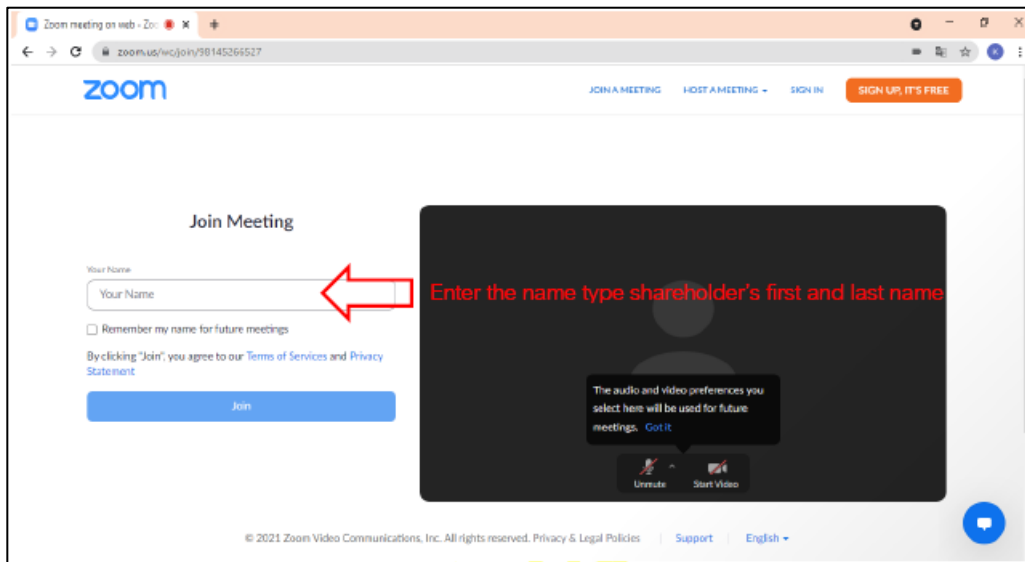
1.2.1 Once you click at “E-Meeting”. If you are in Desktop or Laptop, the new tab will be opened as below



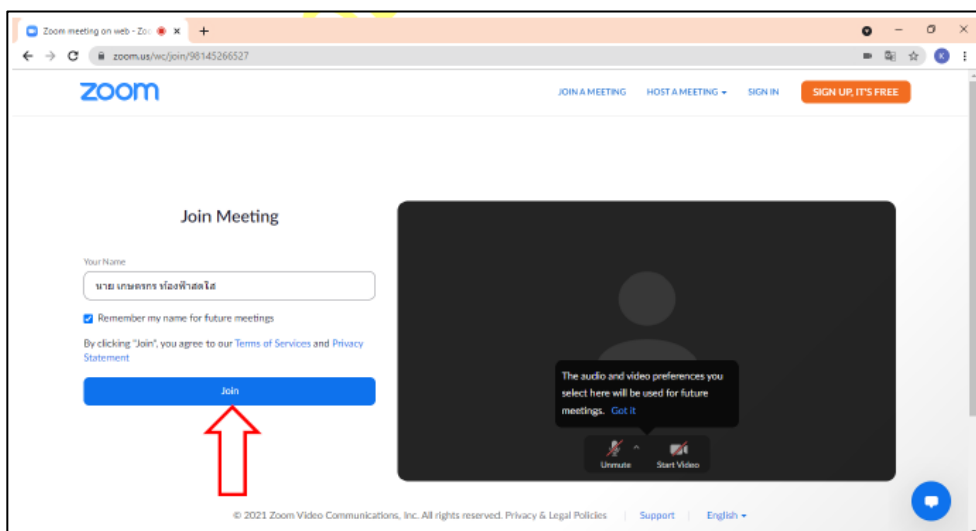
1.2.2 If you have Zoom Meeting software, you can use. Or You can click at Cancel then click at “click here” as below



