

Registration, Required Documents and Proxy

The Company will hold the 2023 Annual General Meeting of Shareholders on Tuesday, April 25, 2023 at 13.00 p.m. via an Electronic Meeting. Conducted in accordance with the Emergency Decree on Conference via Electronic Meeting B.E. 2563 and other rules. The meeting was broadcasted from the meeting room, 12th floor, Software Park Building, 99/23 Moo 4, Chaengwattana Road, Khlong Kluea Subdistrict, Pak Kret District, Nonthaburi Province, 11120.

1. Verification of the identity of shareholders or proxies (within April 20, 2023)

The shareholders or proxies shall deliver the identity documents as specified below to Corporate Secretary Office,

E-mail : CorporateSecretary@otocontacts.com

Address : Company Secretary Division

One to One Contacts Public Company Limited

99/26 Moo 4, Software Park, 9th Fl., Chaengwattana Road,

Klong Gluar, Pak-kred, Nonthaburi 11120

2. Required Documents for Attending the Meeting

1) Individual Shareholders

1.1 Attendance in person:

- Identification card or civil servant identification card or driving license which has not yet expired
- Passport (in case of foreigner)

1.2 Proxy:

- Proxy form (A or B) per the attached, completely filled in and signed by the proxy grantor and the proxy with duty stamp of Baht 20;
- Copy of identification card or civil servant identification card or driving or passports (in case of foreigner) and certified as true and correct copy of the proxy grantor and the proxy.

2) Juristic Person

- Proxy form (A or B) per the attached, completely filled in and signed by the proxy grantor and the proxy with duty stamp of Baht 20;
- Copy of affidavit, issued by the Ministry of Commerce, of a shareholder, not longer than 6 months from the issue date of the certificate, and certified by authorized directors of the Company and affix the Company's seal (if any) as well as certified copies of identification cards or civil servant identification card or driving license or passports (in case of foreigner) of such authorized directors;
- Copy of identification cards or civil servant identification card or driving license or passports (in case of foreigner) and certified as true and correct copy of the proxy.

3) For Foreign Investor Appointing Custodian in Thailand

- Proxy forms C per the attached, completely filled in and signed by the proxy grantor and the proxy with duty stamp of Baht 20;
- All evidences of Custodian similar to those of the Juristic Person
- Power of Attorney by Foreign Investor authorizing Custodian to sign the Proxy Form on its behalf.
- Letter certifying that the Custodian is permitted to engage in the custodian business;

In case of foreign documentation, English translation is required for the Non-English with certification of correctness of the translation by the Shareholder, for individual, or the authorized representative(s) of the Shareholder, for Juristic Person.

In case of the original documents are not English, English translation shall be required and certified true and correct translation by the Shareholder (in case of individual Shareholder) or the authorized representative(s) of the Shareholder (in case of Juristic Person).

3. Proxy

The Company sent Proxy Form A, Form B, and Form C of each shareholder. According to Regulation of the Department of Business Development, Ministry of Commerce Re: Form of Proxy (No.5) B.E. 2550, there are three Proxy Forms as follows:

- Form A: General Proxy Form (Simple Form)
- Form B: Specific proxy Form

- Form C: Proxy Form for the Foreign Investor appointing the Custodian in Thailand

Shareholders who are not able to attend the meeting, may appoint a person as your Proxy as follows:

1. Complete only one of above Proxy Forms.
2. Authorize a person or an Independent Director (Enclosure 9) to attend and vote at the Meeting on your behalf by specifying the name with details of a person to be your Proxy.
3. Affix the Baht 20 stamp duty with specifying the date of Proxy Form across such stamp duty. For your convenience, the Company will facilitate in affixing the stamp duty when registration to attend the Meeting and send to the following
E-mail : CorporateSecretary@otocontacts.com
Address : Company Secretary Division
One to One Contacts Public Company Limited
99/26 Moo 4, Software Park, 9th Fl., Chaengwattana Road,
Klong Gluar, Pak-kred, Nonthaburi 11120

Allocation of shares to several Proxies to vote in the Meeting is not allowed. The Shareholder shall authorize the Proxy to cast the votes by all the shares held by it. Authorization of less than the total number of shares is not allowed except for the Custodian appointed by the Foreign Investor in accordance with Proxy Form C.

The document or evidence that the shareholders need to show in their presence of participation in the meeting is based on the operational guidelines of the related regulatory agencies. Anyhow, the company does not regulate any document or evidence in sense of too much barriers or overburden to the shareholders.

4. **Voting**

Voting Procedures

The Chairman shall inform the Meeting details of voting procedures.

1. As this meeting is held virtually, no ballots were printed.
2. The system will display the number of shares that the shareholders have the right to vote on the shareholder's screen.
3. One share has a right to vote equal to one vote
4. Each shareholder only has the one right to vote to agree, disagree or to abstain.
5. When counting votes, the Company will deduct the votes from shareholders who disagree, choose to abstain or invalid ballots will be deducted from the total votes of the shareholders attending the meeting and have the right to vote.
6. To vote, shareholders will be asked to go to the E-Voting tab to vote for each agenda within the specified time (1 minute). Once you have clicked to vote, there will be a pop-up asking if the vote is confirmed or not, 'Press Ok' to confirm the vote. In the case that the shareholders wish to change their vote, they can do so by voting again. This can only be done if the agenda has not reached a conclusion, as shareholders will not be able to vote or change their votes once a resolution has been reached.
7. For attendees via mobile device or tablet, please switch the screen from the Zoom application back to the Chrome app to vote at the E-Voting menu.
8. Once the shareholder has finished voting, please return to the E-meeting window on the Zoom application to continue watching the meeting.

Resolution of the Meeting

1. In a normal case, by the majority voting rights of the shareholders who attend the meeting and have the right to vote. In case of a tie vote, the Chairman of the meeting shall be entitled to a casting vote.
2. Other case which the laws or the Company's Articles of Association provided otherwise, the vote shall be in accordance with the laws or the Company's Articles of Association. The Chairman shall inform the Meeting before voting each Agenda. In case a tie of votes, the Chairman of the meeting shall be entitled to a casting vote.