Publicity Document

Proxy Voting service in shareholders' meetings via electronic means ("e-Proxy Voting")

Enhance shareholders' meetings to the digital age with e-Proxy Voting from TSD

Convenient, fast, and environmentally friendly

e-Proxy Voting service is a service for appointing proxies and casting votes in shareholders' meetings via electronic means through TSD's working system without using paper.
This service will help issuers to collect proxy information and votes from shareholders quickly and reduce paper-based processes, increase transparency, and comply with legal duties* and CGR assessment.

* Public Limited Companies Act B.E. 2535 (Section 102)

Comparison between e-Proxy Voting and paper-based Proxy

Paper-based Proxy	e-Proxy Voting (TSD)
● **Document Management:** Burden of storage and manual data entry.	● **Automated system:** Reduces errors.
● **Stamp Duty:** Must attach physical stamps to the document.	● **Supports e-Stamp Duty payment.**
● **Environmental impact:** High paper consumption.	● **Paperless:** Towards Net Zero goal.

Why should Issuers adopt e-Proxy Voting?

Cost and Workload Reduction	Accessible Vote Collection and Tabulation	Support for all types of meeting and all shareholder types	Supports all types of proxy forms
● Reduced expenses from printing and document delivery; ● Reduced redundant data entry using an automated system; ● Minimized human error.	● Daily voting is available for download one business day after sending the documents by mail, from 17:30 onwards; ● Voting results as of the closing date are available for download one business day prior to the shareholders' meeting date, from 17:30 onwards.	● Applicable for both Physical and e-Meetings; ● Support proxy appointments for Thai individuals and Thai/foreign juristic persons (mutual funds / custodians, and TSD members).	● Support all types of proxy forms (type: A, B, C) as prescribed in the notification of the Department of Business Development. ● Type A in case the agent is authorized to vote on every agenda; ● Type B in case the agent is authorized to vote on certain agenda; ● Type C in case the agent is the grantor's custodian.

Free Integrated service on a single platform	Contribution to Net Zero, ESG, and CGR policies
● No service fees; ● Supports instant e-Stamp Duty payment.* * Issuers can pay e-stamp duty, subject to the service conditions of TSD.	● Reduced paper usage, contributing to lower greenhouse gas emissions; ● Improved ESG and CGR performance.

e-Proxy Voting: Convenient, Fast, Eco-friendly for shareholders in the digital age

Shareholder Benefits

Convenience	Cost Reduction	Participation Enhancement
● Greater flexibility in proxy appointment; ● No need for redundant identity verification documents.	● Reduced document preparation and delivery costs; ● Reduced risk of document loss and delays.	● Fully exercise voting rights remotely via a secure and standardized system.

Support Net Zero and ESG Policies

Net Zero Contribution	ESG Contribution
Reduced greenhouse gas emissions through paperless processes.	Enhance corporate governance (CG) and environmental sustainability.

3 Simple and Convenient Steps for Shareholders

❶ Verify Identity and Log In	❷ Select Proxy and Vote	❸ Confirm Transaction
Access the system via Investor Portal or channels designated by TSD at any time, 24/7.	Appoint a proxy to an Independent Director or a person designated by issuers and conveniently cast votes for each agenda item.	The system automatically submits transaction details to issuers, and votes may be revised or canceled until one day before the meeting*

* The system will close at 5:00 PM on the day prior to the meeting date.

Quick Start Guide for Issuers

Overview of the process from submitting a request via SETLink to downloading the results report for further use.

Preparation and System Access	Voting Results Access and Download
1. **Submit a request via SETLink or Issuer Portal*** at least 5 business days before the invitation mailing deadline. * For investment unit issuers, please proceed via the Issuer Portal.	1. **Download voting results:** **Daily results** are available at all times; **Voting results as of the closing date** can be downloaded one business day prior to the meeting date from 17:30 onwards.
2. **Operating hours: 06.30 - 22.30.** Access the system to set up or record meeting data, Monday - Friday.	2. **Supports PDF, Text, and Excel formats.** Data can be used immediately for meeting purposes and distributed to relevant stakeholders.
3. **Review meeting agendas and related information.** The system automatically retrieves agenda data disclosed via SET's information system (Auto Filled) to minimize data entry errors.	3. **Data Retention for 2 Years from the meeting date.** Issuers should download and retain the data within the specified period for future reference and record-keeping.

Issuers who are interested may contact TSD for further information at srg_tsd@set.or.th, or learn more about the e-Proxy Voting system via SETLink or the Issuer Portal.

