

**Guidelines and Practice for attending the 2025 Annual General Meeting of Shareholders
in hybrid meeting, voting, vote counting and the granting of Proxy**

Shareholders who desire to the meeting via electronic media (E-AGM)

(1) Submit your request to attend the meeting by sending information via Email or postal mail.

1.1 Please fill in the document requesting to attend the meeting via electronic media (E-AGM) (Attachment 12) by specifying your Email and your mobile phone number clearly for registering for the meeting.

1.2 Attach a copy of proof of identity to confirm the right to attend the E-AGM meeting.

1.2.1 Shareholders who are natural persons:

- If a shareholder wishes to attend the meeting in person via E-Meeting:
 - Attach a copy of a valid government-issued identification document such as an ID card, government ID card, driver's license, or passport. In case of name-surname changes, shareholders are requested to attach supporting evidence.
- If a shareholder appoints another person to attend the meeting on his/her behalf via E-Meeting:
 - The Proxy Form C (attached 9) is filled in all information signed by the proxy grantor and the proxy correctly and entirely together
 - A copy of the proxy grantor's identity document, such as an ID card, a government official ID card, passport (In the case of foreigners) that has not expired and signed certifying the true copy of the proxy.

1.2.2 Shareholders who are juristic persons:

- If the person authorized to sign on behalf of the juristic person (director) wishes to attend the meeting in person via electronic media (E-Meeting)
 - A copy of the shareholder's juristic person registration certificate issued no later than one year before the date of the shareholders' meeting, which is duly certified by the juristic person representative (director) authorized to sign on behalf of the juristic person.
 - A copy of the identity document of the representative of the juristic person (director), such as an ID card, a government official ID card, passport (In the case of foreigners) that has not expired and signed to certify the true copy.
- If the proxy is assigned to attend the meeting instead via electronic media (E-Meeting)
 - The Proxy Form C (attached with the invitation letter) is filled in all information signed by the proxy grantor and the proxy correctly and entirely together.
 - A copy of the shareholder's juristic person registration certificate issued no later than one year before the date of the shareholders' meeting, which is duly certified by the juristic person representative (director) authorized to sign on behalf of the juristic person.
 - A copy of the identity document of the representative of the juristic person (director), such as an ID card, a government official ID card, passport (In the case of foreigners) that has not expired and signed to certify the true copy.
 - Copy of the identity document of the proxy as in the case of natural persons as mentioned above.

Suppose the documents or evidence mentioned above are not Thai or English versions. In that case, the shareholders must present an English translation of the document signed to certify the translation by the shareholder or by an authorized signatory to bind that juristic person (in the case of a juristic person)

1.3 Submit the documents requesting to attend the meeting via electronic media (item 1.1) and proof of identity together with supporting documents (item 1.2) by sending to the Company.

Company Secretary


Ornsirin Holding Public Company Limited

79 Moo 8 Sunpuloei Sub-district, Doi-saket District, Chiang Mai 50220

(Documents for the Annual General Meeting of Shareholders No. 1/2025)

(2) If a shareholder wishes to submit a request to attend the meeting via electronic media (E-AGM) via the website or QR Code

2.1 Request to attend the meeting via Web Browser: Chrome by going to

Scan QR Code	Go to Link
	https://orn.thekoble.com/agm/emeeting/index/1

2.2 Fill in the information of shareholders:

1. Securities holder account number;
2. Name (do not include a title)
3. Last Name
4. ID card number;
5. Choose to accept the terms and consent to access to personal information;
6. Press "Confirm"

2.3 Check the name of the shareholder and the number of shares. If correct, please fill in shareholder information.

1. Name - Surname (English);
2. Email to receive a link to attend the meeting;
3. Mobile phone number;
Self-Attending: Shareholder's mobile number.
Proxy: Proxy's mobile number. (Used to log in system)

2.4 Select the attendance type:

1. Attend the meeting in person via E-AGM
2. Authorize the natural persons to attend the meeting via E-AGM
3. Assign a proxy to an independent director

