

**Guidelines for Attending the Meeting via Electronic Media (E-Meeting)
and Proxy Appointment Procedures**

Shareholders or proxies who wish to attend the meeting must submit the identity verification documents as specified to the Company or via the website no later than April 23, 2025.

Once the Company has verified the information against the shareholder register book of those eligible to attend the meeting, the electronic meeting service provider (E-Meeting) will send a link for meeting access and a user manual to the email address provided by the shareholder. The link will be sent 1-2 days before the meeting date.

Notification of Intention to Attend the Meeting via Electronic Media

Shareholders who wish to attend the meeting via electronic media must notify their intention through one of the following three methods:

1. **By email** – Submit the meeting attendance confirmation form via email.
2. **By postal mail** – Send the meeting attendance confirmation form via postal mail.
3. **Via the website** – Submit the meeting attendance confirmation through

<https://www.affinityrelation.com/service/>.



By selecting the 2025 Annual General Meeting of Shareholders of PROEN Corp Public Company Limited, and completing the registration process, including uploading the required documents as instructed in the system.

For Notification of Intention to Attend the Meeting via Electronic Media by Email or Postal Mail

1. Please complete the meeting attendance confirmation form for the electronic meeting (E-Meeting), ensuring that your email address and mobile phone number are clearly provided for registration purposes.
2. Attach identity verification documents as proof of your right to attend the E-Meeting.

2.1. Individual Shareholders

2.1.1. In case the shareholder wishes to attend the meeting via electronic media (E-Meeting) in person

2.1.1.1. A copy of a valid government-issued identification document, such as a national ID card, government official ID card, driver's license, or passport. If there has been a change in name or surname, supporting documents must be attached.

2.1.2. In case the shareholder appoints a proxy to attend the meeting via electronic media (E-Meeting) on their behalf

- 2.1.2.1. A proxy form, as attached to the invitation letter, must be correctly and completely filled out, signed by both the grantor and the proxy, and affixed with the required duty stamp.
- 2.1.2.2. A copy of a valid government-issued identification document of the shareholder (grantor), such as a national ID card, government official ID card, driver's license, or passport. If there has been a change in name or surname, supporting documents must be attached. The shareholder (grantor) must sign and certify the copy as a true and correct document.
- 2.1.2.3. A copy of a valid government-issued identification document of the proxy, such as a national ID card, government official ID card, driver's license, or passport. If there has been a change in name or surname, supporting documents must be attached. The proxy must sign and certify the copy as a true and correct document.

2.2. Legal Entity

- 2.2.1. In the case where an authorized signatory (director) of the juristic person wishes to attend the meeting in person via electronic means:
 - 2.2.1.1. A copy of the corporate shareholder's certificate of incorporation, issued no more than one year prior to the Annual General Meeting date, certified as a true copy by the authorized signatory (director) of the juristic person.
 - 2.2.1.2. A copy of a valid government-issued identification document of the authorized signatory (director) of the juristic person, such as a national ID card, government officer card, driver's license, or passport. In the event of a name or surname change, supporting documents must be provided. All copies must be signed and certified as true copies.
- 2.2.2. In the case where a proxy is appointed to attend the meeting via electronic means:
 - 2.2.2.1. A proxy form, as attached to the notice of the meeting, duly completed and signed by both the grantor and the proxy, with the required duty stamp affixed.
 - 2.2.2.2. A copy of the corporate shareholder's certificate of incorporation, issued no more than one year prior to the Annual General Meeting date, certified as a true copy by the authorized signatory (director) of the juristic person.
 - 2.2.2.3. A copy of a valid government-issued identification document of the authorized signatory (director) of the juristic person, such as a national ID card, government officer card, driver's license, or passport. In the event of a name or surname change, supporting documents must be provided. All copies must be signed and certified as true copies.
 - 2.2.2.4. A copy of a valid government-issued identification document of the proxy, as required for an individual, as mentioned above.

If any of the above documents or evidence is not in Thai or English, the shareholder must provide an English translation, duly signed to certify its accuracy by the shareholder or an authorized signatory of the juristic person (in the case of a juristic person).

