

**Verification and Procedure for Attending the 2024 Annual General Meeting of Shareholders  
via Electronic Means (E-AGM)**

The Company will hold the 2024 Annual General Meeting of Shareholders on Tuesday, April 23, 2024 at 2 p.m. via electronic means (E-AGM) under the Emergency Decree on Electronic Meeting B.E. 2563 (2020). In this regard, the shareholders are required to verify themselves for the meeting attendance in advance between April 8, 2024 at 9.00 a.m. to April 19, 2024 at 4.00 p.m. Shareholders can study the electronic meeting system handbook for the shareholders' meeting as detailed in Enclosure 8.

The registration for the meeting attendance, appointment of the independent directors of the Company as proxy, and submission of questions in advance are detailed as follows:

**1. The registration to state the intention to attend the shareholders' meeting**

The registration to state the intention to attend the shareholders' meeting can be divided into 6 cases as follows:

1.1 Individual shareholders who intend to use their identification card to verify themselves, and attend the meeting:

➤ Shareholders can register to attend the meeting by verifying themselves via DAP e-Shareholder Meeting system at

➤ **URL:**

<https://portal.eservice.set.or.th/Account/Login?refer=t0f1EBHYylwCsYVPpj8KaVAe9kdabsOcVuh0BnxK9or89JDsw1WX%2Bw%3D%3D> หรือ

➤ **QR Code:**



➤ The DAP e-Shareholder Meeting will issue the Username and Password for the shareholders to login to the system on the day of the 2024 Annual General Meeting of Shareholders.

1.2 Individual shareholders who intend to use other documents to verify themselves, and attend the meeting:

➤ Shareholders are required to send the verification documents as listed below:

- Form of the meeting notification, which TSD has delivered to the shareholders according to the address that the shareholders had informed TSD, signed by the shareholders.
- Copy of valid government officer card or driving license or passport (in case of foreign shareholders) of the shareholders, and if there are any changing of name or surname, please provide the evidence documents.

By sending the e-mail to [companysecretary@planbmedia.co.th](mailto:companysecretary@planbmedia.co.th), or by post to the Department of Company Secretary, Plan B Media Public Company Limited, No. 1700, Plan B Tower, New Petchburi Road, Makkasan, Ratchathewi, Bangkok, 10400, Tel. (662) 530-8053-6, extension 420 within April 19, 2024 for the registration. In the case that shareholders send the documents by post, please provide shareholders' e-mail for the Company to inform the Username and Password to the e-mail which the shareholders provided.

After verifying the list of shareholders according to the information at the record date, the Company will issue Username and Password for the shareholders via e-mail for using to login to the system on the day of the 2024 Annual General Meeting of Shareholders.

1.3 Individual shareholders intend to appoint others as their proxies for attending the meeting:

- Shareholders are required to send the verification documents as listed below:
- Form of the meeting notification, which TSD has delivered to the shareholders according to the address that the shareholders had informed TSD, signed by the shareholders.
  - Proxy form which correctly and clearly filled in, by choosing either Proxy Form A., or Proxy Form B., and signed by the shareholders and the proxy, and affixed with Baht a stamp duty.
  - Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the shareholder, certified as true and correct copy by the shareholder, and if there are any changing of name or surname, please provide the evidence documents.
  - Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the proxy.

By sending the e-mail to [companysecretary@planbmedia.co.th](mailto:companysecretary@planbmedia.co.th), or by post to the Department of Company Secretary, Plan B Media Public Company Limited, No. 1700, Plan B Tower, New Petchburi Road, Makkasan, Ratchathewi, Bangkok, 10400, Tel. (662) 530-8053-6, extension 420 within April 19, 2024 for the registration. In the case that shareholders or proxy send the documents by post, please provide shareholders' or proxy's e-mail for the Company to inform the Username and Password to the e-mail provided.

After verifying the list of shareholders according to the information at the record date, the Company will issue Username and Password for the shareholders or proxy via e-mail for using to login to the system on the day of the 2024 Annual General Meeting of Shareholders.

1.4 Thai juristic person shareholders by authorized representative intend to attend the meeting:

- Shareholders are required to send the verification documents as listed below:
- Form of the meeting notification, which TSD has delivered to the shareholders according to the address that the shareholders had informed TSD, signed by the authorized representative.
  - Copy of valid identification card or government officer card or driving license or passport (in case of foreigners) of the authorized representative, certified as true and correct copy.
  - Copy of an affidavit of the shareholder, issued by the Ministry of Commerce not more than 1 year prior to the meeting date, certified as true and correct copy by the authorized representative, together with the seal being affixed (if any) and the statement showing that such authorized

representative who signed the proxy form is empowered to act on behalf of such juristic shareholder.

