

**Procedure and method for the registration of attendance of an electronic meeting (e-AGM), appointment of proxy, voting and vote counting**

**Procedures for Attending the Shareholders' Meeting Electronic means (e-AGM)**

Shareholders or Proxies who wish to attend the meeting must submit the following identification documents to the company by 5:00 p.m. on April 19, 2024. Once the company has verified the information against the list of shareholders entitled to attend the meeting as of the record date, the e-meeting service provider will send a meeting Link and user manual to the email address you provided to the company. The link will be sent one day before the meeting (April 24, 2024).

**Notice of Intention to Attend the Electronic Meeting**

A shareholder who wishes to attend the electronic meeting must notify their intention to attend in two ways:

1. Notification of Intention to Attend the Meeting Website or QR Code.
2. Notification of Intention to Attend the Meeting E-Mail or Postage.

**(1) For shareholders who wish to attend the electronic meeting (e-AGM) by Website or QR code.**

1. To register for the meeting Web Browser: Chrome, please visit

Scan QR Code	Visit Link
	<a href="https://zaa.thekoble.com/agm/emeeting/index/1">https://zaa.thekoble.com/agm/emeeting/index/1</a>

2. Fill in the shareholder's information.
  1. Securities account number.
  2. First name (without title).
  3. Last name.
  4. National ID number.
  5. Accept the terms and conditions and consent to the access of personal data.
  6. Click "Confirm".
3. Verify the shareholder's name and number of shares.
  1. Full name (in English).
  2. E-Mail address to receive the meeting Link.

3. Mobile phone number.  
For shareholders attending the meeting in person: please provide your mobile phone number.  
For shareholders attending the meeting by proxy: please provide the **mobile phone number of the proxy holder**. This number will be used to access the meeting.
4. Select the type of meeting participation.
  - i. Attend the e-AGM meeting in person.
  - ii. Grant a proxy to a general person to attend the e-AGM meeting.
  - iii. Grant a proxy to an independent director.
5. Click "Next".

**For shareholders attending the meeting in person.**

Please prepare the following documents to verify your identity:

1. A Copy of the ID card, passport, or identification card issued by the government.
2. Other documents, such as a company certificate of incorporation.
3. Click "Next".
4. The system will display the message "Information received successfully." Please verify your name, surname, and number of shares again.
5. Close the window to complete the process of submitting your intention to attend the meeting.

**For shareholders grant a proxy to a general person to attend the e-AGM meeting.**

Prepare the attached documents to confirm the identity of the shareholder:

1. A copy of the ID card, passport, or identification card issued by the government.
2. Other documents, such as a company certificate of incorporation.
3. Click "Next".
4. Enter the proxy's information and attach supporting documents.
  - i. Full name of the proxy (Thai)
  - ii. Full name of the proxy (English)
  - iii. Attach a copy of the proxy's ID document.
  - iv. Attach the completed and signed proxy form.
5. Click "Next".
6. The system will display the message "Information received successfully." Please verify your name, surname, and number of shares again.
7. Close the window to complete the process of submitting your intention to attend the meeting.

**For shareholders grant a proxy to the independent director.**

1. Prepare supporting documents to verify your identity. (The same documents are required for shareholders attending the meeting in person).
2. Attach the completed proxy form with your signature.
3. Click "Next".

4. The system will display the message "Information received successfully." Please verify your name, surname, and number of shares again.
5. Close the window to complete the process of submitting your intention to attend the meeting.

Remark: The system for submitting intentions to attend the meeting will be open from April 10, 2024 to April 19, 2024 (The system will not be available on Saturdays Sundays and public holidays).

**(2) For shareholders who wish to attend the electronic meeting (e-AGM) by E-Mail or Postage.**

1. Please fill out the e-AGM Attendance Intention Form (Enclosure 1). Please clearly indicate your email address and mobile phone number for registration.
2. Attach a copy of your identification document to verify your right to participate in the e-AGM meeting.

**2.1 Individual shareholders**

- For shareholders who attend the meeting in person, electronic means (E-Meeting)
  - A copy of the identification card issued by the government, such as a national ID card, government ID card, driver's license, or passport. If your name has changed, please attach additional supporting documents.
- For shareholders who grant a proxy to a general person to attend the meeting by electronic means (E-Meeting)
  - A proxy form, as attached to the meeting invitation, is filled out completely and signed by both the shareholder and the proxy. The proxy form must be stamped.
  - A copy of the shareholder's ID, such as a copy of their national ID card, government ID card, or passport (for foreigners), signed by the shareholder and certified true copy.
  - A copy of the proxy's ID, such as a copy of their national ID card, government ID card, or passport (for foreigners), signed by the shareholder and certified true copy.

