



## **Guideline for the Registration, the Appointment of Proxy, Practice and Documents required for Attending E – Meeting**

Shareholders or proxies who wish to attend the meeting must submit documents proving their identity as specified to the Company **within April 19, 2024**. 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 3 days in advance of the meeting date.

### **Requesting to attend the meeting via electronic media.**

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

1. Submit your request to attend the meeting by sending information via email or postal mail.
2. Submit your request to attend the meeting by sending information via website or QR Code.

### **1. If shareholders wish to notify their intention to attend the meeting via electronic media (E-AGM) by sending information via email or postal:**

- 1.1 Please fill in the document requesting to attend the meeting via electronic media (E-AGM) (Attachment 6) by specifying your Email and your mobile phone number clearly for registering for the meeting.
- 1.2 Attach a copy of proof of identity to confirm the right to attend the E-AGM meeting.

### **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.

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**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 media (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 media (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 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).

1.3 Submit the documents requesting to attend the meeting via electronic media (item 1.1) and proof of identity together with supporting documents (item 1.2) by sending to the Company within the date April 19, 2024.

E – mail channel: [ir@nforcesecure.com](mailto:ir@nforcesecure.com)

Postal channel : indicate “AGM 2024”

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Ratchadapisek Road, Huai Khwang, Bangkok, 10310

**2. If a shareholder wishes to submit a request to attend the meeting via electronic media (E-AGM) via the website or QR Code**

2.1 Request to attend the meeting via Web Browser: Chrome by going to

Scan QR Code	Link
	<a href="http://secure.thekoble.com/agm/e-meeting/index/1">http://secure.thekoble.com/agm/e-meeting/index/1</a>

2.2 Fill in the information of shareholders.

- Securities holder account number
- Last Name
- Name (do not include a title)
- ID card number.

Choose to accept the terms and consent to access to personal information and press "Confirm".

2.3 Check the name of the shareholder and the number of shares. If correct, please fill in shareholder information.

- Name - Surname (English)
- Email to receive a link to attend the meeting.
- Mobile phone number
- Self-Attending:** Shareholder's mobile number
- Proxy:** Proxy's mobile number. (Used to log in system).
- Select the attendance type:
  - Attend the meeting in person via E-AGM
  - Authorize the natural persons to attend the meeting via E-AGM
  - Assign a proxy to an independent director.
- Press "Next"

**In the case of shareholders attending** the meeting in person: Prepared shareholders' identification documents.

- 1) Attach a copy of the shareholder's identity document;
- 2) Attach a copy of other identity documents;
- 3) Press "Next";
- 4) The system will display a message "Information received successfully," check the name, surname, and number of shares again;
- 5) Close window to finish;



**In the case of appointing the natural person** to attend the meeting via E-AGM: Prepared shareholders' identification documents.

- 1) Attach a copy of the shareholder's identity document;
- 2) Attach a copy of other identity documents;
- 3) Press "Next";
- 4) Save the proxy's information and attach supporting documents:
  - o Name-surname of the proxy (Thai language);
  - o Name-surname of the proxy (English);
  - o Attach a copy of the proxy's identity document;
  - o Attach the proxy form with complete information and signature
- 5) Press "Next";
- 6) The system will display a message "Information received successfully," check the name, surname, and number of shares again;
- 7) Close window to finish

**In the case of appointing a proxy to an independent director:** Attach a copy of the shareholder's identity document (Like in the case of shareholders attending the meeting in person);

- 1) Attach the completed and signed proxy form;
- 2) Press "Next";
- 3) The system will display a message "Information received successfully," check the name, surname, and number of shares again;
- 4) Close window to finish;

**Remark:** The system for receiving the request to attend the meeting will be open for operation from March 27, 2024, to April 19, 2024, or until the meeting is completed. (The system does not accept information on Saturdays, Sundays, and public holidays.)

### Electronic Meeting Attendance (E-AGM)

- Once the shareholders or proxies wish to attend the meeting and have been fully verified, you will receive an Email from the meeting organizer, a link for attending the meeting, and a system's user manual 5 days before the meeting date. Please study the manual on how to use the E-AGM meeting system in detail. If you haven't received the Email within April 21, 2024, please get in touch with the Company immediately.
- Please prepare the following information for logging in the meeting  
**Self-Attending:** Shareholder Account Number (10 digits Number) and ID Card.  
**Proxy:** Proxy ID Card and Proxy's Mobile Number.
- Meeting attendance and voting via electronic media can be used with computers/notebooks/tablets and mobile phones via Web Browser: Chrome with 4G internet speed or home internet basic.

Note: In case of meeting via tablet and mobile phone, Zoom Cloud Meeting program must be installed before attending the meeting, which can be downloaded as follows:

ระบบ iOS	ระบบ Android
 <p><a href="https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307">https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307</a></p>	 <p><a href="https://play.google.com/store/apps/details?id=us.zoom.videomeetings">https://play.google.com/store/apps/details?id=us.zoom.videomeetings</a></p>

- The system will open for meetings 60 minutes before the start of the meeting. However, the live broadcast will only start at the time of the meeting.
- To log in, attendees must use the information of the shareholder registration number and the shareholder's ID card number.
- Voting through the E-Voting system, you will be able to vote for each agenda only by voting for agreeing, disagreeing, or abstaining. In case of not voting in any agenda, the system will be deemed to vote as agree immediately (using the vote-counting method by pouring votes towards agreeing).
- If attendees have any problems or problems in using the E-AGM system, you can contact OJ International Co., Ltd. at the phone number specified in the Email that sends you the system's user manual.

**\*\*\*This E-AGM meeting will be an electronic meeting only and will not be held in a conventional meeting venue; therefore, shareholders are requested not to come to the Company\*\*\***



## Proxy

### 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 (Attachment 11) 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 19, 2024 via the following channels:

By E – mail : [ir@nforcesecure.com](mailto:ir@nforcesecure.com)

By mail : indicate “AGM 2024”

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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. Copy of ID card, or a copy of government official ID 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:

By E – mail : [ir@nforcesecure.com](mailto:ir@nforcesecure.com)

By mail : indicate “AGM 2024”

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The Company provide the service **as the e-Proxy Voting of TSD**. So, the shareholders have the right to do the e-Proxy Voting as another channel without sending proxy form and the shareholder's identity verification documents for a convenience of shareholders as details following:

1. Shareholders who are Custodian juristic person using the service e-Proxy Voting of TSD can login via URL e-Proxy for Intermediaries
2. Shareholders who are juristic person as Fund and Private Fund taking care by Asset Management company/ company getting License for Fund Management that use the service e-Proxy Voting of TSD can login via URL e-Proxy for Intermediaries
3. Shareholders who are persons in Thailand, member of Investor Portal can use via Investor Portal (more information <https://www.set.or.th/th/tsd/services/investors/e-services/e-proxy-voting>)

**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:

By E – mail : [ir@nforcesecure.com](mailto:ir@nforcesecure.com)

By mail : indicate "AGM 2024"

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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:

- o Chat channel for text messages;
- o 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 your 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.