

Guidelines for attending meetings via electronic media (E-Meeting) method of granting a proxy.

Shareholders or proxies who wish to attend the meeting must submit identification documents as specified to the Company no later than 7 June 2024 or through the website no later than 7 June 2024, when the Company has verified the information according to the list of shareholders according to the information in the closed register of shareholders who have the right to attend the meeting it's completely correct. The service provider for organizing meetings via electronic media (E-Meeting) will send a link for joining the meeting and a user manual to the email that you have sent to the Company. The link will be sent 1-2 days before the meeting date.

Notification of intent to attend the meeting via electronic media.

Shareholders who wish to attend the meeting via electronic media you must notify your intention to attend the meeting in 3 ways as follows:

1. Report your intention to attend the meeting by sending a meeting attendance receipt via email.
2. Report your intention to attend the meeting by sending a meeting attendance receipt by mail.
3. Report your intention to attend the meeting via the website.

<https://proen.thekoble.com/agm/emeeting/index/1>



By selecting the Extraordinary General Meeting of Shareholders No. 1/2024 of PROEN Corp Public Company Limited and register and attach files according to the steps in the system.

In the case of notifying your intention to attend the meeting via electronic media by sending information via email or post.

1. Please fill out the meeting attendance receipt document via electronic media by asking you to specify your email and your mobile phone number clearly for use in registering to attend meetings.
2. Attach documents showing proof of identity to confirm the right to attend the E-Meeting.

2.1. Individual

2.1.1. In case shareholders wish to attend the meeting in person through electronic media.

2.1.1.1. A copy of a government-issued identification document that has not expired, such as a national ID card or government official identification card Driver's license or passport In case of name-surname change, please attach the said documents.

2.1.2. In the case that a shareholder appoints a proxy to another person to attend the meeting on his or her behalf through electronic media.

2.1.2.1. Proxy form as attached with the meeting invitation letter fill in the message correctly and completely ready to sign the name of the proxy grantor and proxy and complete with stamp duty.

2.1.2.2. Copy of the proxy grantor's identification document government issued documents that have not expired, such as national identification cards or government official

identification card Driver's license or passport In case of name-surname change, please attach the said document as well signed and certified as a true copy of the proxy.

- 2.1.2.3. Copy of the proxy holder's identification document government issued documents that have not expired, such as national identification cards or government official identification card Driver's license or passport In the case of name-surname change.

2.2. Legal entity

2.2.1. In the case where the person authorized to sign on behalf of the juristic person (director) wishes to attend the meeting in person through electronic media

- 2.2.1.1. Copy of shareholder's juristic person registration certificate issued no more than 1 year before the date of the general meeting of shareholders. which is certified as a true copy by the juristic person's representative (director) who has the authority to sign on behalf of the juristic person.

- 2.2.1.2. A copy of the identification document of the juristic person's representative (director) issued by the government that has not expired, such as a national identification card or government official identification card Driver's license or passport In case of name-surname change, please attach the said documents sign and certify that it is a true copy.

2.2.2. In the case where a proxy is given to the proxy attend the meeting instead through electronic media

- 2.2.2.1. Proxy form as attached with the meeting invitation letter fill in the message correctly and completely and signed by the grantor and the proxy and full duty has been paid.

- 2.2.2.2. Copy of shareholder's juristic person registration certificate issued no more than 1 year before the date of the general meeting of shareholders which is certified as a true copy by the juristic person's representative (director) who has the authority to sign on behalf of the juristic person.

- 2.2.2.3. A copy of a document showing the identity of the juristic person's representative (director) issued by the government that has not expired, such as a national ID card or government official identification card Driver's license or passport In case of name-surname change, please attach the said documents sign and certify that it is a true copy.

- 2.2.2.4. Copy of the proxy holder's identity document the same as in the case of natural persons as mentioned above in the case where the documents or evidence mentioned above it is not a Thai or English version of the document shareholders must present an English translation of the document which signed to certify the translation by shareholders or by an authorized person to sign to bind that juristic person (In the case of a juristic person)

3. Register or send documents requesting to attend the meeting via electronic media and proof of identity along with various supporting documents, sent to the Company through the following channels.

- E-mail channel: company.secretary@proen.co.th (within 7 June 2024)
- Postal channel: Company Secretary, Proen Corp Public Company Limited, No. 11/80 Soi Pracha Uthit 8, Pracha Uthit Road, Huai Khwang Subdistrict, Huai Khwang District, Bangkok 10310 (documents sent by June 7, 2024)
- Website channels through the website. <https://proen.thekoble.com/agm/emeeting/index/1> (within June 7, 2024)

Ask for additional information. Company Secretary, PRON Corp Public Company Limited
Telephone number 02-690-3888 ext. 910

Registration steps to attend the meeting using the AFF E Meeting system

1. Register to attend the meeting via the link sent by the Company or enter the website. to proceed with registration or via the QR Code below.

via website

<https://proen.thekoble.com/agm/emeeting/index/1>

via QR Code



2. Make selections for the general meeting of shareholders selected according to the logo of the Company holding the meeting.
3. Complete the registration according to the information on the website along with attaching a copy of the shareholder's ID card.
4. For registration in the case of proxy documents must be attached to the proxy form and a copy of the identity card of the proxy grantor and the proxy into the system for the officials to check your documents.
5. After the Company has received the registration information and has checked the details and confirmed the rights in the list of shareholders. The Company will send an e-mail link to join the meeting to the e-mail address specified in the registration information within 2 business days before the meeting date.
6. When the scheduled meeting date arrives, log in using shareholder account number (Security registration number) and reference number (Shareholder's ID card number)
7. Meeting attendance will be counted as a quorum only when: Shareholders press the link and log in to the meeting system only on the day the meeting opens (Excluding whether you will join the meeting via Join Zoom meeting or not).

