

e-AGM Meeting Guideline, Documents for Registration and User Manual for e-Shareholder Meeting System**1 Natural Person Shareholder**

1.1 The Shareholder attends the e-Meeting by him/herself

- (1) Identification Card of the Shareholder or a copy of passport (in case of not having Thai nationality) which is valid. In case of any change of name - surname, the Shareholder is also required to give the evidence of such change.

1.2 The Shareholder appoints the Proxy

- (1) The Proxy Form, completely filled in and signed by the Shareholder and the Proxy;
- (2) Signed copy of identification card or passport (in case of not having Thai nationality) which is valid, of the Grantor and the Proxy, including the evidence of name or surname change (if any).

2 Juristic Person Shareholder

2.1 The Authorized Signatory of the Juristic Person Shareholder attends the e-Meeting by him/herself

- (1) Registration Form for Authorized Signatory of Juristic Person Shareholder completely filled in and signed by the authorized signatory of the juristic person shareholder affixed with the seal of the Juristic Person (if any).
- (2) Copy of Affidavit of the Juristic Person Shareholder certified true copy by the authorized signatory with the statement indicating that the authorized signatory who attends the meeting has the authority to act on behalf of the Juristic Person Shareholder.
- (3) Signed valid copy of the identification card or passport (in case of foreign representative) of the authorized signatory of the Juristic Person Shareholder.

2.2 The Juristic Person Shareholder appoints the Proxy

- (1) Proxy form completely filled in and signed by both the authorized signatory affixed with the seal of the Juristic Person as the Grantor, and the Proxy.
- (2) Copy of Affidavit of the Juristic Person Shareholder certified true copy by the authorized signatory with the statement indicating that the authorized signatory who attends the meeting has the authority to act on behalf of the Juristic Person Shareholder.
- (3) Signed valid copy of the identification card or passport (in case of foreign representative) of the authorized signatory of the Juristic Person Shareholder.
- (4) Signed valid copy of the identification card or passport (in case of foreign representative) of the Proxy.

3 Foreign Shareholder with a custodian in Thailand appoints a Proxy via Proxy Form C

3.1 Documents from Custodian

- (1) Proxy Form C, completely filled in and signed by the authorized signatory of the Custodian as the Grantor, and the Proxy.

- (2) Letter of confirmation that the Custodian who signed the Proxy received a permit to act as a custodian.
- (3) Copy of the Affidavit of the Custodian, with the statement indicating that the authorized signatory who attends the meeting has the authority to act on behalf of the Custodian.
- (4) Signed valid copy of the identification card or passport (in case of not having Thai nationality) or any other official document of the authorized representative of the Custodian, including the evidence of name or surname change (if any).

3.2 Documents from the Shareholder

- (1) Power of Attorney from the Shareholder empowering the Custodian to sign the Proxy Form for its behalf.
- (2) Copy of Affidavit of the Juristic Person Shareholder, signed by the authorized signatory, with the statement indicating that the person signing the Power of Attorney was authorized.
- (3) Signed valid copy of the identification card or passport (in case of not having Thai nationality) or any other official document of the authorized signatory, including the evidence of name or surname change (if any).

3.3 Documents from the Proxy

Valid copy of the identification card or passport (in case of foreigner) or any other official documents, including the evidence of name or surname change (if any).

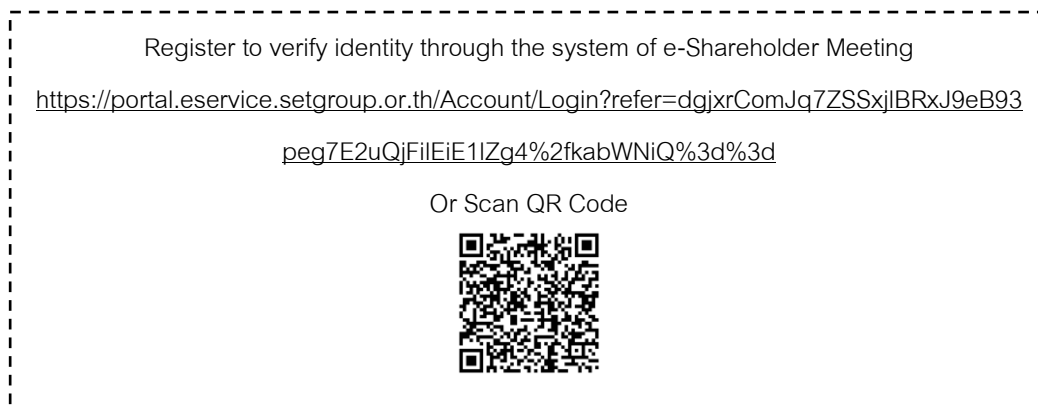
In the case of shareholders who are not of Thai nationality or is a juristic person established under foreign law (depending on the case) Documents prepared in the language other than Thai or English languages shall be attached with English translation, certified accurate translation by the Shareholder or by the authorized signatory of the Juristic Person Shareholder (as the case may be).

