

Procedures and Instructions for attending the e-AGM

Registration

1. Document for Registration and Appointment of Proxy

1.1 In case the shareholder is present at the meeting in person, please use the following documents.

- Individual shareholder with Thai nationality
 - (1) Citizen Identification card
 - Individual shareholder with foreign nationality
 - (1) Notice of Meeting with QR Code
 - (2) Shareholder's certificate of alien registration or passport or document used in lieu of passport.
- In case of change of first name-surname, please provide the evidence verifying such change.

1.2 In case the shareholder is present at the meeting by Proxy

- The shareholders can appoint any person to be their proxies as they wish.
- Shareholders are recommended to appoint an Independent Director as their proxies by specifying any one of the following independent directors below.

Name	Position	Age (year)	Address	Special Conflict of interest in the proposed agenda
1.Mr. Norachit Sinhaseni	Independent Director / Member of Audit Committee / Chairman of Nomination and Compensation Committee / Chairman of Risk Management and Corporate Governance Committee	69	Central Plaza Hotel Public Company Limited. 999/99 Rama 1 Road, Patumwan, Bangkok, 10330	No special conflict of interest in Agenda 1, 2, 3, 4, 5, 6, 7 and 8
2. Ms.Sopawadee Lertmanaschai	Independent Director / Chairman of Audit Committee	70		Has special conflict of interest in Agenda 5 and no special conflict of interest in Agenda 1, 2, 3, 4, 6, 7 and 8
3. Mr.Chaiwat Thongkamkoon	Independent Director / Member of Audit Committee / Member of Nomination and Compensation Committee	64		Has special conflict of interest in Agenda 5 and no special conflict of interest in Agenda 1, 2, 3, 4, 6, 7 and 8

Independent Director is the person who fully qualified and independent as determined by the Board of Directors' charter which stricter than the guideline of the Securities and Exchange Commission which showed in the qualification and profiles of the independent directors under Annual Report 2023 (Form 56-1 One Report) (*Attachment No.2*)

Appointment of Proxy, please use the following documents

• **Individual shareholder with Thai nationality**

- (1) Notice of Meeting with QR Code
- (2) Proxy Form A or Form B
- (3) Photocopy of the shareholder's citizen identification card or civil servant identification card which are certified true and correct by the shareholder.
- (4) Photocopy of proxy's citizen identification card, driving license or civil servant identification card or passport (in case of foreign person) which are certified true and correct by the proxy.

• **Individual shareholder with foreign nationality**

- (1) Notice of Meeting with QR Code
- (2) Proxy Form A or Form B
- (3) Photocopy of the shareholder's certification of alien registration or passport or document used in lieu of passport which are certified true and correct by the shareholder.
- (4) Photocopy of proxy's citizen identification card, driving license or civil servant identification card or passport (in case of foreign person) which are certified true and correct by the proxy.

• **Shareholder is juristic person registered in Thailand.**

- (1) Notice of Meeting with QR Code
- (2) Proxy Form A or Form B
- (3) Photocopy of citizen identification card or civil servant identification card of the authorized director(s) which are certified true and correct by the authorized directors(s) power to bind such juristic person.
- (4) Photocopy of certification document issued by Ministry of Commerce or competent authority issued no longer than 1 year which certified true and correct by the authorized director(s) power to bind such juristic person.
- (5) Photocopy of proxy's citizen identification card, driving license or civil servant identification card or passport (in case of foreign person) which are certified true and correct by the proxy.

• **Shareholder is a juristic person registered in a foreign country.**

- (1) Notice of Meeting with QR Code
- (2) Proxy Form A or Form B
- (3) Photocopy of juristic person's certification document and citizen identification card or passport (in case a foreigner) of the authorized director(s) which its signature is certified by Notary Public no longer than 1 year.
- (4) Photocopy of proxy's citizen identification card, driving license or civil servant identification card or passport (in case of foreign person) which are certified true and correct by the proxy.

• **Shareholder is a juristic person registered in a foreign country for which a custodian in Thailand is appointed.**

- (1) Notice of Meeting with QR Code

- (2) Proxy Form C
- (3) Power of Attorney executed by the shareholder authorizing the custodian to execute the proxy form on behalf of such shareholder.
- (4) Letter confirming that the person executing the proxy form has obtained a license for being a custodian.
- (5) Photocopy of proxy's citizen identification card, driving license or civil servant identification card or passport (in case of foreign person) which are certified true and correct by the proxy.

2. Procedures for Registration

The registration can be made on desktop computer, laptop, tablet, or Smartphone with a camera, through web browsers such as Google Chrome, Internet Explorer or Safari, and is compatible with both iOS and Android operating systems.

(Recommend using Google Chrome for the maximum efficiency of the system)

(2.1) For shareholders who wish to attend the meeting themselves, can register through the Link below:

[Registration - DAP e-Shareholder Meeting](#)



The registration can be made from **11 April 2024 at 8.00 a.m. onwards**. Upon the completion of the identity verification, shareholders will receive an e-mail with username and password to log in the DAP e-Shareholder Meeting system.