2.5 Press “Next”

2.6 In the case of shareholders attending the meeting in person:

Prepared shareholders’ identification documents

1. A copy of the national identification card, or a copy of the passport, or a copy of a government-issued identification card, along with a certified true copy, for the purpose of attending the Annual General Meeting of Shareholders 2025

2. Attach a copy of other identity documents;

3. Press “Next”

4. The system will display a message "Information received successfully," check the name, surname, and number of shares again

5. Close window to finish

2.7 In the case of appointing the natural person to attend the meeting via E-AGM:

Prepared shareholders’ identification documents

1. A copy of the national identification card, or a copy of the passport, or a copy of a government-issued identification card, along with a certified true copy, for the purpose of attending the Annual General Meeting of Shareholders 2025

2. Attach a copy of other identity documents

3. Press “Next”

4. Save the proxy's information and attach supporting documents

a. Name-surname of the proxy (Thai language)

b. Name-surname of the proxy (English)

c. Attach a copy of the proxy's identity document

d. Attach the proxy form with complete information and signature

5. Press “Next”

6. The system will display a message "Information received successfully," check the name, surname, and number of shares again

7. Close window to finish

2.8 In the case of appointing a proxy to an independent director

1. Attach a copy of the shareholder's identity document (Like in the case of shareholders attending the meeting in person)

2. Enclose the proxy form as detailed in Attachment 9, with all information filled in and signed

3. Press “Next”

4. The system will display a message "Information received successfully," check the name, surname, and number of shares again

5. Close window to finish

Remark: The system for receiving the request to attend the meeting will be open for operation from April 10,2025 to April 24,2025 date or until the meeting is completed. (The system does not accept information on Saturdays, Sundays, and public holidays.)

Here by, once the proxy holder and the Company have received the proxy form from you, the Company will pay the e-Stamp duty in accordance with the regulations of the Revenue Department

Electronic Meeting Attendance (E-AGM)

(1) Once the shareholders or proxies wish to attend the meeting and have been fully verified, you will receive an Email from the meeting organizer, a link for attending the meeting, and a system’s user manual two days before the meeting date. Please study the manual on how to use the E-AGM meeting system in detail (Attachment 11) If you haven't received the Email within the April 17,2025 date, please get in touch with the Company immediately

(2) Please prepare the following information for logging in the meeting

Self-Attending: Shareholder Account Number (10 digits Number) and ID Card.

Proxy: Proxy ID Card and Proxy’s Mobile Number.

(3) Meeting attendance and voting via electronic media can be used with computers/notebooks/tablets and mobile phones via Web Browser: Chrome with 4G internet speed or home internet basic.

Note: In case of meeting via tablet and mobile phone, Zoom Cloud Meeting program must be installed before attending the meeting, which can be downloaded as follows:

ระบบ iOS	ระบบ Android
	
https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307	https://play.google.com/store/apps/details?id=us.zoom.videomeetings

(4) The system will open for meetings 60 minutes before the start of the meeting. However, the live broadcast will only start at the time of the meeting.

(5) To log in, attendees must use the information of the shareholder registration number and the shareholder's ID card number.

(6) Voting through the E-Voting system, you will be able to vote for each agenda only by voting for agreeing, disagreeing, or abstaining. In case of not voting in any agenda, the system will be deemed to vote as agree immediately (using the vote-counting method by pouring votes towards agreeing).

