

**Guidelines for the shareholders on identity verification and procedures of attending the  
2023 Annual General Meeting of Shareholders via electronic method (E-AGM)**

As the Company will hold the 2023 Annual General Meeting of Shareholders via electronic method (E-EGM), pursuant to the Emergency Decree on Electronic Meeting B.E.2563 (2020), at the Company's Meeting Room, No. 29/9 Moo 4 Chaiyapruet 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 April 19, 2023.

**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, driving license)
- (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, 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 71 years<br>Chairman and Independent Director   |
| 2) Mr. Preecha Leelasithorn         | Age 60 years<br>Independent Director, Chairman of Audit and Corporate Governance Committee, and Chairman of Nomination and Remuneration Committee |
| 3) Mr. Charoen Sangvichaipat        | Age 51 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, Chaiyapruerk Road, Bang Phlap,<br>Pak Kret, 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 page with QR Code) and the signed proxy forms (in case of appointing the proxy) to the Company via

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

Corporate Affairs and Communications Department, Mono Next PCL.

No. 29/9, Moo 4, Chaiyapruerk Road, Bang Phlap, Pak Kret, Nonthaburi 11120 within April 19, 2023.

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 Electronic meeting program for the 2023 AGM (E-AGM). 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 AGM meeting (E-AGM)**

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. 11)

Prior to the Meeting Date

The shareholders or the proxies, who are already confirmed to attend the 2023 AGM by receiving Username and Password from the Company, can choose to attend the 2023 AGM via any of two means as below:

**The First Means:** The shareholders or proxies can attend the meeting via the E-AGM Meeting Program

- (\*Windows OS only\*). This program also provides vote casting, vote counting, and the shareholders are able to ask for any inquiries through a microphone or an in-meeting chat. To conduct an E-meeting, the shareholders and proxies are requested to prepare the followings:
- Computer/Notebook/Tablet with memory more than 4 GB (\*Windows OS only\*):  
Windows 7/8/10/11
  - Internet Bandwidth 3.0 Mbps.
  - Microphone and camera to identify yourself before the commencement of the meeting

And the shareholders and proxies are also requested to download the E-AGM Meeting Program from [www.conovance.com/download.php](http://www.conovance.com/download.php)

For the manual and demonstration video, the shareholders and proxies can download from [www.conovance.com/support.php](http://www.conovance.com/support.php)

**The Second Means:** The shareholders and proxies can attend the E-AGM via Web Browser

(Google Chrome on multiple platforms) which is compatible with iOS and Android.

This program also provides vote counting, vote casting, and the shareholders or proxies can ask for any inquiries through an in-meeting chat only. To conduct an E-meeting, the shareholders and proxies are requested to prepare the followings:

- Computer/Notebook/Tablet/Smartphone (Window, iOS, Android) compatible with the latest version or the previous version (not over 1 year) of Google Chrome (Web Browser)
- Internet Bandwidth 3.0 Mbps.

The Shareholders or proxies are able to download and install Google Chrome for each operating system such as App Store (iOS), Play Store (Android) and can download the manual through Web Browser from [www.conovance.com/support.php](http://www.conovance.com/support.php)

#### Sending questions in advance

The shareholders who are interested in sending questions in relation to the agenda items proposed for the 2023 AGM in advance, are requested to send your questions to the Company within April 19, 2023 only via e-mail: [ir@mono.co.th](mailto:ir@mono.co.th) Relevant questions will be recorded in the minutes of the 2023 AGM. 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 April 25, 2023, the Meeting Date, the electronic registration system will be open for the shareholders to register to attend the Meeting at 8.00 hrs. The meeting will commence at 10.00 hrs.

#### Vote Casting Process

1. The Chairman of the Meeting shall propose the shareholders to cast the votes and summarize results for each agenda item.
2. Only the shareholders who wish to vote for approval, vote castings are not required for each agenda item or the shareholders who are interested in voting can vote for approval for each agenda item, the votes shall be counted “approval” when the results were summarized.
3. In the case whereby the shareholders disagree or abstain with the proposed matter, please put any mark to indicate this intention, and information will be processed.
4. 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 2023 AGM. 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 and Communications Department: Company Secretary Section)