Appointment of Proxy in all cases

- Shareholder may appoint any person or appoint either **Mr. Pumipat Sinacharoen** or **Mr. Dan Sornmani**, the **Company's independent directors**, to be his/her Proxy.
- Information of the Independent Directors is as appeared in the Attachment 8. The independent director will vote on each Agenda as specified in the Proxy Form.
- Proxy Form B. is as appeared in the Attachment 9. or download Proxy Form A, B, C from Company's website or request a printed Proxy Form by sending email to ir@eurocreations.co.th within 11 April 2024.
- Please deliver the signed Proxy Form, with supporting documents as indicated in the clause 1 – 3 (as the case may be), by postage to Company Secretary Department at Euro Creations Public Company Limited, 1050 Soi Sukhumvit 66/1, Sukhumvit Road, Phra Khanong Tai Subdistrict, Phra Khanong District, Bangkok 10260 within April 23, 2024. Shareholders or proxy-holders may send scan file to ir@eurocreations.co.th in advance.

Method of Attendance / Voting and Vote Counting

1. Log-in to the system and submit an attendance request from
- 1.1 The requirement for e-AGM attendance via electronic is desktop computer, notebook computer, tablet or Smartphone with a camera that can take picture via Web Browser such as Google Chrome, Safari or Internet Explorer. The system can support both IOS and Android operating systems. Shareholder can download Cisco WebEx Meeting Application either from Apple Store or Google Play Store).



- 1.2 For shareholders who are natural persons (Thai nationality or foreign nationality) or are juristic persons who wish to attend the meeting in person or wish to appoint any person (Form A.) or to appoint any independent director (Form B.) Please fill in the Proxy Form A. or B. (in the case of proxy) and register for the meeting and prepare documents to verify your identity for registration to register via the DAP e-Shareholder Meeting system **from April 12, 2024 at 8.30 hrs. to April 26, 2024 until the Meeting is completed**. Such registered documents will be verified for identification verification. Once the verification is done, the Shareholder will receive an e-mail informing the Username and Password to log in to DAP e-Shareholder Meeting System. **The registration for e-AGM attendance will be opened from April 26, 2024, at 12.00 until the Meeting is completed**. Please study more details according to the procedure for registering to attend the e-Shareholder Meeting and the User Manual for Electronics Meeting System (DAP e-Shareholder Meeting) according to the Attachment 6.
- 1.3 For the following circumstances:
 - 1.3.1 Foreign Shareholder with a custodian in Thailand appoints a Proxy via Proxy Form C. wishing to attend the meeting Please fill in the proxy form and prepare documents to verify your identity for registration. Please send all required documents to the Company's email at ir@eurocreations.co.th and mailing the original thereof to the Company by post by using the envelop enclosed hereto **by April 23, 2024**. Those documents will be used for identity verification. Once the verification is done, the Shareholder will receive an e-mail informing the Username and Password to log in to DAP e-Shareholder Meeting System.

- 1.4 On the date of the e-AGM participants can log in to DAP e-Shareholder Meeting system from 12.00 hrs. With Username and Password with OTP at.



- 1.5 When logging into the DAP e-Shareholder Meeting, the Shareholder press the button. “**Join the meeting**” and accept the terms and conditions of attending the meeting via the DAP e-Shareholder Meeting system by ticking and pressing the button “**Joining the meeting**” by confirming the name and number of votes. and enter a One Time Password (OTP).

