

Registration process, guidelines on how to attend the Annual General Meeting of Shareholders via Electronic Means (E-Meeting) and how to attend the Meeting by proxy.

❖ Registration conditions and procedures for attending the 2023 Annual General Meeting of Shareholders via electronic means (E-AGM)

The Company would inform the guidelines for attending the 2023 Annual General Meeting of Shareholders via electronic means (E-AGM) as follows:

➤ **Filing of request for E-AGM registration and attendance**

The Shareholders or proxies wishing to attend the E-AGM may submit an application to attend the meeting by submitting the identification documents to confirm the right to attend the meeting through Electronic Method (Pre-Registration) via the Link at

<https://con.inventech.co.th/BE8142530R/#/homepage>

or scan this QR Code



The electronic registration will be available from April 20, 2023 at 8:30 hrs. and shall be closed on April 26, 2023 at 17.30 hrs.

➤ **Login and Documents Uploading**

1. Scan QR Code provided, or type URL shown in the invitation letter to login.
2. After logging into the system, the shareholders or proxies are required to file a request to attend the meeting by choosing type of request, "Attend in person" or "Proxy".
3. Fill out the following information through the system (which should be identical with the shareholders' information as of the Record Date received from the Thailand Securities Depository Co., Ltd.), as follows:

- E-mail address for receiving for receiving the URL, Username and Password for attending the E-AGM
- Identification Number/Passport Number/ Registration Number of juristic person
- Shareholder's registration number
- Numbers of shares
- Name - Surname of shareholder
- Telephone number
- Attached files: upload related documents as follows:

Meeting attendance in person	Appointing any person / juristic person that is not the Company's Independent Directors as a proxy
Valid government-issued identification documents containing the shareholder's photograph, such as identification card, civil servant identification card, driving license or passport. The shareholders are requested to send the original documents to the Company by post. (As detailed in Proxy Appointment.)	As per attached Proxy Form, <u>Enclosure 9</u> , The shareholders are requested to send the original documents to the Company by post. (As detailed in Proxy Appointment.)

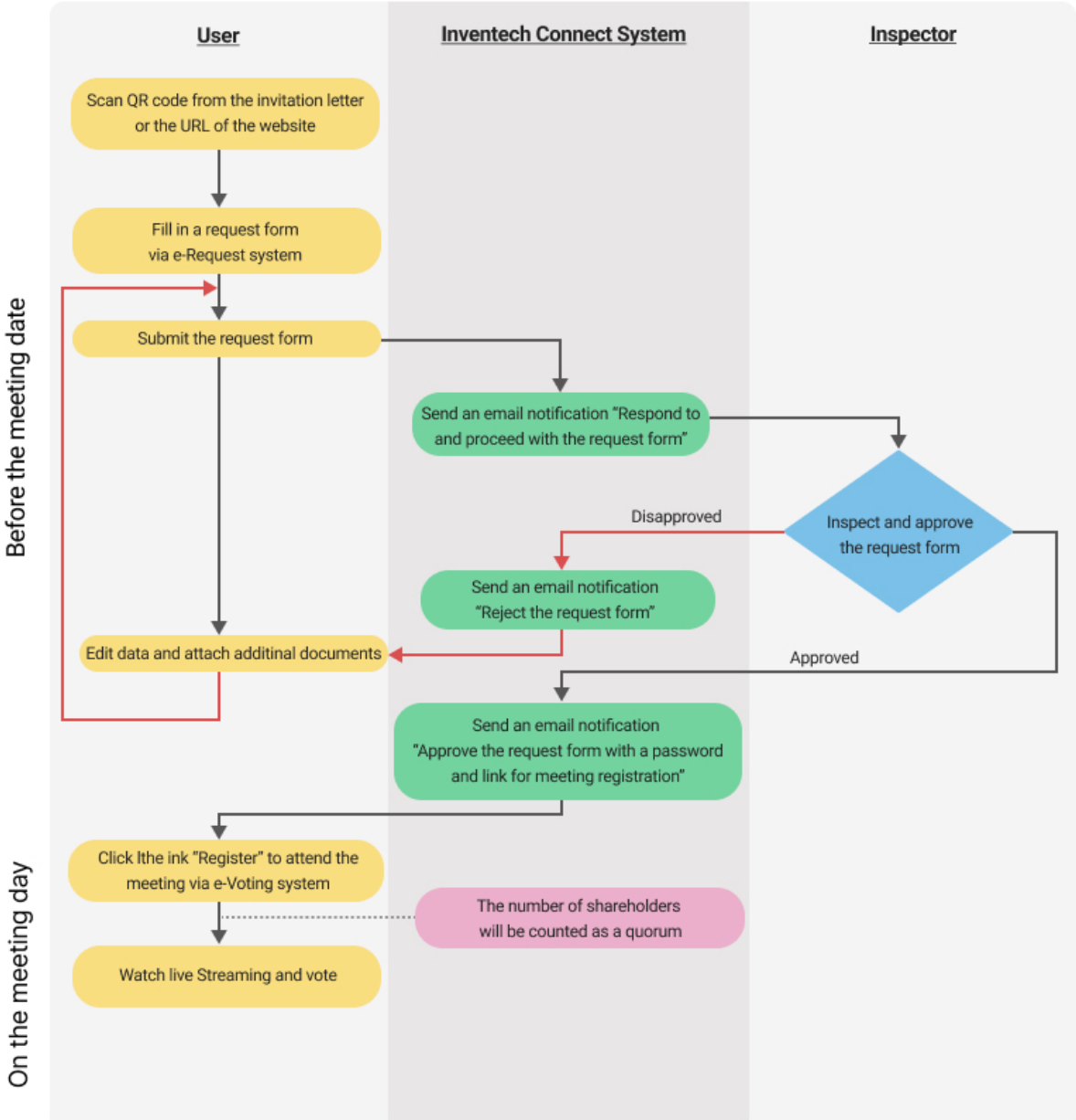
(The system supports 1. JPG 2. PNG 3. HEIC, and 4. PDF files)