1.2.3 Please type shareholder’s first and last name in below text box.

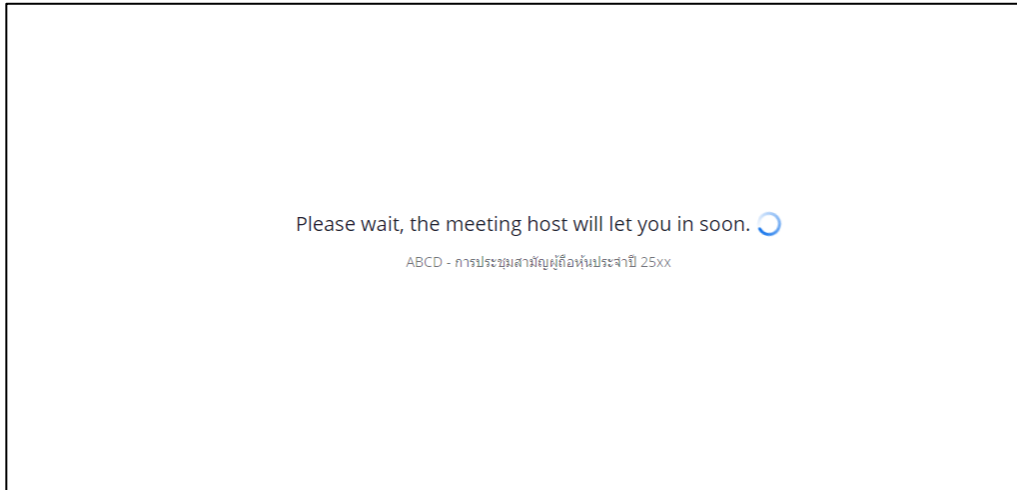


1.2.4 Click “Join” as below.

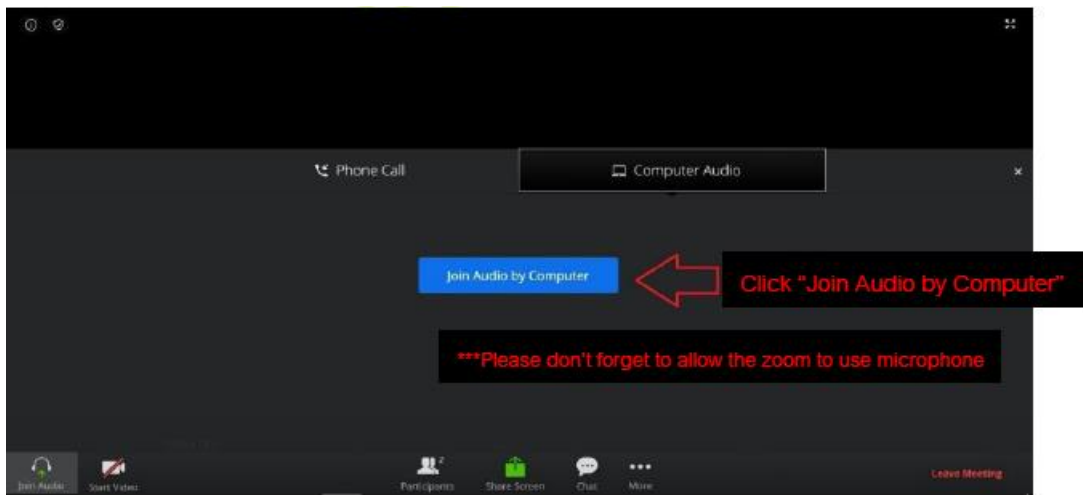


1.2.5 Then “Please wait, the meeting host will let you in soon.” Message will be displayed.

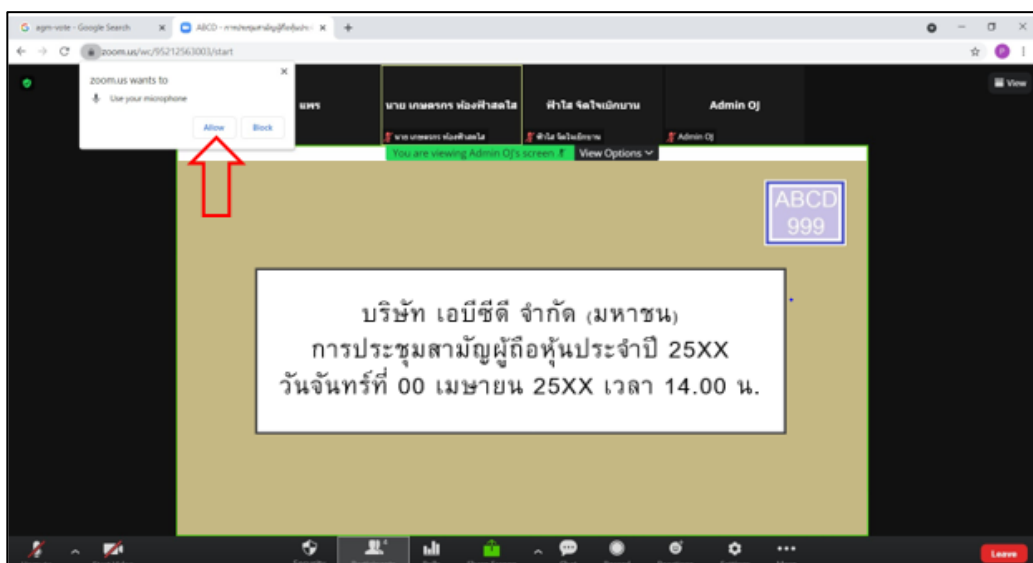
Please wait until the host verify all information and let you in the meeting.



1.2.6 Once you are in the E-Meeting, please click at Join with Computer Audio to hear Live as below picture. (If you would like to speak, please don't forget to allow the zoom to use microphone)

