

Procedure and Required Documents on the Submission of E-Request for Attending
the 2024 Annual General Meeting of Shareholders and the Granting of Proxies

The Company will open the system for submitting an e-request to attend the meeting and proxy document check from Monday, April 22, 2024, at 8.30 hrs. until the meeting is completed on April 29, 2024.

1. For shareholders who wish to attend the meeting on their own

The shareholders can study the guidelines and methods for attending the 2024 Annual General Meeting of Shareholders via electronic means as detailed in [Attachment 6](#) in order to submit the e-request and submit the following documents via the Inventech Connect system, as below:

1.1 Invitation Letter (Meeting Registration Form with QR Code) signed by the shareholder.

1.2 The document issued by the government agency, which shows the photo of the shareholders and has not expired, such as ID card copy, driver's license copy, government certificate copy, state enterprise employee card copy or passport copy, which has not expired and certified as a correct copy. In case of any changes of name and/or surname, evidence of such changes must be provided.

2. Attendance of Meeting by shareholder - Shareholders are allowed to grant a proxy to only

One representative to attend and vote at the E-AGM by using the attached proxy form ([Attachment 10](#)). If other forms (Form A or Form C (Only for foreign investors who appointed custodians in Thailand as a share depository)) are needed, please proceed as follows:

2.1 In case of granting proxy to the Company's independent directors:

- Pursuant to the information of the company's independent directors listed in [Attachment 7](#), shareholders are requested to fill in and sign the proxy form in [Attachment 10](#), and the document issued by the government agency with details as mentioned above in 1 of a shareholder and proxy is duly certified. Shareholders may submit such documents to the company via post by April 25, 2024, at 17.00 hrs.

To: Company and Investor Relations Division, TOA Paint (Thailand) PCL.

31/2 Moo 3 Bangna-Trad Road, Tambon Bangsaothong, Bangsaothong District, Samut Prakan 10570

or

- **Grant a proxy via the Inventech Connect system.** For your further information, please see the procedures and methods for granting proxy in [Attachment 6](#).

The shareholders are advised to review the details of the agenda items before deciding to appoint a proxy. In case that the shareholder appoints his/her proxy and such shareholder has casted his/her vote in each agenda in Proxy Form B in advance, the Company will record the votes of such shareholder in accordance with the votes specified in such proxy form. If the shareholders who appoints independent director as his/her proxy does not cast his/her vote in the proxy form in advance, the independent director who has been appointed as a proxy shall cast the votes on behalf of the shareholder as he/she deems suitable and appropriate.

In case that you wish to cancel the appointment of proxy, you may notify the Chairman of the Board, in writing, by providing such cancellation notice together with a certified copy of identification card to the Company via email: companysecretary@toagroup.com before the start of the meeting.

2.2 In case of granting proxy to another person:

Please fill in the proxy form together with all required documents in order to submit a request to attend the meeting via the Inventech Connect system only. The Company does not accept proxy forms and required documents returned to the Company by post or e-mail.

3. Required Documents for Proxy

3.1 Natural-person grantor:

3.1.1 Invitation Letter (Meeting Registration Form with QR Code) signed by the proxy.

3.1.2 Proxy form signed by the grantor and the proxy (if using Form B attached herewith)

3.1.3 Certified true copy of valid identification card or driving license or government official identification or passport (in case of foreigners) of the grantor and the proxy.

3.2 Juristic-person grantor:

3.2.1 Invitation Letter (Meeting Registration Form with QR Code) signed by signed by the proxy.

3.2.2 Proxy form signed by an authorized person according to its Affidavit, with the seal of the juristic person affixed (if any), and by the proxy (if using Form B attached herewith) with a stamp duty of 20 Baht affixed.

3.2.3 If the grantor is a juristic person registered under Thai laws, a copy of the Affidavit of that juristic person - issued by the Ministry of Commerce or the relevant government authority, bearing a date within 6-month period prior to the meeting date, and certified as a true copy by the authorized person of the juristic person with the seal of the juristic person (if any).

3.2.4 If the grantor is a foreign juristic person, a copy of the Affidavit of that juristic person - issued by the relevant government authority of the country where the juristic person is located and certified by a notary public or other government authorities, bearing a date within 1-year period prior to the meeting date.

3.2.5 For foreign juristic person, unless an original document is in the English language, an English translation certified as a true and correct translation by an authorized person of that juristic person must be provided.

3.2.6 Certified true copy of valid identification card or driving license or government official identification or passport (in case of foreigners) of the authorized person of the shareholder.

3.2.7 Certified true copy of valid identification card or driving license or government official identification or passport (in case of foreigners) of the proxy.

Remark: Please prepare the e-mail address and mobile phone number of the proxies which can be contacted so that the Conference Control System Provider can send the connection information i.e. link, username, password for attending the meeting.