

## Documents Required for Attending the Meeting

1. For the shareholder attending in person
  - 1.1 The natural person Shareholder  
The identity card of Shareholder, which has not yet expired.  
*(For a non-Thai-National Individual Shareholder, a valid passport can be presented as an identity card)*
  - 1.2 The juristic person (Attendance in person by an authorized signatory acting on behalf of the juristic person)
    - 1.2.1 Registration Form for Authorized Signatory of Juristic Person Shareholder
    - 1.2.2 A copy of the shareholder's certificate of corporate registration (should not be later than 6 months), which is certified as true copy by the juristic person's representative and contains a statement indicating that the representative to be present at the Meeting is authorized to act on behalf of the juristic person who is the shareholder.
    - 1.2.3 A copy of the identity card of the juristic person's representative, which has not yet expired, or a copy of a valid passport in case of non-Thai-National individual, which has been certified as true copy to the original by the juristic person's representative's signature.  
*\*For a juristic person registered in foreign Country, please present a copy of company certificate, which has been certified true copy by the authorized director (s) as well as endorsed by Notary Public (should not be later than a year).*  
*\*\*In case of the authority to bind the company comprise authorized signatory of 2 or above directors, please grant the proxy to individual to attend the meeting as specified in 1.2.2.*
2. For the proxy
  - 2.1 The proxy of a natural person shareholder
    - 2.1.1 The proxy form B, which has been filled in completely and correctly with a 20-baht duty stamp attached, and signed by the proxy grantor and the proxy holder.
    - 2.1.2 A copy of the identity card of Shareholder or a copy of a valid passport in case of non-Thai-National shareholder, which has been certified as true copy to the original by the shareholder's signature.
    - 2.1.3 A copy of the identity card of the proxy holder, which has not yet expired, or a copy of a valid passport in case of non-Thai-National proxy holder, which has been certified as true copy to the original by the proxy holder's signature.
  - 2.2 The proxy of a Thai natural person shareholder residing outside Thailand shall submit the following documents before attending the Meeting;
    - 2.2.1 The proxy form B, which has been filled in completely and correctly with a 20-baht duty stamp attached, and signed by the juristic person's representative (proxy grantor) and by the proxy holder.

- 2.2.2 A copy of the shareholder's certificate of corporate registration (should not be later than 6 months), which is certified as true copy by the juristic person's representative and contains a statement indicating that the representative signing on the proxy form is authorized to act on behalf of the juristic person who is the shareholder
- 2.2.3 A copy of the identity card of the juristic person's representative (proxy grantor), which has not yet expired, or a copy of a valid passport in case of non-Thai-National individual, which is certified as true copy by the grantor's signature
- \* For a juristic person registered overseas, please present a copy of company certificate, which has been certified true copy by the authorized director (s) as well as endorsed by Notary Public*
- 2.3 In case of the foreign shareholder who appoints the Custodian in Thailand to be in charge of his/her shares, the following evidences shall be submitted with the proxy form.
- 2.3.1 The proxy form C, which has been filled in completely and correctly, and signed by the juristic person's representative (proxy grantor) and by the proxy holder.
- 2.3.2 Evidence stating authorization from the shareholder to the custodian to sign the Proxy Form on behalf of him/her.
- 2.3.3 Evidence confirming that the person who signed on the Proxy Form is a licensed Custodian.

Shareholders may appoint a proxy to any person or authorized to one of the Independent Directors, Mr. Pirote Maleehorm. Such independent director will vote for each agenda as specified by the shareholders in the proxy form.

### Submitted the documents to identify shareholder

#### 1. Shareholder intends to attend the meeting in person

##### 1.1 Registration to attend the meeting

- Thai Natural Person Shareholder (Use identity card to identify your identity)

Shareholders can notify the Company to attend the AGM via e-Service Platform from



April 10, 2023, by register at

<https://portal.eservice.set.or.th/Account/Login?refer=COGhWGzszs10qEBdoC9jo8QnMUMW9%2fyBGWHciYh4IXbtPPcaLQ%2f4A%3d%3d>, shareholders can see details and registration procedure from **Manual for DAP e-Shareholder Meeting System (For Shareholders)**

**Note:** Registration via e-Service Platform, shareholders must take 3 photos and use identity card of shareholder to identify your identity, the photos will be;

1<sup>st</sup> Photo: Shareholder's face must be straight, do not wear a hat, sunglasses and mask.

2<sup>nd</sup> Photo: The information of Shareholder's the identity card must be the same as registration details i.e. no. of the identity card, name-surname, and still valid.

*3<sup>rd</sup> Photo: Shareholder's straight face with the identity card must be the same as 1<sup>st</sup> photo and 2<sup>nd</sup> photo.*

- Other cases as follow;
  - 1) Thai Natural Person Shareholder: Use other official documents to identify your identity
  - 2) Non-Thai Natural Person Shareholder
  - 3) The juristic person (Attendance in person by an authorized signatory acting on behalf of the juristic person)

Shareholders must provide e-mail and mobile phone number for receiving OTP Code together with send all photos of documents that state at "Documents Required for Attending the Meeting" to [ir@jubileediamond.co.th](mailto:ir@jubileediamond.co.th) then, Send all original documents that mentioned above to the Company **prior to April 19, 2023** via registered e-mail to "Investor Relation Department" Jubilee Enterprise Public Company Limited 179 Bangkok City Tower 10th Floor. South Sathorn Road, Thungmahamek, Sathorn, Bangkok 10120

- 1.2 After Shareholders have performed the registration process through e-Service Platform and the Company has verified the validity, Username & Password, to be used for log-in to the electronic meeting (e-Service Platform), will be sent to Shareholders' email provided to the Company at the registration process.

## 2. For the proxy

### 2.1 Attending by Proxy

2.1.1 Shareholders must provide e-mail and mobile phone number for receiving OTP Code together with send all photos of documents that state at "Documents Required for Attending the Meeting" to [ir@jubileediamond.co.th](mailto:ir@jubileediamond.co.th) then, Send all original documents that mentioned above to the Company **prior to April 19, 2023** via registered e-mail to "Investor Relation Department" Jubilee Enterprise Public Company Limited 179 Bangkok City Tower 10th Floor. South Sathorn Road, Thungmahamek, Sathorn, Bangkok 10120

2.1.2 After Shareholders have performed the registration process through e-Service Platform and the Company has verified the validity, Username & Password, to be used for log-in to the electronic meeting (e-Service Platform), will be sent to Shareholders' email provided to the Company at the registration process.

- 2.2 In case of Appoint the Independent Director and the foreign shareholder who appoints the Custodian in Thailand to be in charge of his/her shares

2.2.1 Send all photos of documents that state at "Documents Required for Attending the Meeting" to [ir@jubileediamond.co.th](mailto:ir@jubileediamond.co.th) then, Send all original documents that mentioned above to the Company **prior to April 19, 2023** via registered e-mail to "Investor Relation Department" Jubilee Enterprise Public Company Limited 179 Bangkok City Tower 10th Floor. South Sathorn Road, Thungmahamek, Sathorn, Bangkok 10120

2.2.2 The Company checks all submitted information, and votes as specified in the proxy form on the E-AGM date.