- Terms and Privacy Policy: read and accept the requirement for meeting attendance and personal information accessibility policy, then click "Request" button.
4. After the Company has received documents outlined in 2 from the shareholders or proxies, the Company will undertake a verification process to confirm the shareholders' right to attend the meeting. Once verification is complete, the Company will send an email containing:
 - Link for the access to the E-AGM system
 - Username and Password
 - User manual

In case the attachment is invalid, the shareholders or proxies will receive an e-mail notifying the details and reasons for rejection. However, the Shareholder can submit additional documents or the amended documents through the system.
 5. Please keep your Username and Password confidential. Do not disclose them to others. In case your Username and Password are lost or not received by April 26, 2023, please contact the Company immediately.
 6. Please study the manual on how to use the E-AGM meeting system that the Company has sent to you by e-mail carefully. The system will allow registration to attend the meeting 2 hours before the meeting commences. However, the live streaming of the meeting will start at 10.00 hrs.

7. In case you encounter technical problems while using the E-AGM system before the meeting commences or during the meeting, please contact Inventech, the E-AGM conference system provider of the Company. Inventech’s contact information can be found in the same email that the Company has sent username and password to you.

Guidelines for attending of Electronic Meeting



System Usage Conditions

In case of merging / changing accounts
 In case of submitting multiple request by using the same email and phone number, the systems will merge accounts or in case that user a has more than 1 account , he/she can click on "Change account" to switch between accounts, will still be while counted as the base account in the meeting

In case of leaving the meeting
 Attendees can click on "Register for leaving the meeting", the number of your shares will be deducted from base votes in all unfinishedagenda items meeting base.

➤ **Registration of Attendance**

The Company shall allow registration of the 2023 Annual General Meeting of Shareholders attendance prior to the Meeting at 08.00 hrs. on Thursday, April 27, 2023 at 10.00 hrs. via electronic means (E-AGM) only with the live streaming of the Meeting to be conducted at Carlton Hotel Bangkok Sukhumvit. The step for registration for attending the meeting (e-Register) are as follows:

1. Click registration link URL from email approved.
2. Fill Username and Password that you received from your email or request OTP to login.
3. Click "Login" button
4. Click "Register" button the system has already registered and counted as a quorum.

In case you encounter technical problems while using the E-AGM system before the meeting commences or during the meeting, please contact Inventech, the E-AGM conference system provider of the Company, please contact Inventech Call Center 02-931-9138.

