

## **Policy on Facilitation and Promotion of Shareholders' Meeting Participation**

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### **1. Objectives**

1.1 To ensure that directors executives and employees of the Company understand the details of the Policy on Facilitation and Promotion of Shareholders' Meeting Participation and use it as a standard guideline for operations

1.2 To ensure that the Company conducts its business with proper standards and good management practices so that shareholders investors and relevant parties have confidence in the Company's governance in accordance with the guidelines prescribed by the Stock Exchange of Thailand

1.3 To build confidence among shareholders investors stakeholders and all sectors of society

### **2. Scope**

This Policy on Facilitation and Promotion of Shareholders' Meeting Participation shall apply to the principles of good corporate governance of Pinthong Industrial Park Public Company Limited

### **3. Definitions**

3.1 "Company" means Pinthong Industrial Park Public Company Limited

3.2 "Board of Directors" means the Board of Directors of Pinthong Industrial Park Public Company Limited

3.3 "Executives and Employees" means all executives and employees both permanent and contractual of the Company

### **4. Policy on Facilitation and Promotion of Shareholders' Meeting Participation**

Pinthong Industrial Park Public Company Limited ("the Company") recognizes the importance of respecting the rights and equality of all shareholders The Company has therefore established the Policy on Facilitation and Promotion of Shareholders' Meeting Participation<sup>1</sup> to

ensure that all shareholders are able to participate in shareholders' meetings whereby the Company shall proceed as follows

**Actions Prior to the Shareholders' Meeting**

1. To provide shareholders with the right to propose agenda items for the Annual General Meeting of Shareholders and to nominate qualified persons for election as directors prior to the Company dispatching the notice of meeting to shareholders The Company shall allow a period of not less than one month prior to the end of the accounting period for shareholders to submit such proposals In addition the Company facilitates shareholders by preparing standard forms for such submissions and publishing them on the Company's website in order to inform shareholders of their rights procedures for proposing agenda items and procedures for nominating candidates as well as notifying shareholders via the Stock Exchange of Thailand's disclosure system
2. To provide shareholders with the opportunity to submit questions or opinions regarding meeting agenda items in advance of the meeting via email whereby the Company establishes clear criteria and timelines for such submissions and informs shareholders through the notice of shareholders' meeting as well as publishes such information on the Company's website
3. To disclose the resolutions of the Board of Directors regarding the determination of the shareholders' meeting date meeting format meeting agenda together with the Board's opinions on each agenda item in a clear and itemized manner including the record date for determining shareholders' rights within the date of the Board's resolution or no later than 9.00 a.m. of the following business day via the Stock Exchange of Thailand's disclosure system
4. To ensure that shareholders are able to conveniently promptly and accurately access sufficient Company information in a timely manner as follows:
  - To publish the notice of shareholders' meeting and supporting documents in both Thai and English on the Company's website at least 28 days prior to the meeting

date and to notify shareholders via the Stock Exchange of Thailand's disclosure system

- To deliver the notice of shareholders' meeting and supporting documents for each agenda item specifying the date time and venue of the meeting as well as clearly indicating whether each agenda item is for acknowledgment approval or consideration together with the Board of Directors' opinions and complete supporting information for each agenda including proxy forms and supporting documents required for proxy appointment as well as instructions and procedures for proxy appointment The Company shall deliver such notice and documents to shareholders by post or electronic means at least 21 days prior to the shareholders' meeting
  - To allow shareholders to download proxy forms A B and C from the Company's website in order to facilitate shareholders who are unable to attend the meeting in person whereby shareholders may appoint an independent director designated by the Company as proxy to act on their behalf as a representative of minority shareholders or may appoint other persons to attend and vote on their behalf in accordance with the conditions specified in the proxy form which are in line with applicable laws
  - To publish the notice of shareholders' meeting in a daily newspaper for three consecutive days and not less than three days prior to the meeting date or alternatively through electronic media channels
5. The Company places importance on and respects the right to privacy and the protection of personal data of shareholders proxies or proxy holders The Company has prepared a Privacy Notice<sup>2</sup> for shareholders' meetings in accordance with applicable personal data protection laws and published it on the Company's website In addition the Company has informed shareholders through the notice of shareholders' meeting in order to ensure that shareholders are aware of the Company's measures and practices regarding strict personal

data protection The Company ensures that personal data is used in accordance with its intended purposes and in compliance with applicable laws including the deletion and destruction of personal data through online and or other channels as prescribed by personal data protection laws.

