

**User Guide/Instructions for Attending the Shareholders' Meeting via Electronic Means (E-AGM) and Proxy Appointment**

↻ This E-AGM shall be conducted exclusively via electronic means. ↻

**Identity Verification and Procedures for Attending the Annual General Meeting via Electronic Means (E-AGM)**

Shareholders or proxy holders who wish to attend the Annual General Meeting of Shareholders for the Year 2025 via Electronic Means (E-AGM) are required to submit identification documents as specified within the relevant documents within the designated period.

The Company will verify the information against the list of eligible shareholders, referring to the Company's share register. If all submitted documents are correct and complete, the E-AGM service provider will send an access link to join the meeting, along with a user manual, to the email address provided in the Notification of Intention to Attend the E-AGM.

**Important Notes:**

- The Company will send the meeting access link 2 days prior to the meeting date.
- Only one shareholder or proxy holder per email address is allowed to register and attend the meeting.
- Shareholders are encouraged to carefully review the E-AGM system user manual provided with the access link.

**Notification of Intention to Attend the Meeting via Electronic Means (E-AGM)**

Shareholders who wish to attend the Annual General Meeting via Electronic Means (E-AGM) may notify their intention through one of the following two methods:

**1. In the case of notification by Email or Postal Mail:****1.1 Complete the Notification Form**

- Please fill out the "Notification of Intention to Attend the E-AGM" (Attachment No. 9).
- Be sure to clearly provide your email address and mobile phone number, which will be used for registration and access to the meeting.

**1.2 Attach a Copy of Identification Documents to Verify Eligibility for Attending the E-AGM****(1) In the Case of an Individual Shareholder**

- Attending the E-AGM Personally via Electronic Means (E-AGM)
  - *A copy of a valid government-issued identification document*, such as: National ID card, Government officer ID card, Driver's license, Passport (for foreign nationals)
  - *In case of a name or surname change*, please also attach a copy of the official name change certificate, with the shareholder's signature certifying the true copy.
- Appointing a Proxy to Attend the E-AGM on Their Behalf
  - *A completed Proxy Form* (as attached to the meeting invitation), fully filled out and signed by both the grantor and the proxy, with appropriate stamp duty affixed.
  - *A copy of the identification document of the grantor*, such as a national ID card, government officer ID card, or passport (for foreign nationals), which must be valid and signed to certify the true copy.
  - *A copy of the identification document of the proxy*, such as a national ID card, government officer ID card, or passport (for foreign nationals), which must be valid and signed to certify the true copy.

**(2) In the Case of a Juristic Person Shareholder**


- If the Authorized Signatory (Director) Attends the E-AGM in Person via Electronic Means
  - A copy of the company's certificate of incorporation, issued no more than 6 months prior to the meeting date, certified as a true copy by the authorized signatory (director) of the juristic person.
  - A copy of the identification document of the authorized signatory (director), such as: National ID card Government officer ID card, Passport (for foreign nationals), and the document must be valid and certified as a true copy by the authorized director.
- If the Juristic Person Grants a Proxy to Attend the E-AGM
  - A completed Proxy Form (as attached to the meeting invitation), filled out in full and signed by both the grantor (authorized signatory) and the proxy, with the appropriate stamp duty affixed.
  - A copy of the company's certificate of incorporation, issued no more than 6 months prior to the meeting date, certified as a true copy by the authorized director.
  - A copy of the identification document of the authorized director, such as national ID card, government officer ID card, or passport (for foreign nationals), which must be valid and certified as a true copy by the director.
  - A copy of the identification document of the proxy, similar to the requirements for individual shareholders stated above, which must be valid and certified as a true copy by the proxy holder.

In the event that any of the aforementioned documents or evidence is not in Thai or English, the shareholder must attach a certified English translation of such documents. The translation must be signed and certified as accurate by the shareholder, or in the case of a juristic person, by an authorized director of the entity.