➤ **Voting and Counting of Votes**

The Chairman or a designated person will inform the meeting the method summary for voting and counting of votes before proceeding with the meeting agenda.

Voting Procedures

The Chairman or a designated person shall propose the shareholders to cast their votes for each agenda. The shareholders are required to cast the vote as follows:

1. Click on menu "Voting"
2. Select which agenda that you want to vote.
3. Click the voting button "Agree" or "Disagree" or "Abstain" as your wish.
4. The system will display status your latest vote.

The shareholder or proxy can vote on each agenda by voting "Agree" or "Disagree" or "Abstain". In case the shareholder or proxy do not cast any vote, the system will count his/her votes as "Agree" automatically.

Quorum at the Meeting

The Meeting shall not start until there shall be not less than 25 shareholders and proxies (if any) present or not less than one-half (1/2) of the total number of shareholders and proxies holding in the aggregate not less than one-third (1/3) of the total number of shares sold present to constitute a quorum.

Voting Rights

1. Voting shall be conducted openly. One share shall have one vote and the resolutions passed by the Meeting shall require:

- In a normal case: A majority vote of the shareholders who attend the meeting and cast their votes. In case of a tie vote, the Chairman of the meeting shall have a casting vote.
- In other cases that are prescribed by laws or the Company's Articles of Association to differ from the normal cases, the voting shall be conducted in accordance with such laws and regulations. The Chairman or a designated person shall notify the Meeting of such voting prior to commencement of the voting procedures of such agenda.

2. Voting by a proxy: The proxy shall vote strictly in accordance with what the shareholder has indicated in the Proxy Form.

3. Shareholders who have personal interest in a matter which relates to the Company's affairs shall refrain from voting on such matter. The Chairman may ask them to leave the meeting room while the voting on such matter is being conducted.

4. Confidential voting can be carried out at the request of at least five (5) shareholders attending the meeting and the resolution passed by the Meeting to carry out such confidential voting is required. The Chairman shall determine the voting procedures and notify the Meeting of such voting prior to commencement of the voting procedures.

5. In counting votes for each agenda, only the votes as disapproval and abstention will be counted and deducted from the total number of votes of the shareholders attending the meeting and appointing proxies which have been recorded in advance.

6. The voting results of each agenda will be notified by specifying the number of shares voted as approval, disapproval and abstention based on the number of the shareholders attending the meeting in each agenda.

❖ Proxy Appointment

1. In case the shareholder is present at the meeting in person:

- Shareholder is a Thai national individual: Please present a valid government-issued documents with the shareholder's photo, such as citizen identification card *or* civil servant identification card *or* driving license *or* passport at the registration area.
- Shareholder is a foreign national individual: Please present a certificate of alien registration, *or* passport *or* document used in lieu of passport at the registration area.
- Name / Surname changes: Please present documents certifying such changes.

2. In case the shareholder appointing a proxy:

- The shareholder appointing a proxy shall appoint only one proxy to attend the Meeting and vote on his/her behalf, as indicated in the attached Proxy Form.
- The proxy may express his/her intention to vote as approval, disapproval or abstention on each agenda separately, as indicated in the Proxy Form. The proxy shall vote in accordance with the intention of such shareholder.
- The proxy must submit the completed Proxy Form to the Chairman and/or a person designated by the Chairman before the Meeting commences. The Proxy Form shall be duly completed and signed. Each amendment to or deletion of important contents must be affixed with signature of the shareholder. The Proxy Form shall be affixed with Baht 20 stamp duty (the duty stamp will be provided by the Company).

Documents Required for Appointing a Proxy

● In case the shareholder appointing a Thai national individual as a proxy:

1) A completed Proxy Form as attached with the invitation letter (Form A or Form B) or downloaded from <https://www.beryl8.com/th/investor-relations/document/shareholder-meetings?year=2023> with signatures of the proxy grantor and the proxy holder.

2) A copy of the shareholder's citizen identification card or civil servant identification card of the proxy grantor which is signed to certify as a true copy by such proxy grantor.

3) A copy of the proxy's citizen identification card or civil servant identification card of the proxy holder which is signed to certify as a true copy by such proxy holder.