(2.2) For shareholders who wish to appoint a Proxy:

In case that the shareholders cannot register by themselves, shareholders must submit documents as in item 1 to the Company by **23 April 2024** via 2 channels as follows:

- E-mail: centel_companysecretary@chr.co.th , ir@chr.co.th
- By post: The Company Secretary Office, Central Plaza Hotel Public Company Limited
25th floor Centara Grand & Bangkok Convention Center at CentralwOrld
999/99 Rama 1 Road, Pathum Wan, Bangkok 10330

Upon the completion of identify verification, a proxy holder will receive an e-mail with username and password to log in the DAP e-Shareholder Meeting system through e-mail of the proxy holder as specified in the proxy form.

Attending the Annual General Meeting of Shareholders via Electronic media

The 2024 Annual General Meeting of Shareholders will be held on **29 April 2024 at 02.30 p.m. via electronic media only** as the following procedure:

(3.1) System Log-in

- The meeting attendee can **log in to the DAP e-Shareholder Meeting system from 01.00 p.m.** with username and password together with the OTP at below Link or QR Code:

<https://portal.eservice.setgroup.or.th/>



- When logging in the DAP e-Shareholder Meeting system, the attending shareholders can click the button **“Joining the Meeting”** to enter the Webex system to attend meeting broadcast. If the screen does not work, click Open Webex on the top right to view the meeting via Application Cisco Webex Meeting instead.

The registration can be made on desktop computer, laptop, tablet, or Smartphone with a camera, through web browsers such as Google Chrome, Internet Explorer or Safari, and is compatible with both iOS and Android operating systems.

(Recommend using Google Chrome for the maximum efficiency of the system)

(3.2) Voting in each agenda item

- During the voting period, the Chairman will propose the Shareholders’ Meeting to consider and pass a resolution on each agenda item, the DAP e-Shareholder Meeting system will enable the attending shareholders to cast votes for either “Approve”, “Disapprove”, or “Abstain”. Voting must be completed within the specified period. If not within the specified period, it will be deemed that such an attending shareholder approved according to the consideration of the Shareholders’ Meeting. If there is still time left for voting on such an agenda item, the attending shareholder can go back to change votes within the specified period.
- If the shareholders have already casted votes on each agenda item in the proxy form, the Company will record votes as specified in the proxy form only.

(3.3) Vote Counting

- The Company will record the votes from Disapprove and Abstain on each agenda item. The rest of the votes will be counted as Approve. For shareholders or proxies that registered to attend the meeting and not click any button to express their votes, the Company, then, considers as Approve. The vote counting base includes votes for approval and disapproval only. The abstained votes will not be counted as the vote counting base pursuant to Section 107 (1) of the Public Limited Companies Act.

- Upon the completion of vote counting on each agenda item, the results of the vote counting will be announced to the Meeting for acknowledgment, divided into approval, disapproval, and abstention in percentage. The voting results of the agenda on the election of directors will be announced on an individual basis.

(3.4) Asking the Question

If the shareholders or proxies wish to ask questions, they can submit any recommend or question via 2 procedures as follows:

1. **Submit any recommend or question prior to the meeting day via 2 channels** as follows:

- E-mail: centel_companysecretary@chr.co.th , ir@chr.co.th
- By post: The Company Secretary Office , Central Plaza Hotel Public Company Limited
25th floor Centara Grand & Bangkok Convention Center at CentralwOrld
999/99 Rama 1 Road, Pathum Wan, Bangkok 10330

2. **Submit questions on the meeting day from 01.30 p.m. onward** by typing questions on each agenda item. The Company will read and answer the questions of each shareholder according to the sequence of agenda items.

In case of shareholders pr proxies wish to **ask questions on the Microphone for each agenda**, please process as follows:

- (1) Type the question and indicate that **“I want to ask myself “**
- (2) When it comes to the sequence of your question, the staff will inform you to turn on microphone and camera.
- (3) Then, please inform your name, surname and specify that you are shareholder or proxy.

The Company will conduct the meeting mainly in Thai language. For non-Thai speaker, the staff will ask question in the meeting room on your behalf and send the answer to you via Q&A box later.

Should there be any questions or problems with the E-AGM, kindly contact the following:

The Company Secretary Office
Central Plaza Hotel Public Company Limited
25th floor Centara Grand & Bangkok Convention Center at CentralwOrld
999/99 Rama 1 Road, Pathum Wan, Bangkok 10330
Tel.: 02-769-1234 ต่อ 6614
E-mail: centel_companysecretary@chr.co.th

**Please find more information about Registration and Log in at
“DAP e-Shareholder Meeting Manual (for Shareholder)
regarding the *Attachment No. 8***