

**Guideline for the shareholders on identity verification and procedures to attend  
The Extraordinary General Meeting of Shareholders No.1/2022 via electronic media (E-EGM)**

As the Company will hold the Extraordinary General Meeting of Shareholders No.1/2022 via electronic media (E-EGM), pursuant to the Emergency Decree on Electronic Meeting B.E.2563 (2020), at the Company's Meeting Room, address number 29/9 Moo 4 Chaiyapruerk Road, Bang Phlub, Pakkred, Nonthaburi, the Shareholders or the proxies who wish to attend this E-AGM are requested to state your intention and submit the identity documents specified below to the Company within September 21, 2022.

**Identity Verification**

**1. Individual**

1.1 Thai Shareholders

- (a) Identity Card of the shareholders (citizen identity card, civil servant identity card or state enterprise identity card)
- (b) In case of proxy granting, a copy of the identity card of the proxy grantor and the identity card or the passport (in case of foreigner) of the proxy holder

1.2 Foreign Shareholders

- (a) Passport of the shareholders
- (b) In case of proxy granting, a copy of the passport of the proxy grantor and the identity card or the passport (in case of foreigner) of the proxy holder

**2. Corporation**

2.1 Thai Corporation

- (a) A copy of the affidavit issued by the Department of Business Development, the Ministry of Commerce, dated not more than 30 days.
- (b) A copy of the identity card or the passport (in case of foreigner) of the authorized director(s) who signed the proxy, and the identity card or the passport (in case of foreigner) of the proxy holder.

2.2 Foreign Corporation

- (a) A copy of affidavit
- (b) A copy of the identity card or the passport (in case of foreigner) of the authorized director(s) who signed the proxy, and the identity card or the passport (in case of foreigner) of the proxy holder.

All the copies of documents must be certified. Documents issued outside Thailand should be certified by a notary public.

**Proxy Process**

1. There are 3 proxy forms :-

- Form A : A general proxy form which is easy and not complicated
- Form B : A proxy form which provides more definite details of the authorization
- Form C : A proxy form used only for foreign investor shareholders appointing a Thai resident as custodian

2. In case of foreign investor shareholders appointing a Thai resident as custodian, he/she can use any one of the following proxy forms :- Form A, Form B or Form C. Other shareholders can use only one proxy form: - Form A or Form B.

3. The Company attaches only proxy Form B with this invitation letter. A shareholder who would like to use proxy Form A or Form C, can contact the Corporate Affairs Department of the Company, telephone number 02-100-8100 Ext. 7787 or download the forms from website of the Company ([www.mono.co.th](http://www.mono.co.th))
4. Any shareholder who cannot attend the meeting in person may be present by proxy, appointing any person or any of the Independent Directors of the Company whose names appear below to vote on his/her behalf. The shareholders may specify three proxy holders for their convenience as in case any of the proxy holders cannot attend the meeting, other proxy holders who are authorized will attend it instead. However, only one proxy holder can attend the meeting. The Company's Independent Directors whom the shareholders may appoint as proxy holder are:

- |                                     |   |
|-------------------------------------|---|
| 1) Mrs. Punnee Worawuthichongsathit | Age 70 years<br>Chairman and Independent Director   |
| 2) Mr. Preecha Leelasithorn         | Age 59 years<br>Independent Director, Chairman of Audit and Corporate Governance Committee, and Chairman of Nomination and Remuneration Committee |
| 3) Mr. Kriengsak Thiennukul         | Age 57 years<br>Independent Director, Member of Audit and Corporate Governance Committee, and Member of Nomination and Remuneration Committee     |
| 4) Mr. Charoen Sangvichaipat        | Age 50 years<br>Independent Director, Member of Audit and Corporate Governance Committee, and Member of Nomination and Remuneration Committee     |
| Address                             | Mono Next Public Company Limited<br>29/9 Moo 4, Chaiyaphruek Road, Bang Phlap,<br>Pakkred, Nonthaburi 11120                                       |

5. For the benefit and the right to attend the meeting, please complete the information, sign the proxy form and affix a 20-Baht duty stamp upon it. The shareholders are also requested to provide certified copies of both the grantor's and the proxy's identity cards and attach them to the Proxy Form (except for the case that the shareholders choose to appoint the Company's audit committee as their proxies).
6. The Company reserves the right to reject the proxy form therein stated the number of shares, exceeding the number of shares shown in the share registration book.