- **In case a shareholder appointing a foreigner national individual as a proxy:**

- 1) A completed proxy form as attached with the invitation letter (Form A or Form B), or downloaded from <https://www.beryl8.com/en/investor-relations/document/shareholder-meetings?year=2023> with signatures of the proxy grantor and the proxy holder.

- 3) A copy of a certificate of alien registration, or passport or document used in lieu of passport signed to certify as a true copy by the proxy grantor.

- 4) A copy of the proxy's citizen identification card or civil servant identification card or certificate of alien registration, or passport or document used in lieu of passport of the proxy holder signed to certify as a true copy by such proxy holder.

- **In case the shareholder appointing a juristic person as a proxy:**

- **A juristic person registered in Thailand:**

- 1) A completed Proxy Form as attached with the invitation (Form A or Form B), or downloaded from <https://www.beryl8.com/en/investor-relations/document/shareholder-meetings?year=2023> with signatures of the authorized person(s) of such juristic person, which is the proxy grantor and the proxy holder.

- 2) A copy of letter issued by the Ministry of Commerce or competent authority no longer than 1 year prior to the Meeting, signed to certify as a true copy by the authorized person(s) of such juristic person together with the Power of Attorney (if any). Such document must contain a statement indicating that the person(s) signed as the proxy grantor in the Proxy Form is the authorized person to act on behalf of such juristic person which is the shareholder.

- 3) A copy of citizen identification card or civil servant identification card of the authorized person(s) to sign on behalf of such juristic person, signed to certify as a true copy by such authorized person(s).

- 4) A copy of citizen identification card or civil servant identification card of the proxy holder, signed to certify as a true copy by such proxy holder.

- **In case a shareholder is a juristic person registered in a foreign country, which is a foreign investor for which a custodian in Thailand is appointed:**

- 1) A completed Proxy Form C as attached with the invitation letter or downloaded from <https://www.beryl8.com/en/investor-relations/document/shareholder-meetings?year=2023> with signatures of the authorized person(s) of such juristic person, which is the proxy grantor and the proxy holder.

- 3) A copy of company affidavit of the juristic person of the custodian issued by the Ministry of Commerce no longer than 1 year prior to the Meeting, signed to certify as a true copy by the authorized person(s) of such juristic person or the grantee of the custodian (In case the Power of Attorney designating the grantee to sign to certify as a true copy of such document.).

4) A copy of citizen identification card *or* civil servant identification card of the authorized person(s) to sign on behalf of the custodian's juristic person, signed to certify as a true copy by such authorized person(s).

5) A copy of citizen identification card or civil servant identification card of the proxy holder, signed to certify as a true copy by such proxy holder.

6) A letter confirming that the person(s) executing the Proxy Form has obtained a license for being a custodian.

7) A copy of Power of Attorney of the shareholder, who is a foreign investor, designating the custodian to sign in the Proxy Form on behalf of such shareholder.

An English translated document is required for any original document that is not in English and must be attached with the original document. Such document requires certified translations by the shareholder *or* the authorized person(s) to sign on behalf of such juristic person.

- In case fingerprint is affixed in lieu of signature, fingerprint of the left thumb shall be affixed together with the phrase "Fingerprint of the left thumb of". Two witnesses shall sign and certify genuine fingerprint of such shareholder. Fingerprint shall be affixed before the witnesses. Certified true and correct copy of citizen identification card *or* civil servant identification card of the witnesses shall also be attached.

- In case the shareholder cannot attend the 2023 Annual General Meeting of Shareholders in person, such shareholder may appoint a person or the following Independent Directors as a proxy to vote on his/her behalf.

1. Mr. Threekwan Bunnag or

2. Mr. Chatrapee Tantixalerm

Independent Director /Member of the Audit Committee (Proxy Form)

- The shareholder wishing to appoint other person or the Company's Independent Director as his/her proxy, please fill out and sign the Proxy Form provided in accordance with the aforementioned guidelines and submit it together with relevant documents to the Corporate Secretary via E-mail: be8_corpsec@beryl8.com and send the physical document at least 1 day prior to the Meeting by post to

Corporate Secretary Department, Beryl 8 Plus Public Company Limited

33/4, the 9th Tower Grand Rama 9 Building (Tower B),

19th Floor, Rama 9 Road, Huai Khwang, Bangkok 10310

To enable the Company's officers to have sufficient time for verifying all documents, spilt of shares to several proxies to vote at the Meeting is therefore not allowed. Shareholders is required to authorize the proxy holder to cast votes equal to the total number of shares held by shareholder. Authorizing less than the total number of shares is not allowed except for the custodian appointed by the shareholder who is foreign investor in accordance with Proxy Form C.