2. Question Raising

The Shareholders wishing to ask questions during the meeting can do so in 2 cases as follows:

- 2.1.1 The Shareholders can submit questions by pressing the “**Send Questions**” button and selecting the agenda they wish to ask questions. and type the questions to ask in advance When finished, press the button “**Send Question**” or
- 2.1.2 The Shareholders can express their intention to ask questions by themselves in each agenda by pressing the “**Send Questions**” button and select the agenda that they wish to ask questions. And type in the queue to ask questions and then hit the “**Send Question**” button when the queue to ask a question. The company will call the name of the Shareholder. and asked to turn on the microphone and turn on the camera to ask questions for yourself

3. Voting and Vote Counting

- 3.1 For voting upon each Agenda, the Chairman will propose to the meeting to vote on each agenda. The Shareholders will be able to vote “**Approve**”, “**Disapprove**” or “**Abstain**”.

When the Shareholders press the “**Submit Vote**” button, they must vote in both their own number of votes. and of the proxy (If there is a case of appointing a proxy), then press the “**Submit Vote**” button and must vote within the specified time. If the attendee does not vote within the specified period, it will be deemed that the attendee has a resolution of “**Approve**”.

- 3.2 Shareholder / Proxy cannot divide his/her vote at each Agenda. Exception is made for foreign shareholder who has Custodian in Thailand, then it can use the Proxy Form C, which can divide vote of shareholders under the same Custodian for each Agenda.

- 3.3 In case the Shareholder appoints a Proxy to attend the Meeting on his/her behalf, the Proxy has the right to vote for the Shareholder as assigned. Voting method by the Proxy is same as the voting method by the Shareholder.
- 3.4 In case a Shareholder has assigned the vote in the Proxy Form, the Proxy shall not vote during the meeting. The Company shall take the vote as assigned in the Proxy Form.
- 3.5 In voting at each agenda, the Chairman of the Meeting will inform the attendees to vote "Approve", "Disapprove" or "Abstain". The voting must be made in the specified time. Voting for Agenda 5: To consider and approve the re-election of directors to replace those who retired by rotation. The voting of this agenda shall be made for each director on an individual basis.
- 3.6 Passing resolution shall meet the following votes:
- (1) Regular agenda shall be passed by a majority of the total number of votes of the Shareholders who attended the meeting and cast their votes. In the event of a tie vote, the Chairman of the Meeting shall have a casting vote.
 - (2) Other agenda that the law or the Company's Articles of Association, resolution shall be passed per requirement of the law or the Company's Articles of Association. In this regard, the Company identify "passing resolution" for each agenda in the Notice of the Meeting.
 - (3) The Shareholder or Proxy who has any special interest in any agenda cannot vote on such matter.
- 3.7 The vote counting will be carried out immediately and the Chairman of the Meeting will announce the voting results to the Meeting at each Agenda.
- 4. Recording and Disseminating the Meeting on the Company's Website**
- The Company will record the picture and voice throughout the e-AGM. Until the end of the meeting, the record will be published through the Company's website at <https://www.eurocreations.co.th>, page Investor Relations.
- 5. Privacy Policy and Personal Data Protection for Shareholder**
- In the e-AGM via DAP e-Shareholder Meeting system, the Company will collect, use and disclose personal information of shareholders in order to perform duties as required by law. and for the benefit of providing services to shareholders in attending the e-AGM by taking into account the rights of shareholders. The shareholders will be protected according to the privacy policy (Privacy Policy), please see more details at the Company's website at <https://www.eurocreations.co.th>, page Investor Relations

6. Technical Assistance

If your pre-registration was unsuccessful and you receive a notification email from DAP e-Shareholder Meeting system, you can upload the correct document to the system again. If you have lost the Username or Password or not received meeting link by Thursday, 25 April 2024, or you have technical issue related to Document Registration System, or E-Meeting System, please contact the Company via email ir@eurocreations.co.th or call 02 449 624 Ext. 306, 309, 313 or study User Manual of Electronic Conference System User according to the Attachment 6 or the Company's website <https://www.eurocreations.co.th> Section Investor Relations > Shareholder Service > Shareholders' Meeting > Year 2024.

User Manual

e-Shareholder Meeting System



Contents

- 1** Preparation for DAP e-Shareholder Meeting

- 2** Steps of e-Registration

- 3** Steps of joining the e-Meeting

- 4** e-Question and e-Voting functions

- 5** Resetting password

1 Preparation for DAP e-Shareholder Meeting

For registration, please prepare an electronic device with a camera.



Access to DAP e-Shareholder Meeting via Web Browser.