Participating in meetings via electronic media. E-Meeting via the Zoom Meeting system

1. When the shareholder or proxy has completed the registration to inform of the intention to attend the general meeting of shareholders after the Company has received the documents and verified all information through the meeting organizer on behalf of OJ International Company Limited, we will send an E-Mail which will be a link for attending the meeting to you via email to the shareholders specified in the registration document two days before the meeting, please study the manual on how to use the electronic conferencing system in detail, in the event that you have not received the said E-Mail by June 7, 2024, you should contact the Company through the channels previously notified immediately.
2. Meeting participation and voting via electronic media can be used on all devices such as computers, notebook computers, tablets, and mobile phones via Web Browser: Chrome.

3. If you want stability in viewing the meeting it is recommended that you use the service using 4G speed internet or basic home internet or via wifi.
4. Because the meeting is organized via the E-Meeting system of OJ International Company Limited, the meeting is combined with the Zoom Meeting program. Therefore, in the event that shareholders have never used the Zoom system service or have not yet installed To install Zoom on any device, you can download and install it from below.

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

5. The system will allow you to join the meeting 1 hour or 60 minutes before the meeting starts the live broadcast of the meeting will begin only when the meeting appointment time has arrived.
6. Attendee login information is required shareholder account (shareholder registration number) and reference number (shareholder ID card number) and shareholders must attend the meeting by logging in via the link sent to you via the email that you have already registered only the link cannot be shared with other shareholders you can log in with another account.
7. Voting through the system (E-Meeting) You will be able to vote on each agenda by voting "Agree", "Disagree" or "Abstain" only in the case of not voting on any agenda, the system will immediately assume that you voted as agree (Use the vote counting method by pouring the votes towards agree).
8. In the event that meeting participants have problems or problems using the E-Meeting system, you can contact OJ International Company Limited at the telephone number specified 063-078 2638 and E-Mail agm@ojconsultinggroup.com that sends you a manual for using the system.

ใบตอบรับเข้าร่วมประชุมผ่านสื่ออิเล็กทรอนิกส์

Acknowledgment form for attending the meeting via electronic media

บริษัท โปรเอ็น คอร์ป จำกัด (มหาชน)

PROEN Corp Public Company Limited

(1) ข้าพเจ้า _____ สัญชาติ _____

I/We

Nationality

อยู่บ้านเลขที่ _____

Address

(2) เป็นผู้ถือหุ้น ของบริษัท โปรเอ็น คอร์ป จำกัด (มหาชน)

Being a shareholder of PROEN Corp Public Company Limited

โดยถือหุ้นจำนวนทั้งสิ้นรวม _____ หุ้น

Holding the total amount of

shares

ประสงค์จะเข้าร่วมประชุมและลงคะแนนผ่านสื่ออิเล็กทรอนิกส์ (E-Meeting) สำหรับการประชุมวิสามัญผู้ถือหุ้นครั้งที่ 1/2567 (E-EGM 1/2567) โดยต้องการเข้าร่วมประชุม

Wish to attend and vote through electronic media (E-Meeting) for the Extraordinary General Meeting of Shareholders No.1/2024 (E-EGM 1/2024) 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 7 มิถุนายน 2567

Submit documents to confirm your identity to attend the meeting by June 7, 2024.

- (5) เมื่อท่านได้รับการยืนยันตัวตนแล้ว บริษัทฯ 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 และเลขบัตรประชาชนไว้ สำหรับการเข้าร่วมประชุมผ่านสื่ออิเล็กทรอนิกส์

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

หากท่านไม่สามารถเข้าร่วมประชุมผ่านสื่ออิเล็กทรอนิกส์ และประสงค์เข้าร่วมประชุมและออกเสียงลงคะแนนในการประชุมครั้งนี้ โปรดกรอกรายละเอียดและลงนามในหนังสือมอบฉันทะ ปรากฏตามสิ่งที่ส่งมาด้วย 8 และปิดอากรแสตมป์จำนวน 20 บาท พร้อมกับนำหนังสือมอบฉันทะเอกสารหรือหลักฐานเพื่อแสดงตน และเอกสารประกอบในการเข้าร่วมประชุมโดยส่งให้แก่เจ้าหน้าที่ลงทะเบียนก่อนวันที่กำหนด และในกรณีที่ท่านประสงค์จะมอบฉันทะให้กรรมการอิสระเป็นผู้เข้าร่วมประชุมแทน โปรดกรอกรายละเอียดและลงนามในหนังสือมอบฉันทะที่ส่งมาด้วย โดยท่านสามารถส่งหนังสือมอบฉันทะพร้อมเอกสารประกอบเพื่อแสดงตนมายังบริษัทภายในวันที่ 7 มิถุนายน 2567

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.8 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 June 7, 2024.