FAQ

No	Question	Answer
General Information on e-Proxy Voting service		
1	Are all issuers required to use this service?	The e-Proxy Voting service is provided by TSD to facilitate issuers in offering an electronic channel for shareholders to appoint proxies and cast votes. This service is in compliance with Section 102 of the Public Limited Companies Act, B.E. 2535. Therefore, utilizing e-Proxy Voting plays a significant role in ensuring that shareholders' meetings are conducted in accordance with legal requirements. It also enhances shareholder engagement, particularly among those who wish to appoint proxies to attend meetings on their behalf.
2	Can the e-Proxy Voting service be used for meetings of other types of securities holders, in addition to shareholders' meetings?	Yes, the e-Proxy Voting service supports proxy appointment and vote casting for meetings of other types of securities holders, in addition to shareholders' meetings, provided that the securities are registered with TSD as the registrar only. Currently, the e-Proxy Voting service supports meetings of securities holders of stocks, bonds, mutual funds, and Derivative Warrants (DW). In this regard, TSD is in the process of considering expanding the scope of the service to cover additional types of securities.
3	In the case where a foreign juristic shareholder appoints a Thailand-based custodian as its proxy, are issuers required to request additional identity verification documents?	It is not necessary to request additional documents because users of the e-Proxy Voting system who appoint proxies and cast votes are required to undergo identity verification before accessing the system. Furthermore, the SEC has requested that issuers allow custodians to exercise proxy rights without requiring additional identification documents because commercial banks acting as custodians are already legally required to perform KYC/CDD procedures. This serves as a mechanism for screening and verifying the identity of such shareholders, as well as reducing the risk of unauthorized use of rights.* However, in practice, issuers may request such documents from the custodian for verification purposes. * Circular SEC. Por Sor. (Wor) 4/2559, Re: Clarification of guidelines prior to the Annual General Meeting of Shareholders (AGM), dated 15 February 2016

No	Question	Answer
4	Can issuers amend information relating to a shareholders' meeting in the e-Proxy Voting system after such information has already been saved?	Yes. In the case where issuers require amendments to information relating to a shareholders' meeting, such as the agenda, they may amend such information directly in the system. However, such amendments must be completed no later than one business day prior to the delivery of the invitation letter, or in accordance with the terms and conditions prescribed by TSD.
General Information on e-Proxy Voting service		
5	In the case where issuers adopt the e-Proxy Voting service, but some shareholders still prefer using physical proxy forms, can issuers operate both methods concurrently?	Yes. The e-Proxy Voting service is an additional option for proxy appointments via electronic means. If shareholders prefer to continue using physical proxy forms, issuers can facilitate both methods concurrently. Accordingly, on the meeting date, if a shareholder has not appointed a proxy via the e-Proxy Voting system but prefers to submit a physical proxy form at the meeting venue, issuers may accept such documents and aggregate those votes with the voting results from the e-Proxy Voting system.
6	Does the use of the e-Proxy Voting service positively impact the assessment of the Corporate Governance Report of Thai Listed Companies (CGR) under the CGR Checklist?	Yes. The use of e-Proxy Voting complies with the CGR Checklist criteria regarding proxy appointment for meeting attendance. This is supported by the Public Limited Companies Act B.E. 2535, which recognizes electronic proxy appointment as having the same legal standing as physical proxy forms. The e-Proxy Voting system enables shareholders who are unable to attend meetings in person to appoint proxies, with information consistent with the proxy form prescribed by the Department of Business Development (DBD). Therefore, informing shareholders of the e-Proxy Voting option in the invitation letter is equivalent to providing proxy forms together with the invitation letter. [1]
Training on the e-Proxy Voting service		
7	Can interested participants request training on the e-Proxy Voting system from TSD?	Yes. TSD provides training on the e-Proxy Voting system for interested participants, including issuers, fund managers, depository members (brokers/custodians), and securities holders. Training sessions are held according to TSD's schedule. Interested participants can follow updates through various TSD communication channels, such as: 1. TSD Website 2. TSD Service Counter 3. Benefits Documents 4. SET Group social media channels (Facebook, Instagram, X, TikTok, and LINE Official Account)

[1] Refer to Item B.8 of the Corporate Governance Report of Thai Listed Companies (CGR) checklist. For further details, please visit: https://thai-iod.com/imgUpload/CGR%20%20Checklist%202021-THAI(1).pdf