**2.2 Juristic Shareholders**

- For juristic shareholders (directors) who attend the meeting in person, electronic means (E-Meeting).
  - A copy of the juristic shareholders' certificate of incorporation issued no more than 1 year before the shareholders' meeting date. Certified as a true copy by juristic shareholders (directors) who are authorized to sign.

- A copy of the juristic shareholders' identification document, such as a copy of their national ID card, government ID card, or passport (for foreigners), is not expired and certified true copy.
- For juristic shareholders (directors) who grant a proxy to attend the meeting by electronic means (E-Meeting).
  - Proxy form, as attached with the meeting invitation, Fill in the information correctly and completely. and signed by both the shareholder and the proxy. The proxy form must be stamped duty.
  - A copy of the juristic shareholders' certificate of incorporation issued no more than 1 year before the shareholders' meeting date. Certified as a true copy by juristic shareholders (directors) who are authorized to sign.
  - A copy of the juristic shareholders' identification document, such as a copy of their national ID card, government ID card, or passport (for foreigners) is not expired and certified true copy.
  - A copy of the proxy identification document, the same as in the case of individual shareholders as mentioned above.

In case the aforementioned documents or evidence are not in Thai or English, the shareholder must submit an English translation of the document certified by the person authorized to sign it to bind that juristic person (in the case of juristic shareholders).

3. Submit a request document to attend the meeting in electronic means (paragraph 1) and proof of identity along with supporting documents (paragraph 2) to the company by April 19, 2024 before 5:00 p.m.

- E-Mail: jiratc@zalekta.com
- Postage :



ZALEKTA Public Company Limited  
 Company Secretary Department  
 No. 234, 234/1-3 Ratchayothin Avenue, 3<sup>rd</sup> Floor, Room B301-B306,  
 Ratchadapisek Road, Ladyao Sub-District, Jatuchak District, Bangkok 10900

### **Attending the Electronic Meeting (e-AGM).**

1. Once shareholders or proxies registered to attend the meeting have been verified, you will receive an E-Mail from the meeting organizer. This E-Mail will contain a Link to join the meeting and a user guide one day before the meeting date. Please read the user manual carefully before the meeting. If you have not received the E-Mail by April 24, 2024, please contact the company immediately.
2. Preparing your information to log in to the system  
For shareholders attending the meeting in person: shareholder account number (securities holder registration number) and ID card number.  
For proxy holders: the proxy holder's ID card number and mobile phone number.

3. Joining the meeting and voting can using a computer, laptop, tablet, or mobile phone through the Chrome web browser. you will need a 4G internet connection or home broadband internet.

Remark: In case joining with a tablet or mobile phone and need to install the Zoom Cloud Meeting app before, You can download the app here:

iOS system	Android system
	
<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>

4. The system will open for participants to join the meeting 60 minutes before the meeting starts. However, the live broadcast will only start at the meeting time.
5. To log in, participants must use their shareholder registration number and ID card number.
6. Voting through the E-Voting system, you will be able to vote on each agenda item by voting either "Agree", "Disagree", or "Abstain". In case you do not vote on any agenda item, the system will automatically count your vote as "Agree" (using the "count all abstentions as votes in favor" method).
7. In case of any problems or difficulties using the e-AGM system, participants can contact OJ International Co., Ltd. at the phone number provided in the E-Mail with the system user manual.

**\*\*\* This e-AGM meeting will be held by electronic means only.  
and the meeting location will not be arranged in the original format.  
Shareholders please do not come to the Company. \*\*\***

**For shareholders who wish to grant a proxy to an independent director.**

For shareholders who are unable to attend the e-AGM in person or unable to grant proxy to another proxy to attend the e-AGM, if shareholders wish to grant proxy to an independent director, please send a proxy form (Enclosure 7) specifying the independent director to whom you wish to grant proxy as determined by the company, along with supporting documents, to the company by 5:00 p.m. on April 19, 2024.

- E-Mail : [jiratc@zalekta.com](mailto:jiratc@zalekta.com)

- Postage :

ZALEKTA Public Company Limited  
Company Secretary Department  
No. 234, 234/1-3 Ratchayothin Avenue, 3<sup>rd</sup> Floor, Room B301-B306,  
Ratchadapisek Road, Ladyao Sub-District, Jatuchak District, Bangkok 10900

**For a shareholder who is a foreign investor and appoints a custodian in Thailand to be the depositary and caretaker of the shares. Please submit the following information.**

