

Rules for attending the shareholders' meeting via electronic meeting (E - AGM)

For the Annual General Meeting of Shareholders for the Year 2025

DEMCO Public Company Limited

Tuesday, April 29, 2025 at 2:00 pm.

Shareholders or proxies who wish to attend the meeting must submit documents proving their identity as specified to the Company within 23 April, 2025 . The Company shall verify the list of shareholders according to the closing information of the shareholders' register book who have the right to attend the meeting wholly and correctly. After that, the electronic conferencing service provider will send a Link to attend the meeting and the user manual to the Email you have sent to inform the Company. The Link will be sent One day in advance of the meeting date.

Requesting to attend the meeting via electronic meeting

Shareholders wishing to attend the meeting via electronic meeting must notify their intention to attend the meeting in two ways as follows:

1. Please formally confirm your participation in the meeting by sending the necessary information via email or postal mail
2. Please confirm your intention to attend the meeting by submitting the required information via the official website or by scanning the provided QR code.

A. If shareholders wish to notify their intention to attend the meeting via electronic meeting (E - AGM) by sending information via Email or postal :

- Please fill in the document requesting to attend the meeting via electronic meeting (E - AGM) (Enclosure 9) by specifying your Email and your mobile phone number clearly for registering for the meeting.
- Attach a copy of identity document to proof for the right to attend the E - AGM meeting.

1. Shareholders who are natural persons:

- **If a shareholder wishes to attend the meeting in person via E - Meeting:**
 - Attach a copy of a valid government-issued identification document such as an ID card, government ID card, driver's license, or passport. In case of name - surname changes, shareholders are requested to attach supporting evidence.
- **If a shareholder appoints another person to attend the meeting on his/her behalf via E - Meeting:**

- The Proxy Form C (attached with the invitation letter) is filled in all information signed by the proxy grantor and the proxy correctly and entirely together with duty stamp affixed;
 - A copy of the proxy grantor's identity document, such as an ID card, a government official ID card, passport (In the case of foreigners) that has not expired and signed certifying the true copy of the proxy.
 - A copy of the proxy's identity document, such as an ID card, a government official an ID card, passport (In the case of foreigners) that have not expired and signed certifying the true copy of the proxy.
2. Shareholders who are juristic persons:
- If the person authorized to sign on behalf of the juristic person (director) wishes to attend the meeting in person via electronic meeting (E - Meeting)
 - A copy of the shareholder's juristic person registration certificate issued no later than one year before the date of the shareholders' meeting, which is duly certified by the juristic person representative (director) authorized to sign on behalf of the juristic person.
 - A copy of the identity document of the representative of the juristic person (director), such as an ID card, a government official ID card, passport (In the case of foreigners) that has not expired and signed to certify the true copy.
 - If the proxy is assigned to attend the meeting instead via electronic meeting (E-AGM)
 - The Proxy Form C (attached with the invitation letter) is filled in all information signed by the proxy grantor and the proxy correctly and entirely together with duty stamp affixed;
 - A copy of the shareholder's juristic person registration certificate issued no later than one year before the date of the shareholders' meeting, which is duly certified by the juristic person representative (director) authorized to sign on behalf of the juristic person.
 - A copy of the identity document of the representative of the juristic person (director), such as an ID card, a government official ID card, passport (In the case of foreigners) that has not expired and signed to certify the true copy.
 - Copy of the identity document of the proxy as in the case of natural persons as mentioned above.

Suppose the documents or evidence mentioned above are not Thai or English versions. In that case, the shareholders must present an English translation of the document signed to certify the translation by the shareholder or by an authorized signatory to bind that juristic person (in the case of a juristic person).

- Submit the documents requesting to attend the meeting via electronic meeting (item 1) and proof of identity together with supporting documents (item 2) by sending to the Company within April 23, 2025

- Email channel : Corp_secretary@demco.co.th
- Postal channels : Company's Secretary , DEMCO Public Company Limited
59 Moo 1 Tambol Suanphrikthai,
Amphur Muangpathumthani, Pathumthani 12000

- If shareholders wish to notify their intention to attend the meeting via electronic meeting (E - AGM) by the official website or by scanning the provided QR code.