Additionally, the shareholder must grant proxy authority for the full number of shares held; partial proxy appointments for fewer shares than held are not permitted.

**2. In the Case of Notification via Website or QR Code Submission**

2.1 Shareholders may notify their intention to attend the E-AGM by scanning the QR Code or visiting the URL below to select the appropriate registration type:

QR Code	Website
	<a href="https://gunkul.thekoble.com/agm/emeeting/index/1">https://gunkul.thekoble.com/agm/emeeting/index/1</a>

2.2 Fill in Shareholder Information: Securities account number, Full name (without title), National ID number > Check the box to accept the terms and conditions > Consent to the use of personal data > Click "Confirm"

2.3 Shareholders are required to fill in the following details:

- 1) Full Name in English
- 2) Email address to receive the meeting access link
- 3) Mobile phone number
  - If attending personally → enter the *shareholder's* mobile number
  - If granting a proxy → enter the *proxy's* mobile number

- 4) Select type of participation:
  - (a) Attend the meeting personally via E-AGM
  - (b) Appoint a proxy to attend the meeting via E-AGM
  - (c) Appoint an Independent Director to attend the meeting on your behalf
- 5) Click "Next" to proceed.

**Document Upload (Depending on Type of Participation)****• In the Case Where the Shareholder Attends the Meeting Personally**

Please prepare to upload supporting documents for identity verification as follows:

- 1) A copy of your identification document, such as: National ID card, Passport, Government official ID card
- 2) Additional documents, if applicable, e.g.: Certificate of Incorporation (for juristic person shareholders)
- 3) Click "Next"
- 4) The system will display the message: "Your information has been successfully submitted."
- 5) Double-check your name, surname, and number of shares.
- 6) Close the window — this completes your registration of intent to attend the E-AGM.

**• In the Case of Granting Proxy to Another Individual to Attend the E-AGM**

Please prepare to upload supporting documents for shareholder identity verification:

- 1) A copy of the shareholder's identification document, such as: National ID card, Passport, Government official ID card
- 2) Other documents, if applicable, e.g.: Certificate of Incorporation (for juristic person shareholders)
- 3) Click "Next"
- 4) Provide Proxy Information and Upload Supporting Documents:
  - Enter the full name of the proxy (in Thai)
  - Enter the full name of the proxy (in English)
  - Upload a copy of the proxy's identification document (e.g., ID card, passport)
  - Upload the completed Proxy Form, fully filled out and duly signed by both the shareholder and the proxy
- 5) Click "Next"
- 6) The system will display the message: "Your information has been successfully submitted."
- 7) Double-check your name, surname, and number of shares.
- 8) Close the window — this completes the proxy registration process for attending the E-AGM.

**• In the Case of Appointing an Independent Director as Proxy to Attend the E-AGM**

Please prepare to upload supporting documents for verifying the shareholder's identity (same as the case of attending the meeting personally):

- 1) Upload the completed Proxy Form, duly signed by the shareholder
- 2) Click "Next"
- 3) The system will display the message: "Your information has been successfully submitted."
- 4) Verify the shareholder's name, surname, and number of shares
- 5) Close the window — this completes the process of notifying the intention to attend the E-AGM by proxy to an Independent Director

**Note:** The system for submitting notification of intention to attend the meeting will be available from 7<sup>th</sup> April 2025 until 22<sup>nd</sup> April 2025 or until the meeting concludes. (The system will not accept submissions on Saturdays, Sundays, or public holidays.)