(7) If attendees have any problems or problems in using the E-AGM system, you can contact OJ International Co., Ltd. at the phone number specified in the Email that sends you the system's user manual.

note: This Electronic Annual General Meeting (E-AGM) will be conducted exclusively online. If you wish to attend the meeting in person at the Ornsirin Head Office Main Meeting Room (Physical Meeting), please refer to the meeting location map in Attachments 14

If a shareholder wishes to appoint an independent director as a proxy

Suppose any shareholders cannot attend the E-AGM meeting in person or cannot appoint other proxies to attend the E-AGM meeting and wish to appoint an independent director as a proxy. In this regard, they can send a proxy form (Attachment 9) specifying the proxy as one of the independent directors as specified by the Company along with supporting documents to the Company by the date within the date April 17,2025 via the following channels

Company Secretary
Ornsirin Holding Public Company Limited
79 Moo 8 Sunpuloei Sub-district, Doi-saket District, Chiang Mai 50220
(Documents for the Annual General Meeting of Shareholders No. 1/2025)

Note: If the shareholders specify their votes in each agenda, the independent directors will cast their votes as specified in the proxy form. In which the voting in each agenda, shareholders have the right to vote in agreeing, disagreeing, or abstaining only and cannot divide a partial vote (unless it is a Custodian vote).

In the case of a shareholder who is a foreign investor and appoints a custodian in Thailand to be a stock depository and keeper

Please submit the following information:

- (1) The Proxy Form C (attachment 9) is filled in all information signed by the proxy grantor and the proxy correctly and entirely together
- (2) Custodian juristic person registration certificate (Custodian) with a signature certifying true copy by the authorized signatory on behalf of the juristic person of the Custodian or the attorney with the corporate seal (if any)
- (3) A power of attorney from the shareholders for the Custodian to be authorized to sign the proxy form
- (4) A letter confirming that the person signing the proxy form is authorized to operate a custodian business
- (5) Copy of ID card, or a copy of government official ID card, or copy of passport (In the case of foreigners) of the proxy with certified the true copy
- (6) Submit information via the following channels

By Email : ir@ornsirin.co.th

By Mail Company Secretary
Ornsirin Holding Public Company Limited
79 Moo 8 Sunpuloei Sub-district, Doi-saket District, Chiang Mai 50220
(Documents for the Annual General Meeting of Shareholders No. 1/2025)

Note: Once the Company has received the proxy form from you, the Company will pay the e-Stamp duty in electronic format, or E-Stamp, in accordance with the Revenue Department's regulations.

Submitting advice or questions related to business, industry, Company performance, or related to any agenda which will be considered at the E-AGM meeting

If shareholders wish to submit suggestions or questions, they can be done in two ways as follows:

- (1) Shareholders can submit written questions related to the meeting agenda in advance to assist the Board of Directors in providing more comprehensive answers. Please submit your questions, along with your full name, on

the advance question submission form as per Attachment 10, via email to ir@ornsirin.co.th or by postal mail to the following address

Company Secretary
Ornsirin Holding Public Company Limited
79 Moo 8 Sunpuloei Sub-district, Doi-saket District, Chiang Mai 50220
(Documents for the Annual General Meeting of Shareholders No. 1/2025)

(2) Submit advice or questions during the meeting to those attending the E-AGM meeting. The attendee must specify his/her first and last name and state whether his/her is a shareholder attending the meeting himself/herself or a proxy. Before every suggestion or question is submitted, the Company has opened channels for sending advice and questions during the meeting as follows:

- Q&A Chat channel for text messages
- An audio chat channel where attendees press the raising hand button and turn on the microphone on their device after the operator sends you an invitation to chat. Please turn off the microphone after the conversation is finished every time (For more details, please refer to the user manual sent to the attendees' Emails)

In this regard, if shareholders have questions about the meeting, they can contact the following staff:

1. Regarding submitting documents confirming identity to attend the shareholders' meeting via E-Meeting, please contact the Company Secretary for further information via the Company's contact channels as detailed above.
2. Regarding the process of attending the meeting and voting via E-Meeting, in the case of correct and complete identity verification, please contact OJ International Co., Ltd. at the phone number specified in the Email that sends you the system's user manual.

Vote Casting

Upon reaching the voting period for each agenda item, the Chairman shall propose that the meeting deliberate and resolve on each matter. The Electronic Voting (E-Voting) system shall then be activated for attendees to cast their votes. Attendees are required to select the 'Vote' option and subsequently indicate their choice of 'Agree,' 'Disagree,' or 'Abstain.' Voting must be conducted within the designated time frame. Failure to cast a vote within the stipulated period shall result in the attendee being deemed to have approved the resolution as presented for the meeting's consideration.