### **Actions on the Date of the Shareholders' Meeting**

1. To organize the Annual General Meeting of Shareholders in a transparent and efficient manner in compliance with applicable laws and the Company's Articles of Association whereby the meeting shall be held within four (4) months from the end of the Company's fiscal year
2. The Annual General Meeting of Shareholders shall be scheduled on a date and time that do not fall on a public holiday and may be conducted in an appropriate format whether physical or via electronic means (E-Meeting) in accordance with the Emergency Decree on Electronic Meetings B.E. 2563 (2020) and relevant laws The Company shall also utilize technology in shareholders' meetings including online registration and advance submission of questions via email in order to ensure convenience efficiency and accuracy for shareholders

#### In the case of a physical meeting the Company shall proceed as follows

- To allow shareholders to register for attendance at least 2 hours prior to the meeting time
- To facilitate shareholders' participation by providing staff to assist with inquiries and registration procedures including reception staff registration staff and the use of efficient information technology systems for registration and vote counting

#### In the case of an electronic meeting (E-Meeting) in accordance with the Emergency Decree on Electronic Meetings B.E. 2563 (2020) the Company shall proceed as follows

- To provide a registration period for shareholders at least 7 days prior to the meeting date with a simple registration process

- To facilitate shareholders by providing instructions for attending the electronic meeting together with the notice of shareholders' meeting
  - To allow shareholders to access the electronic meeting system at least 1 hour prior to the meeting time
3. To announce key information to shareholders at the beginning of the meeting or prior to each agenda item including the number of shareholders attending in person and by proxy presented separately from the beginning of the meeting procedures for vote counting voting methods and the Privacy Notice for shareholders' meetings
  4. To ensure transparent voting procedures and to allow shareholders to vote on significant matters separately in order to exercise their voting rights independently The Company shall allocate one (1) minute for voting and provide notification or countdown display during the voting period
  5. To provide all shareholders with equal rights to raise questions and express opinions by allocating sufficient and appropriate time and to record key questions and recommendations from shareholders in the minutes of the shareholders' meeting

#### **Actions After the Shareholders' Meeting**

1. To disclose the resolutions of the shareholders' meeting in both Thai and English together with the voting results specifying votes "For" "Against" "Abstain" and "Invalid Ballots" for each agenda item via the Stock Exchange of Thailand's disclosure system within the meeting date or no later than 9.00 a.m. of the following business day in order to ensure that shareholders are informed and able to promptly verify the voting results
2. To submit the minutes of the shareholders' meeting through the Stock Exchange of Thailand's disclosure system within 14 days from the meeting date and to publish such minutes on the Company's website

3. The Company assigns the Company Secretary and the Investor Relations and Shareholder Services function to be responsible for communication coordination and facilitation between the Company and its shareholders and investors

This policy shall be effective from 16 May 2024, by the approval of the Board of Directors at its Meeting No. 2/2024 held on 15 May 2024.

- Mr. Prasan Tanprasert -  
Chairman of the Board of Directors  
Pinthong Industrial Park Public Company Limited

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**Remarks**

- /1 The Policy on Facilitation and Promotion of Shareholders' Meeting Participation forms part of the Company's good corporate governance principles with reference to Principle 8 Supporting Shareholder Engagement and Communication
- /2 The Privacy Notice for shareholders' meetings is provided in detail in the documents attached to the notice of shareholders' meeting