**3. Submission of the Notification of Intention to Attend the E-AGM (Section 1.1) and Supporting Documents (Section 1.2)**

Shareholders may submit the completed Notification Form and all required supporting documents via the following channels:

- E-mail: [comsec@gunkul.com](mailto:comsec@gunkul.com)
- Postal Mail: Company Secretary Office, Office of the Chief Executive Officer  
Gunkul Engineering Public Company Limited  
548 One City Centre (OCC), 44<sup>th</sup> Floor, Phloen Chit Road,  
Lumphini, Pathum Wan, Bangkok 10330, Thailand

**4. Participation in the Meeting via Electronic Means (E-AGM)**

4.1 Once the shareholder or proxy has submitted their intention to attend the meeting and the documents have been verified, an email will be sent by the E-AGM service provider 2 days before the meeting. This email will include: the link to attend the meeting and the user manual for the E-AGM system. If you do not receive the email by 21<sup>st</sup> April 2025, please contact the Company immediately via the contact details provided earlier.

**4.2 Information Required to Access the E-AGM System**

- If the shareholder attends the meeting personally:  
You will need: 1. Securities account number (shareholder registration number) and  
2. Shareholder's national ID number
- If a proxy attends the meeting on behalf of the shareholder:  
You will need: 1. Proxy's national ID number and  
2. Proxy's mobile phone number

4.3 Participation in the meeting and voting can be conducted via a computer, laptop, tablet, or mobile phone using a web browser (Google Chrome), with a minimum internet speed of 4G or a stable home internet connection. For those joining via tablet or mobile phone, it is required to install Zoom Cloud Meeting in advance before joining the meeting. The application can be downloaded from the following links:

- App Store: <https://apps.apple.com/th/app/zoom-workplace/id546505307>
- Google Play: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

4.4 The system will be open for access 2 hours prior to the meeting start time, but the live broadcast will begin only at the scheduled time. Participants are required to use their shareholder registration number and national identification number to log in.

4.5 Voting via the E-Voting system allows selection of Agree, Disagree, or Abstain only. If no vote is cast for any agenda item, the system will automatically record the vote as Agree.

4.6 If you encounter any issues while using the E-AGM system, please contact O.J. International Co., Ltd. at the phone number provided in the E-mail and the user manual sent to you.

**Appointment of an Independent Director as Proxy to Attend the Meeting**

The E-AGM will be conducted exclusively through electronic means. If a shareholder is unable to attend the meeting personally or to appoint another individual as proxy, they may appoint an Independent Director of the Company to attend the meeting on their behalf. To do so, please complete the Proxy Form (Attachment No. 10: Form B) and clearly specify the name of the Independent Director to whom the proxy is granted. The list of Independent Directors eligible to be appointed as proxy is provided in Attachment No. 11.

Please submit the completed proxy form by 15<sup>th</sup> April 2025 via one of the following channels:

- E-mail: [comsec@gunkul.com](mailto:comsec@gunkul.com)
- Postal Mail: Company Secretary Office, Office of the Chief Executive Officer  
Gunkul Engineering Public Company Limited  
548 One City Centre (OCC), 44<sup>th</sup> Floor, Phloen Chit Road,  
Lumphini, Pathum Wan, Bangkok 10330, Thailand
- E-Proxy: Submit via the Investor Portal system of the Thailand Securities Depository (TSD) at <https://ivp.tsd.co.th/signin?lang=en>  
This method may be used instead of mailing physical documents.

**Note:** If the shareholder has indicated their vote on each agenda item, the Independent Director will vote strictly according to the instructions provided in the proxy form. Only one vote per agenda item is allowed (i.e., Agree, Disagree, or Abstain), and votes cannot be split—except in the case of voting by a custodian.

#### **For Foreign Shareholders with a Custodian in Thailand**

Please submit the following documents:

1. Proxy Form C (can be downloaded from the Company's website), fully completed and signed by both the shareholder (grantor) and the proxy, with a THB 20 duty stamp affixed.
2. A certified copy of the Custodian's certificate of incorporation, signed by an authorized signatory and affixed with the official corporate seal (if applicable).
3. A power of attorney from the shareholder authorizing the Custodian to sign the proxy form on their behalf.
4. A confirmation letter stating that the signatory of the proxy form is authorized to conduct Custodian business.
5. A certified copy of the identification document of the proxy, such as a National ID card, government official card, or passport (for foreign nationals), duly signed and certified as a true copy.
6. Please submit the documents through either of the following channels:
  - E-mail: [comsec@gunkul.com](mailto:comsec@gunkul.com)
  - Postal Mail: Company Secretary Office, Office of the Chief Executive Officer  
Gunkul Engineering Public Company Limited  
548 One City Centre (OCC), 44<sup>th</sup> Floor, Phloen Chit Road,  
Lumphini, Pathum Wan, Bangkok 10330, Thailand