Registration or Submission of Documents for Meeting Attendance via Electronic Media

- E-mail : company.secretary@proen.co.th (within April 23, 2025)
- Postal Mail : Company Secretary, PROEN Corp Public Company Limited
11/80 Soi Pracha Uthit 8, Pracha Uthit Road, Huai Khwang Subdistrict, Huai Khwang District, Bangkok
10310, Thailand (Documents must be received by April 23, 2025)
- Website: Submit documents via <https://www.affinityrelation.com/service/> (within April 23, 2025.)
- For further inquiries, please contact the Company Secretary, PROEN Corp Public Company Limited, at 02-690-3888 ext. 910.

Registration Process for Attending the Meeting via E-AGM AFF Online Service

1. Proceed with the registration to attend the meeting via the link provided by the company, access the website for registration, or scan the QR code below.

Via the website

<https://www.affinityrelation.com/service/>

Via QR Code



2. Select the Annual General Meeting (AGM) by choosing the company's logo provided for the meeting.
3. Complete the registration process on the website and upload a copy of the shareholder's identification card as required.
4. For proxy registration, the proxy form, along with copies of the identification cards of both the grantor and the proxy, must be uploaded into the system for verification.
5. Once the company has received the registration details and completed the verification process to confirm shareholder rights, an email containing the meeting access link will be sent to the email address provided in the registration form at least two business days before the meeting date.
6. On the meeting day, log in to the system using the shareholder account number (securities registration number) and the reference number (shareholder's identification card number).
7. Attendance will be counted toward the meeting quorum only if the shareholder logs in via the provided meeting system link on the meeting day. (Participation via Zoom meeting alone will not be considered as official attendance for quorum purposes.)

Attending the Meeting via Electronic Media E-AGM AFF Online Service through Zoom Meeting

1. Once the shareholder or proxy has successfully registered and submitted the required documents for attending the Annual General Meeting, and after the company has verified the information, the meeting organizer, on behalf of Affinity Relation Co., Ltd., will send an email containing the meeting access link to the email address provided during registration. This email will be sent at least two business days before the meeting date. Please carefully review the user manual for attending the meeting via electronic means. If you do not receive the email by April 23, 2025, please contact the company immediately using the previously provided contact details.
2. The electronic meeting and voting system can be accessed on all devices, including desktop computers, laptops, tablets, and mobile phones, through a web browser (Chrome).

3. For optimal streaming quality during the meeting, it is recommended to use a 4G network, broadband internet, or Wi-Fi connection.
4. As the E-Meeting system provided by Affinity Relation Co., Ltd. integrates with Zoom Meeting, shareholders who have never used Zoom before or have not yet installed the Zoom application on their devices may download and install it using the links provided below.

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

5. The system will be open for access 1 hour (60 minutes) before the meeting starts. However, the live broadcast of the meeting will only begin at the scheduled meeting time.
6. To log in to the system, participants must use their shareholder account number (securities registration number) and reference number (shareholder’s identification card number). Shareholders must log in via the link sent to their registered email only. The provided link cannot be shared or used by another shareholder to log in with a different account.
7. Voting via the E-AGM AFF Online Service allows shareholders to cast their votes for each agenda item by selecting “**Approve,**” “**Disapprove,**” or “**Abstain.**” If no vote is cast for a particular agenda item, the system will automatically consider it as an “**Approve**” vote (vote counting will be based on transferring the uncast votes to the approval count).
8. If participants encounter technical issues or difficulties while using the E-AGM AFF Online Service, they may contact Affinity Relation Co., Ltd. at:
 - o **Phone:** 099-265-3563, 096-812-5545, or 087-696-5429
 - o **Email:** affinityrelation@gmail.com

A user manual has been sent to participants along with the registration details.