By sending the e-mail to [companysecretary@planbmedia.co.th](mailto:companysecretary@planbmedia.co.th), or by post to the Department of Company Secretary, Plan B Media Public Company Limited, No. 1700, Plan B Tower, New Petchburi Road, Makkasan, Ratchathewi, Bangkok, 10400, Tel. (662) 530-805-3-6, extension 420 within April 19, 2024 for the registration. In the case that shareholders send the documents by post, please provide shareholders' e-mail for the Company to inform the Username and Password to the e-mail which the shareholders provided.

After verifying the list of shareholders according to the information at the record date, the Company will issue Username and Password for the shareholders via e-mail for using to login to the system on the day of the 2024 Annual General Meeting of Shareholders.

1.5 Thai juristic person shareholders by authorized representative intend to appoint others as their proxies for attending the meeting:

- Shareholders are required to send the verification documents as listed below:
  - Form of the meeting notification, which TSD has delivered to the shareholders according to the address that the shareholders had informed TSD, signed by the proxy.
  - Proxy form which correctly and clearly filled in, by choosing either Proxy Form A., or Proxy Form B., and signed by the shareholder and the proxy, and affixed with a stamp duty.
  - Copy of valid identification card or government officer card or driving license or passport (in case of foreigners) of the authorized representative, certified as true and correct copy.
  - Copy of valid identification card or government officer card or driving license or passport (in case of foreigners) of the proxy.
  - Copy of an affidavit of the shareholder, issued by the Ministry of Commerce not more than 1 year prior to the meeting date, certified as true and correct copy by the authorized representative, together with the seal being affixed (if any) and the statement showing that such authorized representative who signed the proxy form is empowered to act on behalf of such juristic shareholder.

By sending the e-mail to [companysecretary@planbmedia.co.th](mailto:companysecretary@planbmedia.co.th), or by post to the Department of Company Secretary, Plan B Media Public Company Limited, No. 1700, Plan B Tower, New Petchburi Road, Makkasan, Ratchathewi, Bangkok, 10400, Tel. (662) 530-8053-6, extension 420 within April 19, 2024 for the registration. In the case that shareholders or proxy send the documents by post, please provide shareholders' or proxy's e-mail for the Company to inform the Username and Password to the e-mail provided.

After verifying the list of shareholders according to the information at the record date, the Company will issue Username and Password for the shareholders or proxy via e-mail for using to login to the system on the day of the 2024 Annual General Meeting of Shareholders.

1.6 Shareholders, who are foreign investors and have appointed a custodian in Thailand to be a share depository and keeper:

- are required to send the verification documents as listed below:

- Form of the meeting notification, which has been signed by the authorized representative.
- The Proxy Form C, correctly and completely filled in and signed by the authorized representative of the Custodian who is the grantor and the proxy, and completely affixed with a stamp duty.
- Copy of document confirming that the person who signed the proxy form is permitted to operate the custodian business, certified as true and correct copy by the authorized representative of the custodian, together with the seal being affixed (if any).
- Copy of an affidavit of the Custodian, issued not more than 1 year prior to the meeting date, certified as true and correct copy by the authorized representative of the Custodian together with the seal being affixed (if any), and the statement showing that such authorized representative of the Custodian, who signed the proxy form as the grantor is empowered to act on behalf of the custodian.
- Copy of valid identification card or government officer card or driving license or passport (in case of foreigners) of the authorized representative of the Custodian, certified true and correct copy.
- Power of Attorney from the shareholder appointing the Custodian to sign the proxy form on its behalf.
- Copy of valid identification card or government officer card or driving license or passport (in case of foreigners) of the proxy.

By sending the e-mail to [companysecretary@planbmedia.co.th](mailto:companysecretary@planbmedia.co.th), or by post to the Department of Company Secretary, Plan B Media Public Company Limited, No. 1700, Plan B Tower, New Petchburi Road, Makkasan, Ratchathewi, Bangkok, 10400, Tel. (662) 530-8053, extension 420 within April 19, 2024 for the registration. In the case that shareholders or proxy send the documents by post, please provide shareholders' or proxy's e-mail for the Company to inform the Username and Password to the e-mail provided.

After verifying the list of shareholders according to the information at the record date, the Company will issue Username and Password for the proxy via e-mail for using to login to the system on the day of the 2024 Annual General Meeting of Shareholders.

## **2. In the case that shareholders intend to appoint the independent director of the Company as their proxies**

Shareholders shall send the proxy form with the supporting documents via e-mail [companysecretary@planbmedia.co.th](mailto:companysecretary@planbmedia.co.th), or by post to the Department of Company Secretary, Plan B Media Public Company Limited, No. 1700, Plan B Tower, New Petchburi Road, Makkasan, Ratchathewi, Bangkok, 10400, Tel. (662) 530-8053-6, extension 420 In order to facilitate document verification please, deliver the documents to the Company within April 19, 2024

The supporting documents for the proxy are as follows:

### **2.1 In the case that shareholder is individual person:**

- Form of the meeting notification, which TSD has delivered to the shareholders according to the address that the shareholders had informed TSD, signed by the shareholders.