1. Proxy Form C Fill out the form completely and correctly. Sign by both shareholder and proxy. Affix a 20 Baht stamp.
2. Certificate of Incorporation of the Custodian and Certified True Copy by an authorized signatory of the Custodian. Affix the company seal (if any).
3. Power of attorney from shareholder to custodian, authorizing the custodian to sign the proxy form on behalf of the shareholder.
4. Confirmation Letter, confirming that the signatory of the proxy form is authorized to conduct custodian business.
5. Copy of ID Card, Government Official ID, or Passport (for foreigners), of the proxy recipient, certified true copy.
6. Submit documents
  - E-Mail : [jiratc@zalekta.com](mailto:jiratc@zalekta.com)
  - Postage :

ZALEKTA Public Company Limited  
Company Secretary Department  
No. 234, 234/1-3 Ratchayothin Avenue, 3<sup>rd</sup> Floor, Room B301-B306,  
Ratchadapisek Road, Ladyao Sub-District, Jatuchak District, Bangkok 10900

**Submission of Recommendations or Questions Related to the Agenda for Consideration at the e-AGM Meeting.**

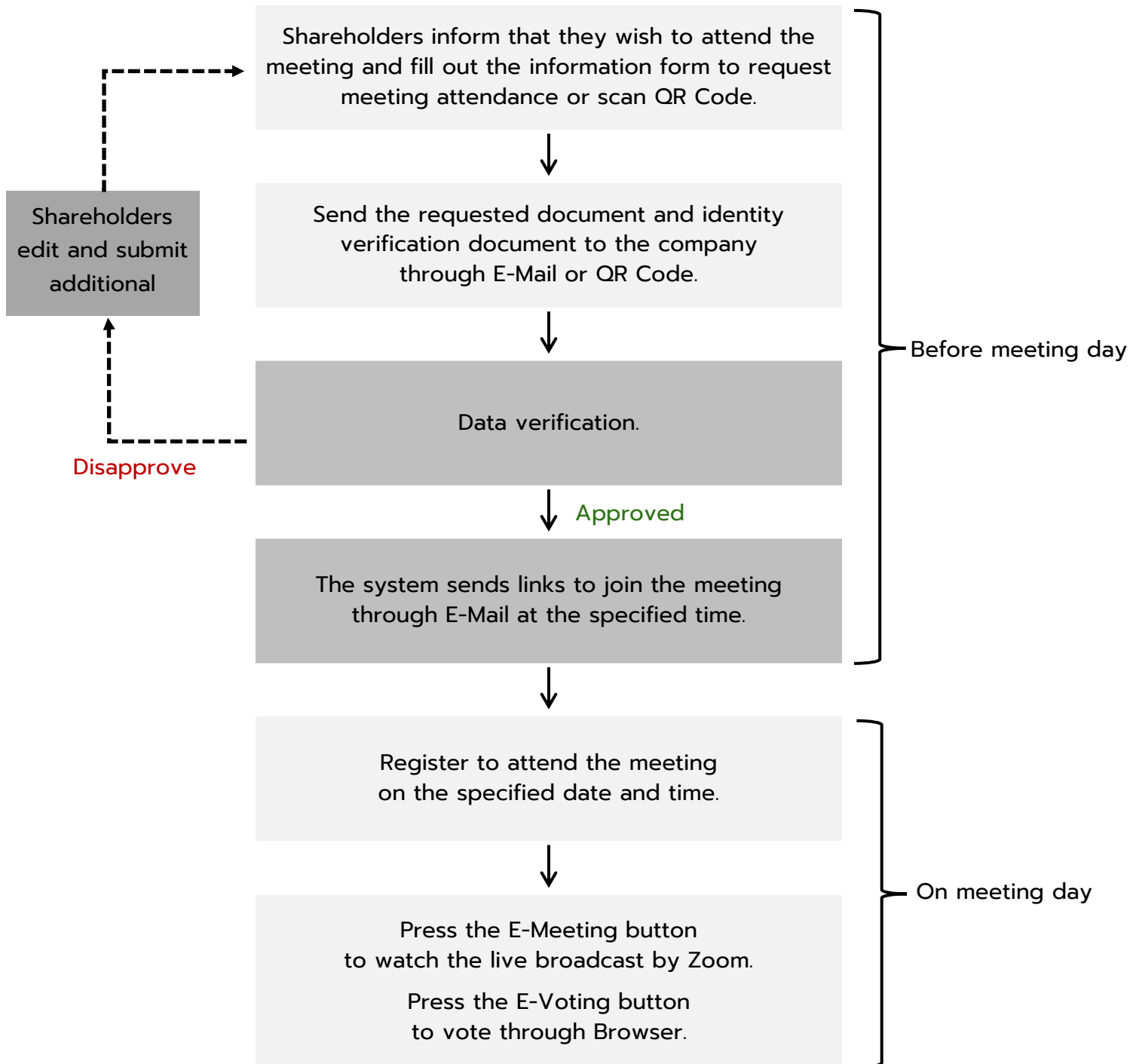
In case shareholders wish to submit recommendations or questions, can do so in 2 ways

1. Submitting recommendations or questions in advance to the Company before the meeting date sent to E-Mail : [jiratc@zalekta.com](mailto:jiratc@zalekta.com)
2. Submitting Recommendations or Questions During the meeting, those participating in the e-AGM meeting must identify themselves by stating their full name along with informing that they were the shareholders attending the meeting themselves or as a proxy before submitting recommendations or questions. Participants can submit through the chat function only.