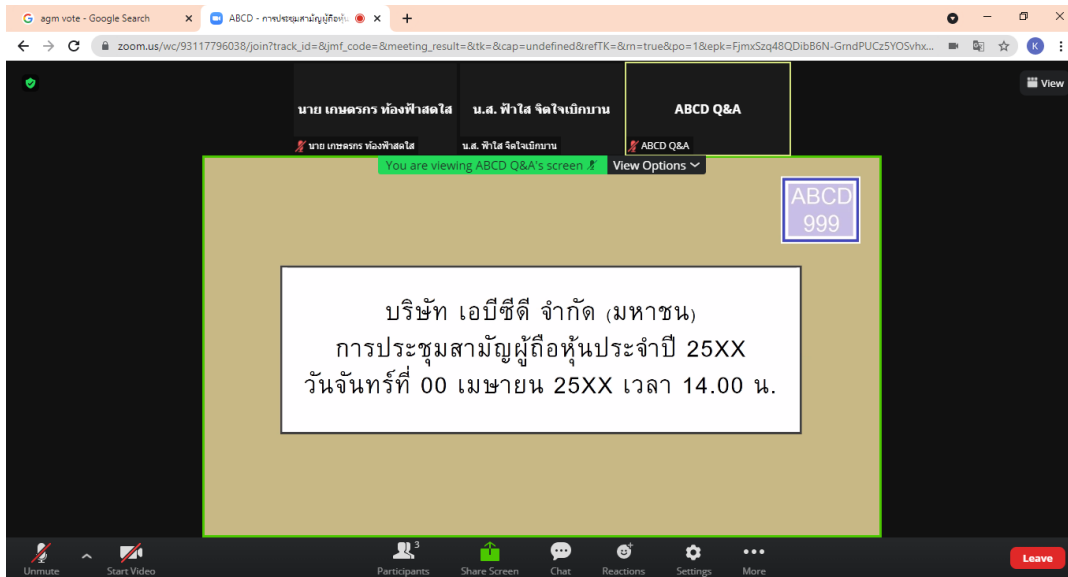


1.2.7 Click “Allow”



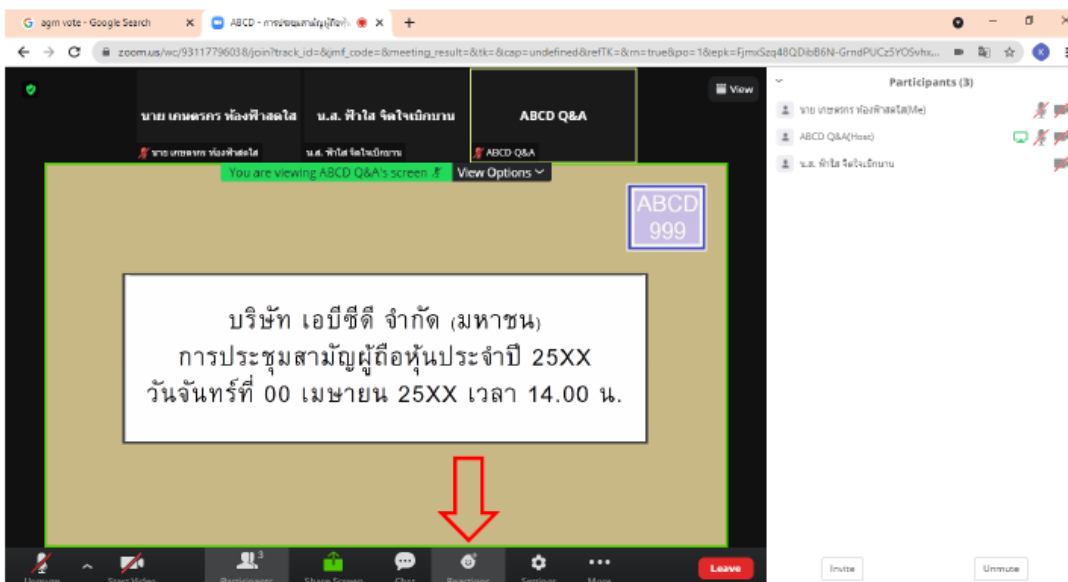


1.2.8 Once you successfully join the E-Meeting. You will see all menu as below.