However, should time remain within the voting period for a particular agenda item, attendees are permitted to revise their votes within the system's allotted timeframe.

In the case where a shareholder appoints a proxy to attend the meeting on their behalf, the proxy has the right to consider and vote on behalf of the shareholder in all matters as deemed appropriate. The voting procedure will be the same as that of shareholders attending the meeting in person

In the event that a shareholder attends the meeting in person and also holds proxies from other shareholders, the shareholder must vote both for their own shares and the shares represented by the proxy. If a vote is not cast on any item within the specified time, it will be considered that the unvoted item has been approved as proposed for the meeting's consideration. For each agenda item, the results from the E-Voting system (for

shareholders or proxies wishing to attend the meeting in the main conference room at the Ornsirin Headquarters) will be combined with the vote count from the E-Voting system for the convenience and speed of tallying the votes for each agenda item. The results will be announced to the meeting accordingly. The decision of the meeting will be based on the majority vote of the shareholders present and voting, except for agenda items 1 and 2, which are for informational purposes and will not require a vote, and agenda item 7, where the resolution must be approved by no less than two-thirds of the total votes of the shareholders present.

Vote Counting

The vote count for each agenda item will include the votes for "Agree," "Disagree," and "Abstain."

Shareholders attend the meeting at the main conference room at the Ornsirin Headquarters
(Physical Meeting)

(1) The Company encourages the shareholders who give proxies to independent directors to attend the meeting instead of attending the meeting in person. In order to reduce congestion in the meeting place. Profile of Independent Director and Audit Committee for Appointment of Proxy (Attachment No. 7) and specified in the Proxy Form A. or Form B. (Attachment No. 9) of the invitation letter that has been delivered to the shareholders or can be downloaded from the company's website at www.ornsirin.co.th/investor/

For shareholders who are foreign investors and appoint a custodian in Thailand, please use Proxy form C. (Attachment No. 9).

(2) Prepare documents or evidence that shareholders and/or proxies must present before attending the meeting at the main conference room at the Ornsirin Headquarters as follows;

Shareholders Ordinary person

1) In case the shareholders attend the meeting in person.

Copy of ID card or a copy of government official identification card or copy of passport (In case of a foreigner) with signed certified true copy.

2) In the case of proxy

- Proxy form (Attachment No. 9) by filling in the details correctly and completely with the signature of the shareholders who give proxies and the proxy
- Copy of ID card or a copy of government official identification card or copy of passport (In case of a foreigner) of the shareholders who give proxies with signed certified true copy.
- Copy of ID card or a copy of government official identification card or copy of passport (In case of a foreigner) of the proxy with signed certified true copy.

In the event that the shareholder is a juristic person

1) In the case of an authorized signatory on behalf of a juristic person Attend the meeting in person.

- Copy of ID card or a copy of government official identification card or copy of passport (In case of a foreigner) with signed certified true copy.
- A copy of the juristic person registration certificate from the Ministry of Commerce with signed certified true copy by an authorized person on behalf of the juristic person with the juristic person's seal (if any).

2) In the case of proxy

- Proxy form (Attachment No. 9) by filling in the details correctly and completely with the signature of the shareholders who give proxies and the proxy.
- Copy of ID card or a copy of government official identification card or copy of passport (In case of a foreigner) of the proxy with signed certified true copy.
- A copy of the juristic person registration certificate from the Ministry of Commerce or a copy of the juristic person's certificate issued by the competent government agency of the country where the juristic person is located with signed certified true copy by an authorized person on behalf of the juristic person with the juristic person's seal (if any).