1. Please confirm your intention to attend the meeting via the web browser Chrome by accessing the following link

Scan QR Code	Access to the below Link
	http://demco.thekoble.com/agm/emeeting/index/1

2. Enter shareholder's information

- Securities Account Number
- First Name (Do not include a title. If the shareholder is a juristic person, leave this field blank.)
- Last Name (If the shareholder is juristic person, enter it in the last name field.)
- National Identification Number
- Attach a copy of the company certificate (Applicable only if the shareholder is a juristic person.)
- Accept the terms and conditions and consent to the access of personal data.
- Click "Confirm".

3. Verify the shareholder's name and the number of shares. If the information is correct, kindly proceed with entering the shareholder's details.

- Full Name (in English)
- Email Address to Receive the Meeting Access Link
- Mobile Phone Number

If the shareholder attends the meeting in person: Provide the shareholder's mobile phone number.

If attending by proxy: Provide the proxy's mobile phone number for meeting access.

- Select the Meeting Participation Type:

- Attend the meeting in person via E-AGM.
- Appoint a general proxy to attend via E-AGM.
- Appoint an independent director as a proxy.

- Click "Next".

- **For Shareholders Attending the Meeting in Person via E-AGM**

Prepare to attach supporting documents for identity verification:

1. A copy of an identification card, passport, or any government-issued ID.
2. Other relevant documents, such as a company certificate.
3. Click "Next."
4. The system will display the message: "Your information has been successfully received."

Please review your name and the number of shares once again.

5. Close the window to complete the meeting attendance registration.

- **For Appointing a General Proxy to Attend the Meeting via E-AGM**

Prepare to attach supporting documents for shareholder identity verification:

1. A copy of an identification card, passport, or any government-issued ID.
2. Other relevant documents, such as a company certificate.
3. Click "Next."
4. Provide the proxy's details and attach supporting documents:

- Full Name of the Proxy (in Thai)
- Full Name of the Proxy (in English)
- Attach a copy of the proxy's identification document.
- Attach a completed and signed proxy form.

5. Click "Next."
6. The system will display the message: "Your information has been successfully received." Please review the name and the number of shares once again.
7. Close the window to complete the meeting attendance registration.

- **For Appointing an Independent Director as a Proxy**

1. Prepare to attach supporting documents for identity verification (same as for shareholders attending the meeting in person).
2. Attach the completed and signed proxy form.
3. Click "Next."
4. The system will display the message: "Your information has been successfully received."

- o Please review the name and the number of shares once again.
5. Close the window to complete the meeting attendance registration.

Note:

The system for registering meeting attendance will be open from **April 4, 2025** to **April 23, 2025**, or until the meeting is concluded. (*The system will not accept submissions on Saturdays, Sundays, and public holidays.*)

- **Participation in the Meeting via Electronic Media (E-AGM)**
1. Once the shareholder or proxy who has registered their intention to attend the meeting is fully verified, you will receive an email from the meeting provider.
 - o This email will contain a link to join the meeting along with the system usage manual.
 - o Please review the E-AGM usage manual carefully before the meeting, which will be sent 2 days before the meeting date.
 - o If not received the email by April 24, 2025, please contact the Company immediately.
 2. It is needed to prepare the following information to access the system:
 - o If the shareholder is attending the meeting in person:
 - Securities Account Number (Shareholder registration number)
 - National ID number of the shareholder
 - o If attending by proxy:
 - National ID number and mobile phone number of the proxy
 3. You can join the meeting and vote via electronic media using a computer, laptop, tablet, or mobile phone through the Chrome web browser with a 4G internet connection or basic home internet.

Note: If attending the meeting via tablet or mobile phone, you must install the Zoom Cloud Meeting app before the meeting.