Documents required for registration

Individual shareholder



Juristic person



4

Preparation for DAP e-Shareholder Meeting

e-Registration via DAP e-Shareholder Meeting system

Attend the meeting in person

Thai person Foreign person Juristic person

Proxy to another person (A)

Proxy to another person (B)

Proxy to independent director (B)



Register by sending documents to the company*

1 For registration, shareholders submit the documents for identity verification to the company, as specified in the invitation to the shareholders' meeting

2 The company officer will check the information and proceed registration. The system will inform the shareholders of the registration result and username for attending the meeting.

* Please study the details of registration such as document list / document submission, as specified in the invitation to the shareholders' meeting

In case of proxy

For shareholder who is unable to attend the meeting, they may appoint a proxy. Please find more information about proxy in the invitation letter to shareholders' meeting.

2 Steps of e-Registration

Log in to register from the registration link provided in the invitation to the shareholders' meeting.

1 Click "New registration"

2 Shareholders accept the terms and conditions for attending the shareholders' meeting via DAP e-Shareholder system by marking and click "OK"

2.1 Attend the meeting in person – Individual person with the ID Card

1 Choose a registration form

Attend in person Proxy

2 Specify the type of shareholder

Thai person Foreign person / Person without the ID card Juristic person

3 Fill out shareholder's information

- Name-Surname
- ID card number / laser code on the back of the ID card (optional)
- Date of birth
- Email address (It will be used as your username when logging in)
- Password
- Mobile phone number

Your password must be between 8-15 characters and must contain:

1. Uppercase letter
2. Lowercase letter
3. Number or Special characters

Shareholders consent to receive documents in electronic format from the meeting organizer by marking and click "Next"

4 Enter OTP

OTP will be sent to the mobile phone number and email you have entered.

(If shareholder have entered a foreign phone number, the OTP will be only sent to your email.)

Enter OTP and click "Next"

DAP - Internal Usage

7

5 Take pictures of yourself

6 Review registration and securities holding information

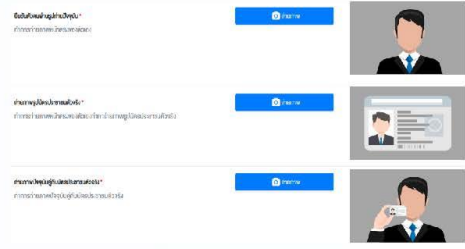
Please keep your username and password confidential. Your login account should never be disclosed to others.


Shareholders need to take pictures of yourself holding the ID card as explained in 3 steps below:

Picture 1 : Picture of yourself

Picture 2 : Picture of your ID card

Picture 3 : Picture of yourself holding the ID card





Shareholders review the registration information and securities holding information. If the information is correct, click "Submit"

DAP - Internal Usage


8

2.2 Attend the meeting in person – Foreign person / Person without the ID card OR Juristic Person

1 Choose a registration form

2 Specify the type of shareholder

3 Fill out personal information



Attend in person
 Proxy

Thai person
 Foreign person / Person without the ID card
 Juristic person

Foreign person / Person without the ID card

- Name-Surname
- Passport / Non-Thai ID / Government Officer Number
- Email address (It will be used as your username when logging in)
- Password
- Mobile phone number

Juristic person

- Juristic person Name (Company Name)
- Registration Number
- Juristic person representative information: ID card number / laser code on the back of the ID card and date of birth (optional)
- Email address (It will be used as your username when logging in)
- Password
- Mobile phone number

Your password must be between 8-15 characters and must contain:

1. Uppercase letter
2. Lowercase letter
3. Number or Special characters

Shareholders consent to receive documents in electronic format from the meeting organizer by marking and click "Next"


DAP - Internal Usage

9


4 Enter OTP

5 Take a picture of yourself / Attach files

6 Review registration and securities holding information




OTP will be sent to the mobile phone number and email you have entered.
(If shareholder have entered a foreign phone number, the OTP will be only sent to your email.)
Enter OTP and click "Next"




Take a picture of yourself and upload attachments as specified in the invitation letter

[อัปโหลดไฟล์](#)



Upload attachments as specified in the invitation letter

[อัปโหลดไฟล์](#)



Shareholders review the registration information and securities holding information.
If the information is correct, click "Submit"

Please keep your username and password confidential. Your login account should never be disclosed to others.

