

## Enclosure No.7

Guidelines for attending the Annual General Meeting of  
Shareholders through Electronic Media (E-AGM)  
and appointment of Proxy

## Guidelines for attending the Annual General Meeting of Shareholders through Electronic Media (E-AGM) and appointment of Proxy

### Step 1 Preparation of documents and evidence supporting authentication

#### 1.1 Condition of the shareholders' meeting through via DAP e-Shareholder Meeting system in person

➤ **In the case that shareholders are an individual;**

Copy of identification documents issued by the government entities, which show the photo, name and surname of the shareholder and have not expired, such as an identification card or government official card or passport, must be presented. In the case of changing name or surname, supporting evidence must be submitted as well.

➤ **In the case that shareholders are a juristic person;**

- (1) Copy of certificate of juristic person registration of shareholders issued no more than 6 months prior to the meeting date which its true copy is certified by a representative of the juristic person and there is a statement indicating that the juristic person's representative attending the meeting has the authority to act on behalf of the juristic person who is the shareholder.
- (2) Copy of identification documents issued by the government entities of the representative of the juristic person which is the same as the case of an individual person

#### 1.2 In case shareholders appoint a proxy to attend the E-AGM

The Company submits the Proxy Form A, B and C to shareholders or which can be downloaded from the Company's website at [www.well-graded.com](http://www.well-graded.com). Shareholders may authorize another person or the following Company's Independent Director, to attend and vote on his/her behalf.

- **Asst.prof. Wikrom Jaruphongs** Independent Director, 52 years  
55/12, Village No.6, Klongnueng Sub-district, Klongluang District, Pathumthani Province 12120

(Independent Directors have no special interest different in every agenda proposed at Annual General Meeting of Shareholders Enclosure no. 9

➤ **Ordinary person appoints a proxy**

- (1) Proxy Form submitted by the Company together with the meeting notice which is completely filled out and affixed with signatures of the grantor and the proxy holder, Enclosure 11; and

- (2) A copy of identification documents issued by the government entities to shareholders (Grantor). Photo, name and surname of the shareholder (Grantor) must be shown and such documents have not expired, such as identification card or government official card or passport. In the case of changing name or surname, supporting evidence must be submitted and affixed with signature to certify true copy; and
- (3) Identification documents issued by the government entities to a proxy holder under Item (2) with signature affixed to certify true copy.

➤ **Juristic person appoints a proxy**

- (1) Proxy Form submitted by the Company together with the meeting notice which is completely filled out 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, Enclosure 11; and
- (2) A copy of certificate of juristic person registration of shareholders issued no more than 6 months prior to the meeting date which its true copy is certified by a representative of the juristic person and there is a statement indicating that the juristic person's representative affixing his/her signature in the proxy form has the authority to act on behalf of the juristic person who is the shareholder; and
- (3) A copy of identification documents issued by the government entities of the juristic person's representative affixing his/her signature in the proxy Photo, name and surname of the shareholder (Grantor) must be shown and such documents have not expired, such as identification card or government official card or passport. In the case of changing name or surname, supporting evidence must be submitted and affixed with signature to certify true copy; and
- (4) Identification documents issued by the government entities of the proxy holder which is the same as the case of an individual person under Item (3) with signature affixed to certify true copy.

➤ **For Foreign Investor appointing the Custodian in Thailand**

- (1) Document as specified in the event that shareholder is a juristic person
- (2) Power of Attorney by Foreign Investor authorizing Custodian to sign the Proxy Form on his or her behalf
- (3) Letter certifying that the person signing the Proxy Form is authorized to operate custodian business

For the shareholder is non-Thai national or foreign juristic person, in the event that the documents or evidence mentioned above is other languages, not a Thai or English document. Shareholders are required to present an English translation of the document which signed to certify the translation by the shareholders or by the authorized person to bind the juristic person who is the shareholder.

### 1.3 The Company proceeding in accordance with the law of personal data protection.

In the event of the shareholders' meeting through via DAP e-Shareholder Meeting system, the Company will collect, use and disclose shareholders' personal data in accordance with the laws and propose benefits to service shareholders concerning the shareholders' meeting attendance. The personal data is protected in accordance with privacy policy as specified on the Company website at <https://www.well-graded.com/en/privacy-policy-2/>

### Step 2 Authentication and e-Registration via DAP e-Shareholder Meeting system in person

The Shareholder attending the meeting through electronic media (E-AGM) to vote for the resolution of the shareholder's meeting is requested to fill in the registration form by April 14, 2023. at

- [DAP e-Shareholder Meeting - Login \(set.or.th\)](https://set.or.th)

- หรือที่ QR Code



Shareholders may prepare effective and ongoing devices for attending the shareholders' meeting through via DAP e-Shareholder Meeting system as follows:

- Computer/Notebook/Tablet/Smartphone (Window or IOS or android)
- Internet minimum bandwidth 20 Mbps

Shareholders may study agreement and condition of the Shareholders' meeting attendance through via DAP e-Shareholder Meeting system, including, DAP e-Shareholder Meeting system usage from the electronic meeting system handbook for the shareholders' meeting Enclosure no.12 at

- <https://investor.well-graded.com/storage/content/downloads/shareholders-meetings/agm2023/20230320-wge-agm2023-enc12-en.pdf>

- or at QR Code



➤ **Attendance of e-Shareholder Meeting of proxy to any person (Form B) or proxy to any person (Form C) or in case that the shareholder sends documents to register by the Company**

Shareholders or proxies fill out information in "Registration Form for attending the Electronic Annual General Meeting" according to Enclosure no.13 and also attach documents supporting evidence for authentication as detailed below and submit documents to the Company Secretary form by April 14, 2023.

Division through the following channels;

- Email : [Secretary@wge.in.th](mailto:Secretary@wge.in.th) or
- Postal Mail : Company Secretary  
Well Graded Engineering Public Company Limited  
No. 50/1203 Moo 9 Bangpood Subdistrict, Pakkret District, Nonthaburi, 11120

The Company will proceed with inspecting the shareholder's documents to confirm the meeting attendance through via DAP e -Shareholder Meeting system. Once completed, the Company will send a Link to shareholder by email in order to be a channel for attending the meeting through via DAP e-Shareholder Meeting system. **\*\*\* Please keep your Username and Password confidential. Your login account should never be disclosed to others\*\*\***

### Step 3 Condition of the shareholders' meeting attendance through via DAP e-Shareholder Meeting system

- (1) Shareholders log in to <https://portal.eservice.set.or.th/>  
(The system supports the meeting attendance in the form of e-Meeting and e-Voting according to the method of in-person and by-proxy attendance.)
- (2) Enter username (email address that you have registered) and password
- (3) Search for the meeting by finding the Company name /Meetingtype etc.
- (4) Click on the meeting you wish to join
- (5) Click "Join Meeting"
- (6) Agree to the terms and conditions of service
- (7) Confirm name and voting rights (8) Enter OTP
- (8) Enter one time password (OTP)

In which shareholders can log in to DAP e-Shareholder Meeting (log in) on April 20, 2023 at 11.30 hours.