Electronic Meeting Attendance Confirmation Form
PROEN Corp Public Company Limited

- (1) ข้าพเจ้า _____ สัญชาติ _____
I/We _____ Nationality
อยู่บ้านเลขที่ _____
Address
- (2) เป็นผู้ถือหุ้น ของบริษัท โพรเอ็น คอร์ป จำกัด (มหาชน)
Being a shareholder of PROEN Corp Public Company Limited
- โดยถือหุ้นจำนวนทั้งสิ้นรวม _____ หุ้น
Holding the total amount of _____ shares

ประสงค์จะเข้าร่วมประชุมและลงคะแนนผ่านสื่ออิเล็กทรอนิกส์ (E-Meeting) สำหรับการประชุมสามัญผู้ถือหุ้นประจำปี 2568 (E-AGM) โดยต้องการเข้าร่วมประชุม

Wish to attend and vote through electronic media (E-Meeting) for the Annual General Meeting of Shareholders 2025 (E-AGM) with the intention of attending the meeting.

เข้าร่วมประชุมด้วยตัวเอง

Attend the meeting by yourself

มอบฉันทะให้ (นาย/นาง/นางสาว) _____

Grant a proxy

หมายเลขบัตรประชาชน _____ ได้เข้าร่วมประชุมดังกล่าวข้างต้น
ID card number _____ Attend the above meeting

- (3) ข้อมูลของผู้ถือหุ้นเพื่อจัดส่งวิธีการเข้าร่วมประชุม

Shareholders information for delivery the methods for attending the meeting.

อีเมล _____ (โปรดระบุ)

E-mail _____ (Please specify)

เบอร์โทร _____ (โปรดระบุ)

Phone Number _____ (Please specify)

- (4) จัดส่งเอกสารเพื่อยืนยันตัวตนเพื่อเข้าร่วมประชุมภายในวันที่ 23 เมษายน 2568

Submit documents to confirm your identity to attend the meeting by April 23, 2025.

- (5) เมื่อท่านได้รับการยืนยันตัวตนแล้วบริษัทฯ จะจัดส่งลิงค์การเข้าร่วมประชุมและวิธีการเข้าร่วมประชุมไปยังอีเมลที่ท่านได้ระบุ

Once your identity has been verified, the company will send a link to attend the meeting and the method of meeting attendance to your specified e-mail.

- (6) ในวันประชุมผู้ถือหุ้นจะต้องเตรียม เลขบัญชีผู้ถือหุ้น เลขบัตรประชาชน สำหรับการเข้าร่วมประชุมผ่านสื่ออิเล็กทรอนิกส์

On the meeting day, shareholders must prepare their shareholders account number and identification card number (ID card number) for attending the meeting via electronic media.

หากท่านไม่สามารถเข้าร่วมประชุมผ่านสื่ออิเล็กทรอนิกส์ และประสงค์เข้าร่วมประชุมและออกเสียงลงคะแนนในการประชุมครั้งนี้ โปรดกรอกรายละเอียดและลงนามในหนังสือมอบฉันทะ ปรากฏตามสิ่งที่ส่งมาด้วย 7 และปิดอากรแสตมป์จำนวน 20 บาท พร้อมกับนำหนังสือมอบฉันทะเอกสารหรือหลักฐานเพื่อแสดงตน และเอกสารประกอบในการเข้าร่วมประชุมโดยส่งให้แก่เจ้าหน้าที่ลงทะเบียนก่อนวันที่กำหนด และในกรณีที่ท่านประสงค์จะมอบฉันทะให้กรรมการอิสระเป็นผู้เข้าร่วมประชุมแทน โปรดกรอกรายละเอียดและลงนามในหนังสือมอบฉันทะที่ส่งมาด้วย โดยท่านสามารถส่งหนังสือมอบฉันทะพร้อมเอกสารประกอบเพื่อแสดงตนมายังบริษัทภายในวันที่ 23 เมษายน 2568

If you are unable to attend the meeting via electronic media and wish to attend and vote in this meeting, please complete and sign the proxy form. It appears as in the enclosure no.7 and affixed 20 baht stamp duty together with the proxy form, documents or evidence for identification and supporting documents for attending the meeting, send to the registration officer before the specified date. Moreover, if you wish to appoint an independent director to attend the meeting instead, please complete and sign the proxy (enclosure no.8) form provided and send the proxy form together with supporting documents for identification to the company within April 23, 2025.