**For shareholders who have any questions about the meeting, please contact the following.**

1. Regarding the submission of documents to confirm identity for participating in the shareholders' meeting electronic media (E-Meeting), please contact the company secretary for more information.
2. Regarding the procedures for participating in the meeting and voting via electronic media (E-Meeting), in case you have already confirmed your identity correctly and completely, please contact OJ International Co., Ltd. at the telephone number specified in the E-Mail that sent the system user manual to you.

Chart showing the steps for joining the meeting via electronic means.



**ใบตอบรับเข้าร่วมประชุมผ่านสื่ออิเล็กทรอนิกส์ บริษัท ซาเล็คตา จำกัด (มหาชน)**  
**Acceptance for the invitation of online meeting of ZALEKTA Public Company Limited.**

วันที่\_\_\_\_\_เดือน\_\_\_\_\_ปี\_\_\_\_\_

Date Month Year

1. ข้าพเจ้า\_\_\_\_\_สัญชาติ\_\_\_\_\_อยู่เลขที่\_\_\_\_\_ซอย\_\_\_\_\_

I/We Nationality residing/located at no. Soi

ถนน\_\_\_\_\_ตำบล/แขวง\_\_\_\_\_อำเภอ/เขต\_\_\_\_\_จังหวัด\_\_\_\_\_

Road Sub-district District Province

รหัสไปรษณีย์\_\_\_\_\_

Postal Code

2. เป็นผู้ถือหุ้นของ **บริษัท ซาเล็คตา จำกัด (มหาชน)**  
being a shareholder of **ZALEKTA Public Company Limited**

โดยถือหุ้นจำนวนทั้งสิ้นรวม\_\_\_\_\_หุ้น

holding the total amount of

shares

ประสงค์จะร่วมประชุมและลงคะแนนผ่านสื่ออิเล็กทรอนิกส์สำหรับการประชุมสามัญผู้ถือหุ้นประจำปี 2567  
I would like to participate the e-AGM for 2024 Annual General Meeting of Shareholders

เข้าร่วมประชุมด้วยตัวเอง เบอร์โทรศัพท์มือถือ\_\_\_\_\_ (โปรดระบุ)  
(Self-Attending) Mobile Number Please fill in the blank.

มอบฉันทะให้ (นาย/นาง/นางสาว)\_\_\_\_\_ ได้เข้าร่วมประชุมดังกล่าวข้างต้น  
Proxy to attend the meeting.

เบอร์โทรศัพท์มือถือของผู้รับมอบฉันทะ\_\_\_\_\_ (โปรดระบุ เพื่อใช้ในการเข้าร่วม)  
Proxy's Mobile Number Please fill in the blank.

3. ข้อมูลในการจัดส่ง URL เพื่อเข้าประชุมและวิธีการเข้าร่วมประชุม  
Please send the Link to join the meeting by below email

อีเมล\_\_\_\_\_ (โปรดระบุ)  
E-Mail Please fill in the blank.

4. จัดส่งเอกสารเพื่อยืนยันตัวตน ตามสิ่งที่ส่งมาด้วย 1 วิธีการเข้าร่วมประชุม ภายในวันที่ 19 เมษายน 2567 ก่อนเวลา 17.00 น.  
Please submit the required document per an Enclosure 1 by April 19, 2024 before 5.00 p.m.

5. เมื่อได้รับการยืนยันตัวตน บริษัทฯ จะจัดส่งลิงค์การเข้าร่วมประชุมและวิธีการเข้าร่วมประชุมไปยังอีเมลที่ท่านได้ระบุ  
Once you have verified, the Company will send the Link to join the meeting via email.

6. ในวันประชุมผู้ถือหุ้นจะต้องเตรียม เลขบัญชีผู้ถือหุ้น และเลขบัตรประชาชนไว้ สำหรับการเข้าร่วมประชุม  
Please prepare your Account Number and your Identification Card Number for log in the meeting.

ลงชื่อ/Signed\_\_\_\_\_ผู้ถือหุ้น/Shareholder  
(\_\_\_\_\_)

