

Guidelines for attending the AGM through Electronic Media (E-AGM) and the Appointment of Proxies

1. In case the shareholders attending the E-AGM by themselves

- 1.1 Please fill the registration form for attending the AGM through Electronic Media (E-AGM) attached I to this guideline. **Kindly fill email and your cell phone number clearly in order to be used for the meeting registration** and attach identification document to confirm the attendance of E-AGM as follows:
 - **In the event that the shareholder is an ordinary person** - a valid certified true copy of ID card, passport, or other official documents issued by government authority.
 - **In the event that the shareholder is a juristic person** - an executed version of the power of attorney or a proxy and supporting documents as per the detail in item “supporting documents for the appointment of proxy” below.

Please submit the registration form for the meeting through electronic media (E-AGM) and such identification document to the Company **within Thursday, 27 April 2021** via the following channels:

- Via Email address: info@emc.co.th
- Via Registered Mail

To: Mr.Matee Ittirivichai, Company Secretary
Good Corporate Governance Office
EMC Public Company Limited
28-30 Floor, ITF Tower, 140/66-67 Silom Road,
Suriyawong, Bangrak, Bangkok 10500

- 1.2 When the Company receives document as per item 1.1 from you, the Company will proceed with inspecting document for confirming the meeting attendance. Once the inspection is completed, the Company will send username and password, together with WebLink for attending the E-AGM. Kindly refrain from giving your username and password provided for the shareholder to another person. **in the case that your username and password are lost or you have not received it within Thursday, 28 April 2021, please immediately contact the Company.**
- 1.3 The Company will send details such as username and password to you and also send a manual for using the E-AGM system at the same time. Please read the manual thoroughly from the email that the Company sends to you. The system will be opened 60 minutes prior to the meeting in advance so that the shareholder can register for attending the meeting. However, the live broadcast will only begin at 14.00 hrs.
- 1.4 For casting the vote during the E-AGM, a shareholder may cast his or her vote in each agenda to either approve, disapprove, or abstain from voting. For the shareholders who do not vote in any agenda, the system will automatically count your vote as “approve”.

- 1.5 If you have encounter with any technical problem in using the E-AGM system before or during the meeting, please contact Poise Technology Company Limited who will be the Company's service provider for the Company's E-AGM's meeting. The Company will specify a contact channel to Poise Technology Company Limited Company Limited in the email sending username and password to you.

List of administrators using the system	
Tassanavadee Tawachalee Mobile : 062-908-8787 E-mail : tassanavadee@poise.co.th	Kantarat Jungtanapond Mobile : 092-670-3232 E-mail : kantarat@poisetechology.com

2. In case the shareholders appointing proxy to attend the E-AGM

In case that a shareholder is unable to attend the meeting, he/she may authorize another person or the Company's independent director, to attend and vote on his/her behalf. The name of independent directors are as follows:

Name of Directors/Position	Age	Address	Interest in the agenda
1. Miss Promart Hantra, Chairman of the Audit Committee	68	EMC Public Company Limited 28-30 Floor, ITF Tower, 140/66-67 Silom Road, Suriyawong, Bangrak, Bangkok 10500	Agenda 5
2. MissThaweesri Wikayathipat , Member of the Audit Committee	69	EMC Public Company Limited 28-30 Floor, ITF Tower, 140/66-67 Silom Road, Suriyawong, Bangrak, Bangkok 10500	-
3. Dr. Yaowarin Srichainan, Member of the Audit Committee	69	EMC Public Company Limited 28-30 Floor, ITF Tower, 140/66-67 Silom Road, Suriyawong, Bangrak, Bangkok 10500	-
4. Mr. Pannatee Sriwongthai Member of the Audit Committee	58	EMC Public Company Limited 28-30 Floor, ITF Tower, 140/66-67 Silom Road, Suriyawong, Bangrak, Bangkok 10500	-

Remark: *Interest in the special agenda 5: To consider and appoint the directors in replacement of those who complete their terms by rotation