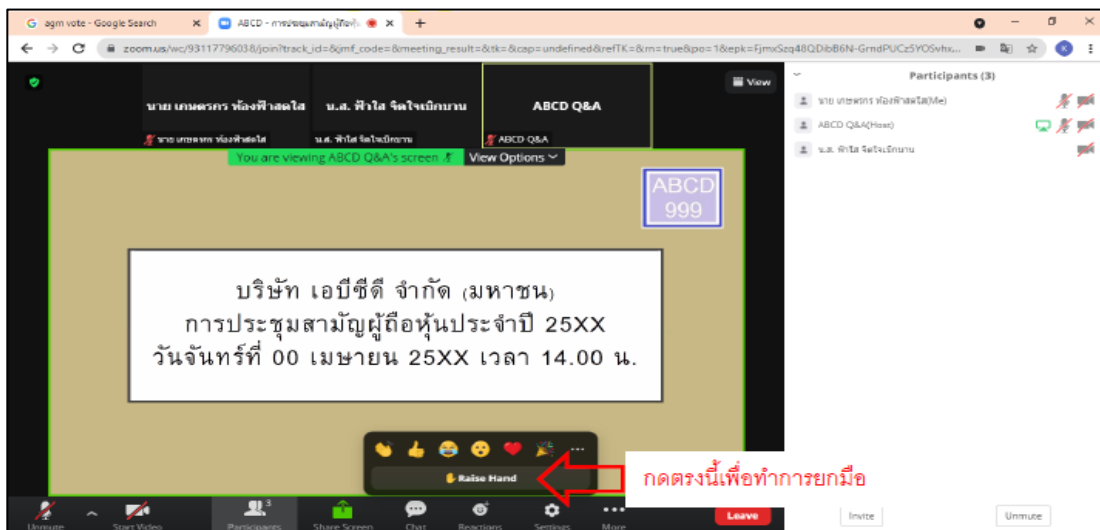


1.3 How to ask question by speak through microphone

1.3.1 Click at “Reaction” as below

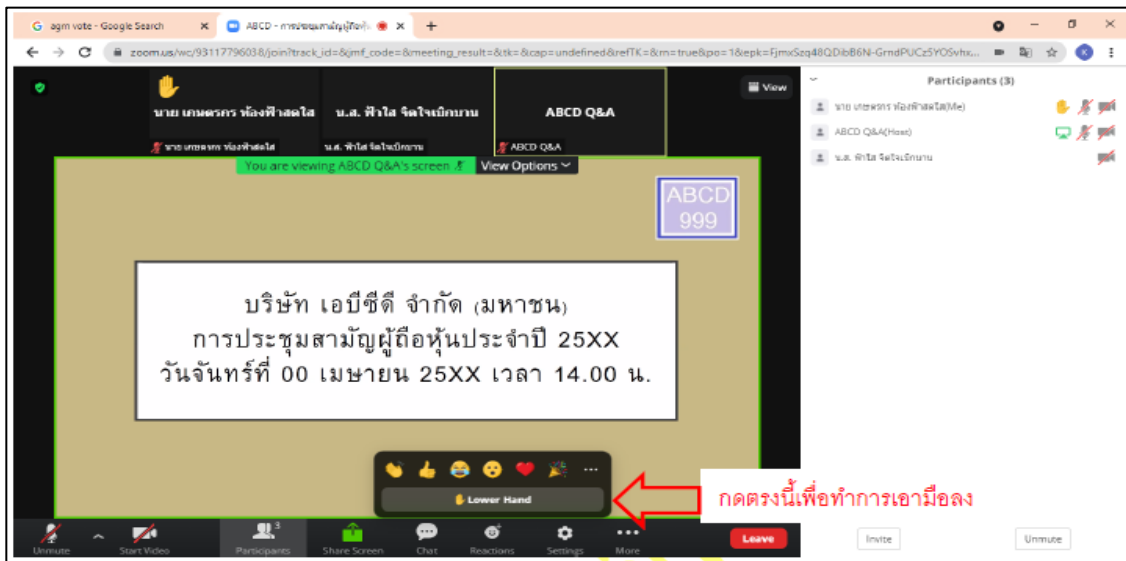