The Zoom app can be downloaded as follows:

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

4. The system will be available to join the meeting 120 minutes prior to the start time. However, the live broadcast will begin only at the scheduled meeting time.
5. To log in, participants will need to use their shareholder registration number and the shareholder's national ID number.
6. For E-Voting, you will be able to cast your vote for each agenda item by choosing one of the following options: Agree, Disagree, or Abstain. If you do not vote on any agenda item, the system will automatically count your vote as "Agree" (using the method of allocating votes to the "Agree" option).
7. If participants encounter any issues or difficulties in using the E-AGM system, you can contact OJ International Co., Ltd. Please use the contact number provided in the email that includes the system user manual.

*** This E - AGM meeting will be an electronic (remote) meeting only; therefore, shareholders are convenient for no necessity to visit us at the Company. ***

➤ **If a shareholder wishes to appoint an independent Director as a proxy:**

Suppose any shareholders cannot attend the E - AGM meeting in person or cannot appoint other proxies to attend the E - AGM meeting and wish to appoint an independent director as a proxy. In this regard, they can send a proxy form (Enclosure 10) specifying the proxy as one of the independent Directors as specified by the Company along with supporting documents to the Company by the date within the date April 23, 2025 via the following channels:

- Email channel : Corp_secretary@demco.co.th
- Postal channels : Company's Secretary, DEMCO Public Company Limited
59 Moo 1 Tambol Suanphrikthai,
Amphur Muangpathumthani, Pathumthani 12000

Note: If the shareholders specify their votes in each agenda, the independent directors will cast their votes as specified in the proxy form. In which the voting in each agenda, shareholders have the right to vote in agreeing, disagreeing, or abstaining only and cannot divide a partial vote (unless it is a Custodian vote).

➤ **In the case of a shareholder who is a foreign investor and appoints a custodian in Thailand to be a stock depository and keeper:**

Please submit the following information:

1. The Proxy Form C (attached with the invitation letter) is filled in all information signed by the proxy grantor and the proxy correctly and entirely together with a 20-baht duty stamp affixed;
2. Custodian juristic person registration certificate (Custodian) with a signature certifying true copy by the authorized signatory on behalf of the juristic person of the Custodian or the attorney with the corporate seal (if any).
3. A power of attorney from the shareholders for the Custodian to be authorized to sign the proxy form;
4. A letter confirming that the person signing the proxy form is authorized to operate a custodian business;
5. A copy of ID card, or a copy of government official card, or copy of passport (In the case of foreigners) of the proxy with certified the true copy;
6. Submit information via the following channels:

- Email channel : Corp_secretary@demco.co.th
- Postal channels : Company's Secretary, DEMCO Public Company Limited
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Amphur Muangpathumthani, Pathumthani 12000

■ **Submitting advice or questions related to business, industry, Company Performance, or related to any agenda which will be considered at the E-AGM meeting:**

If shareholders wish to submit suggestions or questions, they can be done in two ways as follows:

1. Send advice or questions in advance to the Company before the meeting date through the following channels:
 - Email channel : Corp_secretary@demco.co.th
 - Telephone: 02 – 9595811 Ext. 2250
 - Postal channels : Company's Secretary , DEMCO Public Company Limited
59 No 1 Tambol Suanphrikthai,
Amphur Muangpathumthani, Pathumthani 12000

2. Submit advice or questions during the meeting to those attending the E - AGM meeting. The attendee must specify his/her first and last name and state whether his / her is a shareholder attending the meeting himself / herself or a proxy. Before every suggestion or question is submitted, the Company has opened channels for sending advice and questions during the meeting as follows:

- Chat channel for text messages;
- An audio chat channel where attendees press the raising hand button and turn on the microphone on their device after the operator sends you an invitation to chat. Please turn off the microphone after the conversation is finished every time (For more details, please refer to the user manual sent to the attendees' Emails).

In this regard, if shareholders have questions about the meeting, they can contact the following staff:

1. Regarding submitting documents confirming identity to attend the shareholders' meeting via E - Meeting, please contact the Company Secretary for further information via the Company's contact channels as detailed above.
2. Regarding the process of attending the meeting and voting via E - Meeting, in the case of correct and complete identity verification, please contact OJ International Co., Ltd. at the phone number specified in the Email that sends you the system's user manual.

Procedure for attending the General Meeting of Shareholders 2025