DAP - Internal Usage

10


2.3 Proxy to another person (A)

1 Choose a registration form

2 Fill out the information of the shareholder who appoints a proxy and enter OTP

3 Specify the type of proxy

4 Fill out proxies information



Attend in person Proxy

- Name-Surname
- ID card number / laser code on the back of the ID card
- Date of birth
- Email Address
- Mobile phone number

Shareholders consent to receive documents in electronic format from the meeting organizer by marking and click "Next"

• Enter OTP

Proxy to another person (A) Proxy to independent director (B)

- Name-Surname / Age
- ID card number / Address
- Email Address
- Mobile phone number

[อัปโหลดไฟล์](#)


The shareholder uploads the proxy form A with attachments as specified in the invitation letter
Proxy form A can be downloaded at

[เอกสารใบมอบอำนาจ ก.](#)

Click "Next"


DAP - Internal Usage

11 **5** Review registration and securities holding information



Shareholders review the registration information and securities holding information. If the information is correct, click "Submit"

Proxies will receive an email with the initial password.
Proxies will have to reset a new password before logging in to DAP e-Shareholder Meeting



DAP - Internal Usage

12 **2.4 Proxy to another person (B)**

1 Choose a registration form

2 Fill out the information of the shareholder who appoints a proxy and enter OTP

3 Specify the type of proxy

4 Fill out proxies information

Attend in person Proxy


- Name-Surname
- ID card number / laser code on the back of the ID card (optional)
- Date of birth
- Email Address
- Mobile phone number

Shareholders consent to receive documents in electronic format from the meeting organizer by marking and click "Next"

• Enter OTP

Proxy to another person (B) Proxy to independent directors (B)

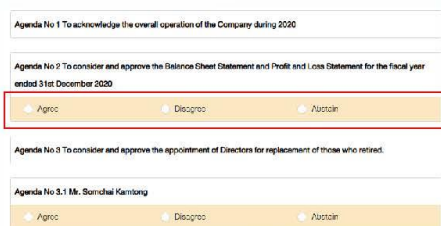
<p><u>Proxy to another person (B)</u></p> <ul style="list-style-type: none"> Name-Surname / Age ID card number / Address Email Address Mobile phone number 	<p><u>Proxy to another person (B)</u></p> <ul style="list-style-type: none"> Independent Director's name
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DAP - Internal Usage

13

5 Cast a vote in advance



The shareholder uploads the proxy form B with attachments as specified in the invitation letter

Proxy form B can be downloaded at

[เอกสารใบมอบอำนาจ v.](#)


The shareholder who appoints a proxy cast a vote in advance for all agenda. There are 3 voting options:

- Agree
- Disagree
- Abstain

Click "Next"

อัปเดตไฟล์

6 Review registration and securities holding information




Shareholders review the registration information and securities holding information. If the information is correct, click "Submit"

The shareholder will receive an email informing your proxy registration result to confirm that the proxy registration has been completed. However, the shareholder will not receive the password, as the proxy are appointed to independent director and your vote was already casted.

DAP - Internal Usage

14

3 Steps of joining the e-Meeting



Shareholders log in to DAP e-Shareholder Meeting system on the date and time specified by the company

Click the meeting link in the email received from the system.

Enter Username (email address that you have registered) and Password


1. Search for the meeting by finding the Company name / Meeting type etc.

2. Click "Join Meeting" on the meeting you wish to join

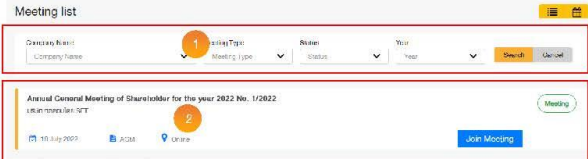
1

<https://portal.eservice.ssgroup.or.th>

2



3



15

4
Meeting list
Join Meeting

Meeting information Agenda 2021 Company voting results

Meeting information

Company Name: ABC Company Ltd

Company Email: info@abc.com

Meeting Name: Annual General Meeting 2021

Meeting Type: AGM

Meeting Location: Virtual Meeting Room

More information details

No.	Full name	Current Share	Preferred Share	Address
1	Mr. John Doe	1,000	1,000	123 Street, London, UK
Total		1,000	1,000	

Menu bar will display information as follow:

1. Meeting information
2. Meeting agenda
3. Your question list
4. Voting result (after announced)

- Click "Join Meeting" Join Meeting
- Agree to the terms and conditions of service by marking and click "Join Meeting"
- Confirm name and voting rights
- Enter OTP