1.3.2 Click “Raise Hand” and the sign will be displayed beside your name as below



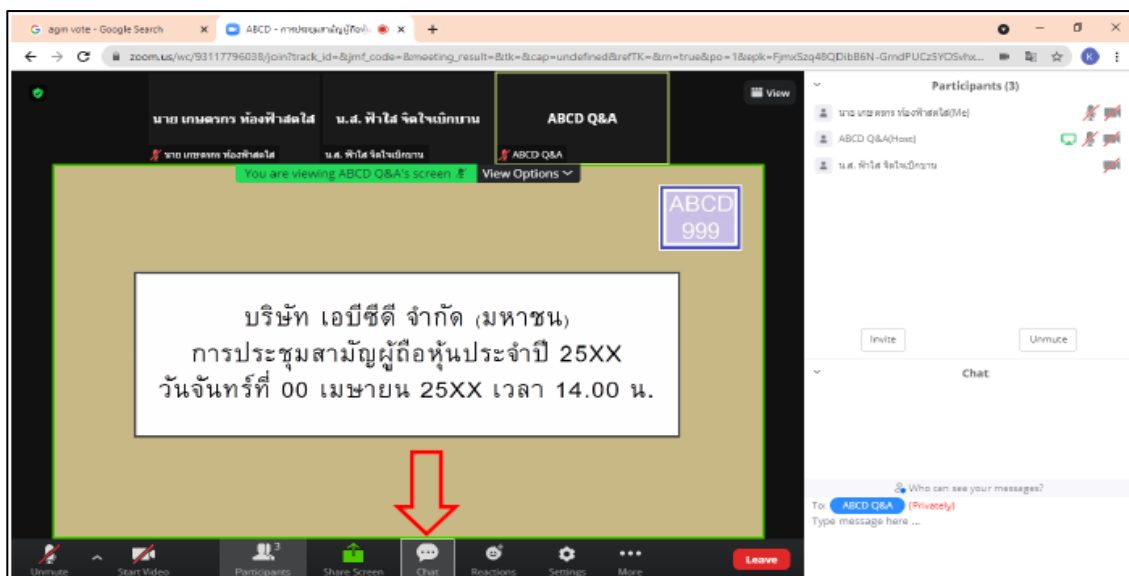
1.3.3 Host will allow you to unmute your microphone to ask your question. Please click unmute.