In this regard, the Company would like to request shareholders to fill statement and sign in the proxy, details of which appear in Attachment 9 of the invitation letter and send the proxy together with supporting documents for the appointment of proxy (as specified below) to the Company **within Thursday, 27 April 2021**

via the following channels:

- Via Email address: info@emc.co.th
- Via Registered Mail

1. To: Mr.Matee Ittirivichai ,Company Secretary
Good Corporate Governance Office
EMC Public Company Limited
28-30 Floor, ITF Tower, 140/66-67 Silom Road,
Suriyawong, Bangrak, Bangkok 10500

Supporting documents for the appointment of proxy

Shareholder appoints a proxy:

1. Proxy Form A or Proxy Form B, correctly and completely filled in, and signed by the shareholder and the proxy
2. A copy of an identification document of the grantor, certified a true copy by the grantor; and
3. A copy of an identification document of the proxy, certified a true copy by the proxy:

Juristic person:

1. Proxy Form A or Proxy Form B, correctly and completely filled in, and signed by the representative of the juristic person and the proxy:
2. A copy of the affidavit of the juristic person, issued by the Department of Business Development, Ministry of Commerce, which shows that the representative of the juristic person (authorized director) attending the meeting in person, is authorized to act on behalf of the juristic person which is a shareholder, issued no earlier than six months prior to the meeting, and certified a true copy by the representative of the juristic person (authorized director), with the company seal affixed (if any);
3. A certified true copy of an identification document of the representative of the juristic person (authorized director); and
4. A copy of an identification document of the proxy, certified a true copy by the proxy.

A juristic person registered outside the country:

1. Proxy Form c, correctly and completely filled in, and signed by the representative of the juristic person (authorized director) and the proxy, with the Company seal affixed (if any).
2. Documents from the shareholder
 - A copy of the affidavit of the juristic person which is a shareholder, which is issued by a government agency of such country (which shows that the representative of the juristic person (authorized director), who signs as the grantor, is authorized to act on behalf of the juristic person which is a shareholder), issued no earlier than six months prior to the meeting, and certified a true copy by the representative of the juristic person (authorized director), with the company seal affixed (if any).
 - A certified true copy of an identification document of the representative of the juristic person (authorized director).

- A copy of the power of attorney from the shareholder, which is a foreign investor, appointing the custodian to attend the meeting and cast a vote, certified a true copy by the representative of the juristic person (authorized director), with the company seal affixed (if any).

3.1. Documents from the custodian

- A copy of the power of attorney in which the custodian authorizes its director or executive or employee to appoint any other employee or person to attend the meeting on behalf of the shareholder, certified a true copy by the director or the management or the employee of the custodian, who is the grantor.
- A document or a copy of a permit confirming the custodian's authority, certified a true copy by the grantor.
- A certified true copy of an identification document of the grantor.

4. A certified true copy of an identification document of the proxy. In the case of appointing multi-level of attorney-in-fact prior to granting proxy to custodian:

- The power of attorney for every level of attorney-in-fact must be complete. The power of attorney must contain the provision that permits the appointment of sub-attorney.
- Copies of identification documents for all levels of attorney-in-fact, certified as true by affixing the signature of the grantor of attorney (in the case of juristic person, please affix the signature of the authorized directors of the grantor of attorney).

In this regard, in the case that the document is produced outside Thailand, such document shall be notarized by a notary public. In the case that the original document is not in English, the English translation shall be required and certified the correct translation by the shareholder or the authorized director.

3. Channel for shareholder to send comment or questions related to business, industry and business operation of the Company or any relevant agenda to be considered in this E-AGM are as follows:

3.1 During the E-AGM meeting, the shareholder attending the meeting can submit comment or questions during E-AGM system.

3.2 The shareholder can submit comments or question in advance to the Company prior to the meeting date via following channels:

- Via Email address: info@emc.co.th
- Via Registered Mail

To: Mr.Matee Ittirivichai, Company Secretary
Good Corporate Governance Office
EMC Public Company Limited
28-30 Floor, ITF Tower, 140/66-67 Silom Road,
Suriyawong, Bangrak, Bangkok 10500