- Proxy form which correctly and clearly filled in, by choosing either Proxy Form A., or Proxy Form B. (the Company recommends using the Proxy Form B., and specify the vote in each agenda), and signed by the shareholder and the proxy, and affixed with a stamp duty.
- Valid copy of identification card or government officer card or driving license or passport (in case of foreigners) of the shareholder, certified as true and correct copy by the shareholder.

2.2 In the case that shareholder is juristic person:

- Form of the meeting notification, which TSD has delivered to the shareholders according to the address that the shareholders had informed TSD, signed by the shareholders.
- Proxy form which correctly and clearly filled in, by choosing either Proxy Form A., or Proxy Form B. (the Company recommends using the Proxy Form B., and specify the vote in each agenda), and signed by the shareholder and the proxy, and affixed with a stamp duty.
- Copy of valid identification card or government officer card or driving license or passport (in case of foreigners) of the authorized representative, certified as true and correct copy.
- Copy of an affidavit of the shareholder, issued by the Ministry of Commerce not more than 1 year prior to the meeting date, certified as true and correct copy by the authorized representative, together with the seal being affixed (if any) and the statement showing that such authorized representative who signed the proxy form is empowered to act on behalf of such juristic shareholder.

2.3 In the case that shareholders, who are foreign investors have appointed a custodian in Thailand to be a share depository and keeper:

- Form of the meeting notification, signed by authorized representative of the Custodian
- The Proxy Form C, correctly and completely filled in and signed by the authorized representative of the Custodian who is the grantor and the proxy, and completely affixed with a stamp duty.
- Copy of document confirming that the person who signed the proxy form is permitted to operate the custodian business, certified as true and correct copy by the authorized representative of the Custodian, together with the seal being affixed (if any).
- Copy of an affidavit of the custodian, issued not more than 1 year prior to the meeting date, certified as true and correct copy by the authorized representative of the custodian together with the seal being affixed (if any), and the statement showing that such authorized representative of the Custodian, who signed the proxy form as a grantor is empowered to act on behalf of the Custodian.
- Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the authorized representative of custodian, certified true and correct copy.
- Power of Attorney from the shareholder appointing the Custodian to sign the proxy form on its behalf.

**Remark:** In case the shareholders appoint a proxy to attend the meeting on their behalves, or appoint the independent director as a proxy by using the Proxy Form, in which the voting in each agenda item is not specified in advance (Proxy Form A), the proxy can attend the meeting via DAP e-shareholder Meeting system and cast votes on the date of the Annual General Meeting of Shareholders.

In case the shareholders appoint a proxy to attend the meeting on their behalves, or appoint the independent director as a proxy by using the Proxy Form, in which the voting in each agenda item is specified in advance (Proxy Form B), the proxy will not be able to attend the meeting via DAP e-shareholder Meeting system to cast votes on the meeting date. In this regard, the shareholders will be able to watch the meeting which will be broadcasted live via Webex. The Company will subsequently inform the shareholders of the channel to watch the broadcasted meeting prior to the meeting date.

**3. Attending the meeting via electronic means (E-AGM)**

Shareholders may study the electronic meeting system handbook for the shareholders' meeting as detailed in Enclosure 8, Chapter 1: Preparation for DAP e-Shareholder Meeting, Chapter 3: Steps of joining the e-Meeting, Chapter 4: using of the e-Question and e-Voting functions

**4. Submitting the questions in advance**

Shareholders are able to submit questions in relation to each agenda in advance within April 19, 2024 via email: [companysecretary@planbmedia.co.th](mailto:companysecretary@planbmedia.co.th). The Company will gather the relevant questions to each agenda and record in the minutes of the meeting at the end of the meeting. In this regard, shareholders or proxies who will attend the meeting are still able to ask questions in each agenda.

**5. Facilitation via Other Channels.** The Company will record video and audio for the entire of the meeting.

**6. Contact**

If shareholders have any further questions in relation to the 2024 Annual General Meeting of Shareholders, please contact [companysecretary@planbmedia.co.th](mailto:companysecretary@planbmedia.co.th) or Tel. (662) 530-8053-6, extension 420.

**Remark:**

For conducting an electronic shareholder meeting to be in accordance with laws in relation to the Personal Data Protection through DAP e-shareholder Meeting, the Company will keep, gather, use and disclose personal information of each shareholder by complying with relevant laws and for the purpose of providing service to shareholders in attending the shareholder meeting only. Information of all shareholders will be protected as prescribed by laws.