Once you finish, please click “Lower Hand”

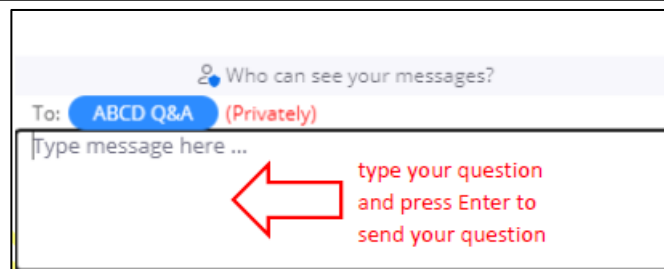
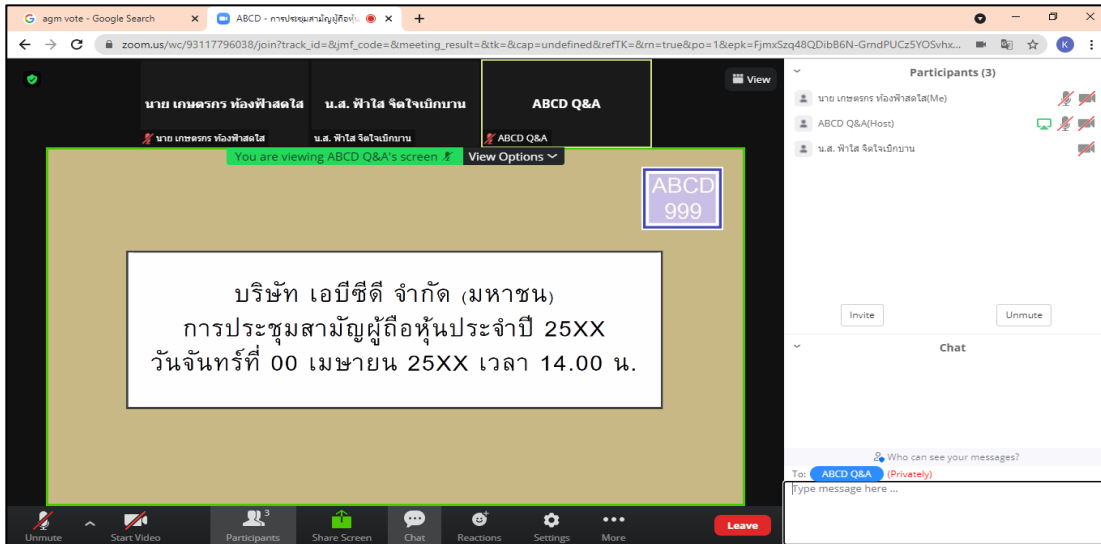


1.4 How to ask question by Chat

1.4.1 Click at “Chat” as below



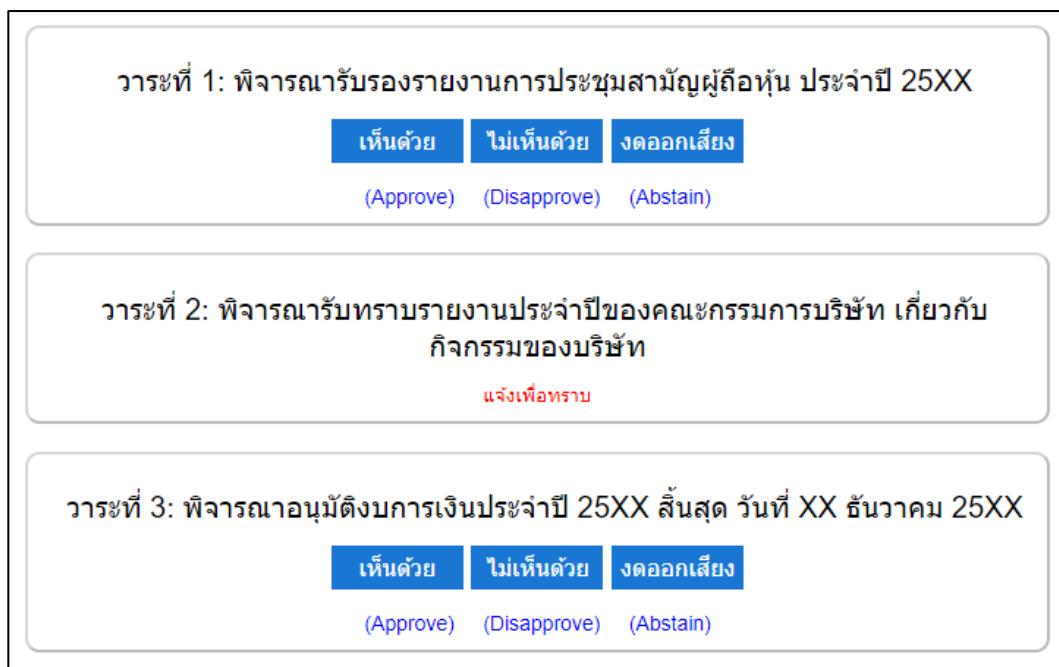
1.4.2 The text box will displayed as below. To type a message by Chat, you have to select a recipient to send ABCD Q&A question only. If you do not select, your question will not be sent to the company. You can type your question and press Enter to send your question to ABCD Q&A