- To register, a proxy wishing to attend the Meeting must show his/her identification card or civil servant identification card or passport (if a foreigner).

3. **In case a shareholder deceases:** A state administrator shall be present in the Meeting in person or by proxy. Court's order appointing state administrator with signature of the authorized person and issued not exceeding 6 months prior to the Meeting shall be presented during the registration.

4. **In case a shareholder is a minor:** Parents or lawful guardian of the shareholder shall be present in the Meeting in person or by proxy. A copy of House Registration is also required.

5. **In case a shareholder is an incompetent person or quasi-incompetent:** A guardian or custodian of the shareholder shall be present in the Meeting in person or by proxy. Court's order appointing guardian or custodian with signature of the authorized person and issued not exceeding 6 months prior to the Meeting shall be presented.

❖ Question Submission

The shareholders can submit the question relating to the agenda of the 2023 Annual General Meeting of Shareholders from March 28, 2023 – April 20, 2023 by submitting the Form for submission of inquiries prior to the 2023 Annual General Meeting of Shareholders (Enclosure 11).

Beryl 8 Plus Plc. reserves the right to allow only persons with all required documents to attend the Meeting.

Privacy Notice

Beryl 8 Plus Public Company Limited (the “Company”) realizes the importance of personal data of shareholders and/or proxy holders, the Company, thus, hereby informs you of the following information in order to comply with the Personal Data Protection Act B.E. 2562 (2019). This privacy notice shall be applied for the collection, use, disclosure, and processing of personal data to identify and authenticate the identity of shareholders and/or proxy holders directly and/or indirectly. Shareholders are kindly requested to study the information and rights for your clear understanding.

1. Personal Data to be Collected by the Company

The company will receive and collect personal data directly obtained from shareholders and/or proxy holders and from Thailand Securities Depository Company Limited (TSD), assigned by the Company as the company's share registrar. Personal data consists of:

- 1.1 General Personal Data, such as name, surname, identification number, date of birth, gender, nationality, shareholder registration number, number of shares, image, video recording, information related to electronic systems access and usage such as Email, IP Address etc.
- 1.2 Contact Information, such as address, telephone and e-mail address etc.

2. Purpose of Collection, Use and Disclosure of Personal Data of the Company

The Company gathers, uses, and discloses personal data for the following purposes:

- 2.1 To convene, arrange and conduct the shareholders' meeting of the company in accordance with the company's Articles of Association as well as applicable laws, notifications and rules for meeting arrangement stipulated by the government agencies, including a preparation of minutes of the meeting and a delivery of annual report;
- 2.2 To probably disclose personal data to persons or agencies related to items 2.1 including but not limited to, meeting consultants or government agencies or pursuant to any order of the governmental authorities.

3. Rights of Data Owner

The data owners have the rights, pursuant to the Personal Data Protection Act B.E. 2562 (2019), which includes the right to revoke a consent, the right to request for accessing and obtaining a copy of personal data relevant thereto, or to request for the disclosure of the acquisition of the personal data without consent, the right to request for transferring the personal data to other person as specified by

laws, the right to object the collection, use, or disclosure of the personal data, the right to request for deletion or destruction of their personal data or make the information unidentifiable of the owner, or the right to cease to use the personal data, the right to make the personal data to be accurate, up-to-date, complete, and not misleading, and the right to file a complaint in the event that the data controller or the data processor does not comply with the data protection laws and relevant laws.

4. Personal Data Retention Period

The company shall keep personal data under item 1 throughout the period specified by relevant laws and/ or as deemed necessary to achieve the purpose under item 2.

5. Contact Information for Exercise of Rights of Data Owner

Corporate Secretary Department, Beryl 8 Plus Public Company Limited, locating at 33/4, the 9th Tower Grand Rama 9 Building (Tower B), 19th Floor, Rama 9 Road, Huai Khwang, Bangkok 10310, Telephone: 02-116-5081.