- 3) In the case the shareholder whose name appears in the Register is overseas investor and has appointed custodian in Thailand as a deposit agent of the shares.
- Proxy form C. (Attachment No. 9) by filling in the details correctly and completely with the signature of the shareholders who give proxies and the proxy.
 - Custodian Certificate of Incorporation with signed certified true copy by the custodian juristic person or authorized attorney, with the juristic person's seal (if any).
 - Letter of authorization from the shareholder to grant the custodian to proceed with the signing on the Proxy for the shareholder
 - A document confirming that the signor on the Proxy for the shareholder has been permitted to engage in the custodian business.
 - Copy of ID card or a copy of government official identification card or copy of passport (In case of a foreigner) of the proxy with signed certified true copy.

Proxy procedure

- The shareholder who must sign the proxy form in the proxy box and the proxy shall sign in the proxy box
- Attach all the documents specified above and deliver company officials before attending the meeting.
- In case of an independent director's proxy, please indicate Mr.Vichien Chavalit in the proxy form. Profile of Independent Director/ Chairman of the Risk Management and Sustainability Committee / Chairman of the Nomination, Compensation, and Governance Committee and Audit Committee (Attachment No. 7) and delivered to the Company before the meeting date or at the latest before attending the meeting.

Shareholders can submit the questions that related to the agenda in advance :

The company will record questions and answers. It will provide in the minutes of the meeting in its entirety. Please send questions with name and last name on the form to submit questions in advance Attachment 10 By Thursday, April 10, 2025 to the following channels via email: ir@ornsirin.co.th or mail

Company Secretary

Ornsirin Holding Public Company Limited

79 Moo 8 Sunpuloei Sub-district, Doi-saket District, Chiang Mai 50220

(Annual General Meeting of Shareholders No. 1/2025)

The meeting day in case the meeting at the main conference room at the Ornsirin Headquarters (Physical Meeting) (Thursday 24th April 2025)

Shareholders and/or proxy can register and submit document or evidence for inspection at the meeting venue from 12.00 hours to 14.00 hours on Thursday 24th April 2025.

Shareholders or proxy who attend the meeting at the main conference room at the Ornsirin Headquarters (Physical Meeting) must prepare documents or evidence that the shareholders or proxies present and register before attending the Annual General Meeting of Shareholders to be able to attend the meeting You will receive a QR code to be scanned into the E-Voting system. Each agenda will be able to choose only one vote, that is, agree, disagree or abstain. Which you can amend such votes until that agenda is closed for voting.

In case of shareholders or proxy (“Attendees”) wish to attend the meeting at the main conference room at the Ornsirin Headquarters

- The company allows only the shareholder or proxy to enter the meeting venue only. The follower of shareholder and/or proxy is not allowed to enter the venue of the meeting.
- The company prepared the general meeting of shareholders to reduce the risk of COVID-19 due to congestion of shareholder in the meeting by the seating layout in the meeting room shall have a distance which will limit the number of seats in the meeting room and prepared alcohol gel at various points.

The company may modify the measures and guideline for 2025 Annual General Meeting of shareholder to comply with the epidemic current situation related to the announcement of government. Moreover, the company will inform the shareholder via the website of Stock Exchange of Thailand and the company’s website

Vote Casting

1. Vote casting shall be counted as one share per one vote. In the event of a tie, the Chairman will have a final vote as one of the shareholders.

2. Any shareholder having special interests in any agenda of the meeting is not allowed to cast a vote on such agenda. The chairman may invite them to leave the meeting temporarily. However, there is no prohibition on casting a vote for the election or removal of directors.

3. Shareholders attending the meeting in person are entitled to cast votes in the ballot given during the registration. In the case of a proxy holder, he/she shall cast a vote in the ballot according to the intent of the shareholders specified in the proxy form and deliver it to the officer for collecting and recording votes together with those that the shareholders grant proxy in advance to the independent directors nominated by the Company.

4. The chairman informed the Meeting of the voting results of each agenda. The counted votes will include the votes according to the intent of the shareholders attending the meeting in person and by proxy. In each agenda, the shares of the latest attendees will be used.

Facilitation in other channels

The company has recorded video and audio throughout the duration of the meeting, which will be published on the company’s website within 7 days after the meeting complete.