2. How to case your vote by E-Voting

2.1 When you would like to cast your vote, please go to main tab (in Chrome) then click at “E-Voting”.

There are 3 options to vote in each agenda ( Approve, Disapprove and Abstain)



2.2 Once you cast your vote, there is a pop up for you to make a confirmation. If you would like to change your vote, you can do by do the same. However, you cannot change or vote if the agenda is closed.

2.3 Once you finish your vote, please switch back to the E-Meeting Tab (Zoom) to resume your meeting.

**\*\* This E-AGM will be an electronic conference only. And there will be no meeting place in the original form. Ask for cooperation from shareholders not to come to the company. \*\***

**Case the shareholder wishes to appoint an independent director as their proxy**

For shareholders who cannot attend the E-AGM meeting in person or cannot appoint other proxies to attend the E-AGM meeting if the shareholder wishes to appoint an independent director as their proxy. Please submit a proxy form. (Attachment 7)

By specifying a proxy as an independent director as specified by the company along with supporting documents to the company by April 5, 2024. The company clearly specified the date and time via the following channels.

- e-mail : [sec\\_com@mitsibleasing.com](mailto:sec_com@mitsibleasing.com)
- Postal channel : Company secretary Mitsib Leasing Public Company Limited 895-6 Moo.  
5 Srinakarin Rd, Samrong Nuea, Samut Prakan 10270

**\*\* Note :** In case the shareholders specify their votes for each agenda The independent directors will vote as you have specified in the proxy form. Which in voting on each agenda Shareholders have the right to vote for, disagree, or abstain. Only one of them cannot divide the vote into parts.

**Sending advice or questions related to the business, industry, company performance. Or related to any agenda to be considered in the meeting (E-AGM)**

**In the event that shareholders wish to send advice or questions, they can do so in 2 ways as follows:**

1.1 Send advice or questions in advance to the company before the meeting date. through the following channels

- e-mail : [sec\\_com@mitsibleasing.com](mailto:sec_com@mitsibleasing.com)
- Telephone number : 02-743-8787 ต่อ 902 (Company Secretary)
- Postal channel : Company secretary Mitsib Leasing Public Company Limited 895-6 Moo.  
5 Srinakarin Rd, Samrong Nuea, Samut Prakan 10270

1.2 Submit suggestions or questions during the meeting. For those who attended the E-AGM, the attendees must specify their first and last names. Along with informing that he was a shareholder attending the meeting himself or being a proxy before every suggestion or question is sent. The Company opens channels for submitting suggestions and questions during the meeting as follows:

- Chat channel
- Audio chat channel in which the attendees will press the button to raise their hands. 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 after every conversation. (More details can be found in the attendance manual sent to the attendees' emails.)

**However, if shareholders have any questions about the meeting, they can contact the staff as follows:**

## Attachments 8

1. Regarding submitting identification documents to attend the shareholders' meeting via electronic means (E-Meeting), please contact the Company Secretary at 02-743-8787 ext. 902 for more information. according to the way to contact the company as detailed above
2. Regarding the procedure for attending meetings and voting through electronic media (E-Meeting), in case of correct and complete identity verification, contact OJ International Co., Ltd. at the telephone number specified in the sent E-Mail. User manual of the system to you.