

**Regulations and procedures for attending the Annual General Meeting of Shareholders
via electronic media (E-AGM) and appointment of proxy**

1) In case the shareholders attending the E-AGM by themselves

1.1) Please fill the registration form for attending the AGM via Electronic Media (E-AGM) (Enclosure No.3). Kindly fill email and your telephone number clearly in order to be used for the meeting registration and attach identification document to confirm the attendance of E-AGM as follows:

- In the event that the shareholder is an ordinary person – a valid certified true copy of ID card, passport / other official document issued by government authority.
- In the event that the shareholder is a juristic person – please attach an executed version of the power of attorney or a proxy and supporting document as per the detail in item “supporting documents for the appointment of proxy” as below.

Please submit the registration form for the AGM via Electronic Media (E-AGM) and such identification document by scanning or taking photos and send them to the Company within April 27, 2021 via company’s secretary e-mail: cs@gmmgrammy.com

2) In case the shareholders appointing proxy to the Company’s Independent Director or another person attend the E-AGM.

In case that a shareholder is unable to attend the meeting, he/she may authorize the Company’s Independent Director (please see details of the Independent Directors in Enclosure 5 of invitation to the 2021 AGM) or another person as their proxies to attend and vote instead.

2.1) Please fill the registration form for attending the AGM via Electronic Media (E-AGM) (Enclosure No.3). Kindly fill email and telephone number of shareholder and proxies (other person) clearly in order to be used for the meeting registration and attach identification document to confirm the attendance of E-AGM as follows:

In case the shareholders proxy to the Company’s Independent Directors to attend and vote in the AGM meeting, please fill the name of Independent Director in the meeting registration.

2.2) Please completely fill statement and sign in the proxy (Enclosure 2) or the Company’s proxy form, it has sent to shareholders together with the invitation letter of the 2021 AGM an appeared in Enclosure 14, with sign by the proxy grantor and the proxy holder (in case of other persons) Supporting document for the appointment of proxy as follow:

A) In case a natural person

1. A Proxy Form in 2.2) above which is completely filled and signed by the proxy grantor and the proxy holder;
2. A copy of valid ID card or passport or other official documents issued by government authority in 1) above certification true copy by the proxy grantor and the proxy holder.

B) In case juristic person

1. A Proxy Form in 2.2) above which is completely filled and signed by such juristic person’s authorized person and have such juristic person’s company seal affixed (if any) of the proxy grantor and signed by the proxy holder;
2. A certified true copy of the Affidavit or Certificate of incorporation which is issued in the period of not exceeding 6 months prior the proxy grantor’s shareholder meeting;
3. A copy of valid ID card or passport or other official documents issued by government authority certified true copy by the proxy grantor; and
4. A copy of valid ID card or passport or other official documents issued by government authority certified true copy by the proxy holder.



C) For a Non-Thai nationality or a juristic person established under the foreign laws

The documents and evidence will be as required in item B) above. In case the original documents or evidence are not in the English language, the English translation certified true and correct translation by its authorized director (s) is required.

Please submit the registration form for the AGM via Electronic Media (E-AGM) and complete proxy by scanning or taking photos and send them to the Company within April 27, 2021 via company's secretary e-mail: cs@gmmgrammy.com

- 3) **After the Company receive the document in 1) or 2) above**, The Company has checked the list of shareholders according to the shareholders registration book on the record date and the shareholders and proxies have confirmed their identity with the Company afterwards within the specified date, the individual link to attend the E-AGM including the system access manual will be sent to the email that the shareholders or proxies have registered with the Company for use in attending the shareholders' meeting via electronic meeting (E-AGM) through the system of OJ International Company Limited (As least one day prior to the 2021 Annual General Meeting of Shareholders via electronic media (E-AGM). Suggested to apply 1 email to 1 shareholders/proxy

Please read the system access manual thoroughly from the email that the Company send to you.

In the case you have not received the individual link to attend the E-AGM including the system access manual within April 29, 2021, please immediately contact the Company.

- 4) In this connection, the registration program and vote counting of the Company can be used with computer, notebooks, tablets or mobile phones via Web Browser: Internet Explorer, Chrome with 4G internet or basic home internet. Additionally, the system supports both E-Meeting and E-Voting, whether by the shareholders themselves or by appointing proxies.

In case of any inquiries regarding the request to attend the electronic meeting, please contact OJ International Company Limited by Tel. 097-087-2591 or 089-527-5588 or by Email: phannapas@ojconsultinggroup.com

- 5) For casting the vote during the E-AGM, a shareholder may cast his or her vote in each agenda to either approve, disapprove, or abstain from voting. For the shareholders who do not vote in any agenda, the system will automatically count you vote as "approve".
- 6) To protect your rights and for you highest benefits, if you would like the Company to clarify the matters stated in the agenda or other information of the Company, please fill in the Enquiries Submission Form for the AGM via Electronic Media (E-AGM) (Enclosure4) and forward your question in advance by Email: cs@gmmgrammy.com