**How to submit the shareholders' identity documents**

It is requested that the shareholders or the proxies submit the signed identity documents and notice of the meeting (the first page with QR Code) and the signed proxy forms (in case of appointing the proxy) to the Company by scanning or sending the photo of the documents via

E-mail: [ir@mono.co.th](mailto:ir@mono.co.th), or to

Corporate Affairs Department, Mono Next PCL.

Address number 29/9, Moo 4, Chaiyapruk Road, Bang Phlap, Pak Kret, Nonthaburi 11120

**within September 21, 2022.**

After the Company has already verified the list and the information of the shareholders as of the latest Record Date, the Company will send the Username and the Password to the shareholders or the proxies via e-mail addresses that they have previously given to the Company so that they can log in to enter the Extraordinary General Meeting of Shareholders No.1/2022 via electronic media (E-EGM). The Company would like to seek for the shareholders' kind cooperation to proxy the Company's Independent Directors to attend and vote on your behalf instead of attending this online meeting yourselves.

**Procedures and methods to attend the Electronic EGM meeting (E-EGM)**

**Prior to the Meeting Date**

1. The shareholders or the proxies, who already stated the intention to attend the 2022 EGM, to be conducted via electronic media, are requested to download the E-EGM Meeting Program from [www.conovance.com/download.php](http://www.conovance.com/download.php), starting from September 5, 2022 onwards and also prepare the followings:-
  - Computer/Notebook/Tablet (\*Windows OS only\*): Windows XP/7/8/10
  - Internet Bandwidth 3.0 Mbps.
  - Microphone and camera to identify yourself before the commencement of the meeting
2. The shareholders or the proxies can download the manual and the video which demonstrate the procedures to attend the Electronic meeting from [www.conovance.com/support.php](http://www.conovance.com/support.php), starting from September 5, 2022 onwards. The system supports both the E-Meeting and E-Voting, facilitating the shareholders who attend the meeting in person or by proxy (Proxy Form B is set out in Enclosure No. 6)

**Sending questions in advance**

The shareholders who are interested in sending questions in relation to the agenda items proposed for the 2022 EGM in advance, are requested to send your questions to the Company within September 21, 2022 only via e-mail: [ir@mono.co.th](mailto:ir@mono.co.th) Relevant questions will be recorded in the minutes of the 2022 EGM. Nonetheless, the shareholders or the proxies who attend the meeting can still raise questions during the meeting, on the meeting date.

**The Meeting Day**

On September 27, 2022, the Meeting Date, the electronic registration system will be open for the shareholders to register to attend the Meeting at 12.00 hrs. The meeting will commence at 14.00 hrs.

**Vote Casting Process**

1. The Chairman of the Meeting shall propose the shareholders to cast the votes for each agenda item.
2. Only the shareholders who wish to vote for disapproval or to abstain your vote are required to accordingly put a tick in the checkboxes, specifically provided for disapproval or abstention, to facilitate the vote counting system.
3. In the case whereby the shareholders disagree with the proposed matter, but do not put any mark to indicate this intention, it will be assumed that such shareholders approve the agenda items as proposed by the Chairman of the Meeting.

Vote Counting Criteria

1. One share is counted as one vote. The majority of the votes shall be deemed a resolution, except as specified otherwise by law. In case of a tie of votes, the Chairman of the Meeting shall have the right to cast a deciding vote.
2. The vote counting result of each agenda item is derived by deducting the votes for disapproval and abstention, cast by the shareholders during the Meeting, from the total votes of the shareholders and the proxies, attending the Meeting, that are recorded prior to the meeting commencement.

The Company will take the video and audio recording of the whole proceedings of the EGM No.1/2022. The shareholders who are interested in obtaining the video file can make a request to the Company, 3 business days after the meeting date.

Contact Channels

1. Post:

Corporate Affairs and Communications Department,  
Mono Next PCL.  
29/9, Moo 4, Chaiyapruk Road, Bang Phlap,  
Pak Kret, Nonthaburi 11120.

2. E-mail: [ir@mono.co.th](mailto:ir@mono.co.th)

3. Tel: 02-100-8100 ext.7787 (Corporate Affairs Department: Company Secretary Section)