16

3 Steps of joining the e-Meeting

Meeting Room
Open WebEx
Join Meeting

DAP e-Shareholder Meeting

Use name Start video Start sharing

Send Question or Vote Submit vote Send Question

Agenda

- 1 To acknowledge the overall operation of the Company during 2021
- 2 To consider and approve the Half-year Report and Profit and Loss Statement for the fiscal year 2021
- 3 To consider and approve the appointment of directors for appointment of the next financial year
- 4 To consider appointing auditors and setting audit fees for the year 2022
- 5 To consider appointing auditors of ABC Company in place of the former company whose contract has expired in 2021
- 6 To consider and approve the audit fee for the year 2022

Q&A

Summary voting results

Q&A

+ To acknowledge the overall operation of the Company during 2021

Question: I would like to know the operating results of the company in 2021.

Remark: 06 February 2022 14:09 Dula Completed

Question: How many shares are there in the company?

Remark: 06 February 2022 14:09 Dula Completed

- Description

 1. Meeting Display: Webex Meeting screen will be embedded in DAP e-Shareholder Meeting. If the screen does not work, click 'Open WebEx' on the top right to view the meeting via Application Cisco Webex Meeting instead
 2. Current agenda will be indicated by star icon and yellow bar
 3. e-Voting functions: voting can be casted only within appointed time frame
 4. e-Question functions: queuing your questions for both current and upcoming agenda
 5. Your questions submitted in the meeting
 6. Voting results: It will be only shown after the company has announced results for each agenda

17

4 e-Question and e-Voting functions



e-Question functions

The screenshot shows a meeting interface with a 'Send Question' button highlighted. Below it is a 'Send Question' dialog box with the following fields:

- Agenda: To consider and approve the Balance Sheet Statement and Profit and Loss Statement for the year ended 31st December 2020
- Question: Mr. A. Tester
- Question Expiry: 11/2020

Buttons: Submit Vote, Send Question

During the meeting, shareholders can submit questions in advance:

1. Click "Submit Vote" [Send Question](#)
2. Vote within the period of time given for both your vote rights and proxy's (if any) Click "Submit Vote" [Send Question](#)

When you are allowed to ask questions, the company will call your name. Please turn on your microphone and/or camera (VDO) to ask such question by yourself

18

4 e-Question and e-Voting functions



e-Voting functions

The screenshot shows a 'Submit Vote' dialog box with the following content:

- Agenda: To consider and approve the Balance Sheet Statement and Profit and Loss Statement for the fiscal year ended 31st December 2020
- Submit Vote: Agree All Disagree All Abstain All
- Shareholder: Mr. A. Tester Agree Disagree Abstain
- 1) Proxy: Mr. B. Tester proxy Agree Disagree Abstain
- 2) Proxy: Mr. C. Tester proxy Agree Disagree Abstain

Buttons: Close, Submit Vote

For each agenda, there are 3 voting options: "Agree", "Disagree" and "Abstain"

1. Click "Submit Vote"
2. Vote within the period of time given for both your vote rights and proxy's (if any)
3. Click "Submit Vote" [Submit Vote](#)

Shareholders are able to vote only within given time frame.

19 4 e-Question and e-Voting functions

e-Voting functions

1

2

No.	Agenda Name	Vote	Summary
1	To acknowledge the overall operation of the Company during 2021		
2	To consider and approve the Directors' Report and financial statements for the fiscal year ended 31st December 2021		
3	To consider and approve the appointment of directors for appointment at each other interest.		
4	M. A		
5	M. D		

After the closing of voting in each agenda, the company will announce results. Shareholders can check the result of each agenda by clicking the icon

20 5 Resetting password

To retrieve your password, shareholders can reset password by clicking "Forgot password" button.

1 Reset password via email

Enter your registered email

Check your inbox

Set new password

5 Resetting password

2 Reset password via mobile phone number

Click the link to reset password via mobile phone

Forgot password

Email *

Email

Please enter the registered email address

→ Password reset via mobile number

Close Submit

Enter your mobile phone number

Forgot password

Mobile number *

Mobile number

Please enter the registered mobile address

Password reset via email

Close Submit



Request for OTP and enter OTP

Please fill 6 digits to confirm

Reference Code: FB1MPV

Reset OTP (122)

Set new password

Reset password

Password

Confirm password

Confirm password

Submit



To download user manual



shareholders could study more information at:
<https://www.set.or.th/e-shareholder-meeting>



Or scan the following QR Code:

