



**Documents and Evidences Required for Meeting Attendance,
Vote Casting and Vote Counting**

Documents and Evidences required for Meeting Attendance

The shareholder who wishes to attend the 2024 Annual General Meeting of Shareholders, which will be held via electronic devices only, is requested to notify the Company about his/her intention in advance of the meeting, by submitting the following documents and evidences to the Company:

1. Form for Notification of Intention to Attend the 2024 Annual General Meeting of Shareholders via Electronic Devices (Enclosure 5) which is filled in completely, and

2. The documents and evidences for registering to attend the meeting, as follows:

(1) To attend the meeting by shareholder:

Please submit the copy of valid personal card of the shareholder issued by the governmental authorities, such as identification card, driving license or passport which is certified true by the shareholder.

(2) To attend the meeting by proxy:

The shareholder who cannot attend the meeting is entitled to appoint the following persons as his/her proxy to attend the meeting and vote on his/her behalf.

(1) Any person as shareholder deems appropriate, or

(2) Independent Directors of the Company. **Information of Independent Directors designated to be Proxy of Shareholders, and Definition of Independent Directors of the Company** are detailed in Enclosure 6. In this case, shareholder is not required to submit **Form for Notification of Intention to Attend the 2024 Annual General Meeting of Shareholders via Electronic Devices**, as required in Clause 1.

The Company has provided 3 Proxy Forms in accordance with the forms specified by the Department of Business Development, Ministry of Commerce. The details are appeared in Enclosure 7.

Proxy Form A. is the general form that is simple and uncomplicated.

Proxy Form B. is the explicit form that sets out specific details of authorization.

Proxy Form C. is the form to be used specifically by shareholder being foreign investor who has appointed Custodian in Thailand to be his/her share depository.

The Proxy Form B. has been delivered together with the Invitation Letter of the 2024 Annual General Meeting of Shareholders. Also, shareholder can download Proxy Form A., Form B., and Form C. from the Company's website at <https://www.boundandbeyond.co.th/en/home>, from March 22, 2024. The shareholders can also request for Proxy Form A., Form B., and Form C. in documentary from (hard copy) from the Company by notifying via email of the Company Secretary Department at Comsec@boundandbeyond.co.th, from March 22, 2024.



(2.1) Shareholder is natural person

Please submit the following documents and evidences to the Company:

- Proxy Form A. or Proxy Form B. which is filled in completely and signed by the shareholder and the proxy, and affixed with THB 20 duty stamp;
- A copy of valid personal card of the shareholder issued by the governmental authorities, such as identification card, driving license or passport which is certified true by the shareholder; and
- A copy of valid personal card of the proxy issued by the governmental authorities, such as identification card, driving license or passport which is certified true by the proxy.

(2.2) Shareholder is juristic person

Please submit the following documents and evidences to the Company:

- Proxy Form A. or Proxy Form B. which is filled in completely, and signed by the authorized representative together with its seal affixing (if any) and the proxy, and affixed with THB 20 duty stamp;
- A copy of the affidavit or registration certificate of the juristic person issued by the Ministry of Commerce or other relevant authorities no later than 6 months before the meeting date, which is certified true by the authorized representative and affixed with its seal (if any);
- A copy of valid personal card of the authorized representative who has signed in the proxy form, which issued by the governmental authorities, such as identification card, driving license or passport that is certified true by such person;
- A copy of valid personal card of the proxy issued by the governmental authorities, such as identification card, driving license or passport which is certified true by the proxy.

(2.3) Custodian

Please submit the following documents and evidences to the Company:

- Proxy Form A., Form B. or Form C. which is filled in completely and signed by the authorized representative of Custodian together with its seal affixing (if any) and the proxy, and affixed with THB 20 duty stamp;
- A copy of the affidavit or registration certificate of the juristic person of Custodian issued by the Ministry of Commerce or other relevant authorities no later than 6 months before the meeting date, which is certified true by the authorized representative of Custodian and affixed with its seal (if any);
- A copy of documentary evidence certifying the operation of Custodian business, which is certified true by the authorized representative of Custodian and affixed with its seal (if any);



- A copy of valid personal card of the authorized representative of Custodian who has signed in the proxy form, which issued by the governmental authorities, such as identification card, driving license or passport that is certified true by such person;

- The Power of Attorney prepared by shareholder for authorizing Custodian to sign the proxy form on his/her behalf. It must be enclosed by the shareholder's personal card as supporting documents for such Power of Attorney, which is certified true by the shareholder; and

- A copy of valid personal card of the proxy issued by the governmental authorities, such as identification card, driving license or passport which is certified true by the proxy

In case of changing the name or surname so that it differs to the name or surname showing in the required documents or evidences, the certificate of change of name or surname shall be enclosed. In addition, if the required documents or evidences had been prepared in foreign language which is not English or Thai, it must be enclosed by English or Thai translation for the above documents which is certified true by the shareholder or authorized representative and affixed with its seal (if any).

Please submit the documents and evidences required for meeting attendance as detailed above to:

(1) Head Office of the Company at:

Company Secretary Department

Bound and Beyond Public Company Limited

Sindhorn Tower 2, 15th Floor, No. 130 – 132, Wireless Road,

Lumpini Sub-District, Pathumwan District, Bangkok 10330, or

(2) Email of Company Secretary Department, to Comsec@boundandbeyond.co.th. In case that shareholder submits the proxy form to the Company via email, the shareholder is required to submit the original document to the Company at the above address as well,

From **March 22, 2024 to 4.30 p.m. of April 22, 2024** in order to provide sufficient time for the Company's staff to verify the documents and evidences.

After the Company completes the verification of name of shareholders as of March 14, 2024 which is the Record Date for determining the shareholders entitled to attend the 2024 Annual General Meeting of Shareholders. The electronic conferencing service provider will send the Web Link for the meeting, Username and Password, together with meeting manual, to the shareholder or proxy at least 1 day in advance of the meeting date, via email that the Company is informed. Please study the meeting manual attentively. In case that the shareholder or proxy have not received such email from the electronic conferencing service provider by 6:00 p.m. of April 22, 2024, please contact the Company immediately at Comsec@boundandbeyond.co.th



The registration for meeting attendance will be commenced from 1:00 p.m., however, the streaming live will be commenced at 2:00 p.m.

Vote Casting and Vote Counting

1. Since this meeting will be conducted via electronic devices only, the ballots for vote casting will not be printed.

2. In cases where shareholder has already indicated his/her intention of vote in Proxy Form B. or Form C., as the case may be, the officer will record the votes as specified in the proxy form at the time of registration for meeting attendance. The proxy will not be able to vote again.

3. The shareholder or proxy shall vote in one way only: “**Agree**”, “**Disagree**” or “**Abstain**”, except in the case of Custodian who can split the votes. In addition, if the shareholder or proxy do not vote in any agenda, the system will automatically consider that shareholder or proxy has voted “**Agree**”.

4. Each agenda shall be approved by the following votes:

(1) In normal case, the resolution for each agenda requires the simple majority votes of the shareholders attending the meeting and casting their votes.

(2) In other cases where there are relevant laws or Articles of Associations of the Company requiring difference from normal case, these agendas shall be approved by the votes as required by relevant laws or Articles of Associations of the Company. The Chairman of the Meeting or the Secretary to the Meeting will notify to shareholders before voting in each agenda.