#### **Submission of Suggestions or Questions Related to Business and the E-AGM**

1. Shareholders may send their questions or suggestions through the following channels:
  - E-mail: [comsec@gunkul.com](mailto:comsec@gunkul.com)
  - Postal Mail: Company Secretary Office, Office of the Chief Executive Officer  
Gunkul Engineering Public Company Limited  
548 One City Centre (OCC), 44<sup>th</sup> Floor, Phloen Chit Road,  
Lumphini, Pathum Wan, Bangkok 10330, Thailand
2. Submitting Suggestions or Questions During the E-AGM  
Participants must specify their full name and status (attending in person or as a proxy) before submitting questions. Questions can be submitted via the following channels:
  - Chat (Q&A) function in the system
  - Audio channel by clicking the "Raise Hand" button and turning on the microphone when permitted by the officer (please mute your microphone after speaking)

**Contact Channels for Inquiries Regarding the Meeting**

- **In case of identity verification for attending the E-Meeting**  
Please contact the *Company Secretary* or via E-mail: [comsec@gunkul.com](mailto:comsec@gunkul.com)
- **In case of inquiries about meeting participation procedures and E-Voting**  
Please contact *O.J. International Co., Ltd.* at the phone number provided in the system user manual e-mail.

**Guidelines for Attending the E-AGM in Special Cases**

- 1) **In the event of a deceased shareholder**  
The *estate administrator* may attend the meeting in person or appoint a proxy. A *court order appointing the estate administrator* must be presented, certified by an authorized official and issued no more than 1 year prior.
- 2) **In the case of a minor shareholder**  
The *parents or legal guardian* may attend the meeting in person or appoint a proxy. A *copy of the house registration or national ID card of the minor shareholder* must also be submitted.
- 3) **In the case of an incapacitated or quasi-incapacitated shareholder**  
The *guardian or curator* may attend the meeting in person or appoint a proxy. A *court order appointing the guardian or curator*, certified by an authorized official, must be submitted.

**Notes:**

1. Identification documents must be valid and not expired.
2. If there is any change in name, title, or surname, supporting evidence of the change must be attached.
3. Documents not in Thai or English must be accompanied by a certified English translation.
4. The Company reserves the right to allow only shareholders or proxies with complete and accurate documents to attend the meeting.
5. In the event of any disputes or issues requiring further consideration, the Company's Legal Department shall make the final determination.

**Procedures for Electronic Voting and Vote Counting (E-Voting)****1. Electronic Voting Procedures**

- The Company uses an E-Voting system to allow participants to cast their vote for each agenda item by selecting "Agree," "Disagree," or "Abstain."
- For agenda items that are for acknowledgment only (Agenda 2), no voting will be conducted.
- The meeting must be attended by no fewer than 25 shareholders or proxies, or at least half of the total number of shareholders, and the total number of shares represented must not be less than one-third (1/3) of all issued shares in order to constitute a quorum
- In voting, one share equals one vote, and any shareholder with a special interest in a particular agenda item is not eligible to vote on that item.
- Voting requirements for each agenda item are as follows:
  - (1) Agenda items 1, 3, 4, 5, and 7  
Must be approved by a **majority vote** of shareholders attending the meeting and casting votes, counting **only the "Agree" and "Disagree" votes.**
  - (2) Agenda item 2 is for acknowledgment only and does not require a vote.
  - (3) Agenda item 6

Must be approved by **no less than two-thirds (2/3)** of the total votes of shareholders attending the meeting.

- (4) In the event of a tied vote on any agenda item, the Chairman of the meeting shall cast the deciding vote.

## **2. Voting Procedure via E-Voting**

- As this meeting is conducted via electronic means, no printed ballots will be used.
- To cast your vote, shareholders are requested to go to the E-Voting window and vote for each agenda item within the specified time (1 minute).
  - (1) Once a vote is selected, the system will display a pop-up message asking, "Do you confirm your vote?"
  - (2) Shareholders must click "**Confirm**" to validate their vote.
  - (3) If a shareholder wishes to change their vote, they may do so by selecting a new vote again before the voting window for that agenda is closed. Once closed, no further voting or changes can be made.
- After voting is completed, shareholders should return to the E-Meeting window to continue watching the meeting's video and audio. The system administrators will compile all votes from the E-Voting system.
- Shareholders who do not cast a vote for any agenda item will be deemed to have voted "Agree" by default for that item.
- In counting the votes, the Company will include the votes of shareholders attending via electronic means and those submitted by proxy. The Company will use the method of deducting "Disagree" and "Abstain" votes from the total number of eligible votes of attending shareholders.
- Voting results will be displayed in the system and categorized into "Agree," "Disagree," "Abstain," and "Invalid Ballots." The result of each vote will be announced to the meeting after shareholders have voted on each agenda item.

## **3. Election of Directors**

- *In the agenda concerning the election of directors to replace those who are due to retire by rotation, the Company requires shareholders to cast their votes "individually" for each nominated director, in accordance with Article 12 of the Company's Articles of Association.*
- Directors who hold shares in the Company personally shall not exercise their voting rights for any agenda item in which they have a special interest, except for the agenda on the election of directors.
- For this agenda item, votes of "Agree," "Disagree," and "Abstain" will all be counted.

## **4. Procedure for Submitting Questions During the Meeting**

- The Company allows shareholders to submit questions related to the meeting agenda in advance, and before voting on each agenda item, shareholders will also have an opportunity to ask questions as appropriate.
- If you wish to ask a question during the meeting, go to the "Q&A" menu in the E-Meeting window to type and send your question. Alternatively, click the "Raise Hand" icon to request microphone access (once approved by the system moderator), and you may speak your question.
- For each question, please state your full name and specify whether you are a shareholder or proxy holder, for the purpose of accurate recording in the minutes of the meeting.

**5. Invalid Ballots (Spoiled Ballots)**

- A ballot shall be deemed an “Invalid Ballot” if:
  - More than one box is marked on the “Proxy Form,” or
  - There is a strikethrough in the voting box without a signature next to the strikethrough, or
  - Votes are split into portions (except in the case of voting via Custodian).



## Procedural Flow for Attending the Meeting via Electronic Means



### Expressing the Intention to Attend the Meeting

- Complete the "Intention to Attend the Meeting" form via the website or by scanning the QR code
- Alternatively, notify via E-mail or postal mail



### Submission of Documents for Attendance and Identity Verification

A copy of a valid identification document (e.g., national ID card, passport, or other government-issued ID)

- **In case of proxy:** Attach the proxy form together with identification documents of both the grantor and the proxy holder
- **For juristic persons (legal entities):** Attach the Certificate of Incorporation and ID documents of the authorized representative
- Submit all documents via the specified channels (E-mail, postal mail, or through the website/QR Code system)



### Verification and Corrections (if necessary)

- The Company will verify the documents against the shareholder registry
- If any information is missing or incorrect, the shareholder will be notified to make corrections and resubmit the required documents



### Approval and Distribution of the Meeting Access Link

- Once all documents are verified and complete
- The system or responsible officer will send the meeting access link along with a user manual via E-mail

(The link will be sent at least 2 days prior to the meeting date as specified)



### Registration on the Meeting Day

- Shareholders or proxy holders who have received the meeting access link
- Must register for the meeting by providing necessary details such as shareholder registration number and national ID number

