

## (Translation)

**Conditions and Procedures for e- Register and the Appointment of Proxies to Attend  
the 2024 Annual General Meeting of Shareholders**

Accordingly, in order to create transparency and fairness and to benefit the shareholders, Quality Houses Public Company Limited ("the Company") requires inspection of documents and other evidence showing the identity of the shareholder or its representative entitled to attend the shareholders' meeting. The details are as follows:

■ **e-Registration to DAP e-Shareholder Meeting system**

Shareholders, please study the e- Registration process to attend the meeting according to the User Manual as detailed in Enclosure No.10

Shareholders	Document Required
1. Thai Individual Person	Identification Card
2. Foreign Person	Passport
3. Juristic Person	
3.1 Attendance by an authorized representative of such shareholder	(1) A copy of Identification Card with certified as a true copy of such authorized representative (2) A Notice of Meeting (3) A copy of the Affidavit of that juristic person, issued by the Department of Business Development, The Ministry of Commerce, or by the relevant government authority and bears a date within a 30 day period prior to the date of the shareholders' meeting. The copy of the Affidavit must be certified as a true copy by such authorized representative and showing the name of such authorized representative as a person having authority to act on the shareholder's behalf
3.2 Attendance by Proxy	As detailed in documents required to support the appointment of a proxy in case of shareholder is a juristic person Page 48-49

■ **Appointment of the proxy Procedures**

- A shareholder can grant a proxy to only one person to attend and vote at the shareholders' meeting by using the attached Proxy Form.
- A shareholder may express the intention to vote either to approve, disapprove or abstain from voting on each item on the agenda by specifying in the Proxy Form for the proxy.

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- A completed Proxy Form with the signature of the shareholder must be submitted to the chairman of the meeting or an authorized person prior to the meeting. If there is any material amendment or correction to the Proxy Form, a shareholder must countersign such amendment or correction. The Proxy Form must be affixed with a stamp duty of Baht 20.

Documents required to support the appointment of a proxy

(1) **If a shareholder is a natural person**, the following documents are required to be produced to register attendance:

- A notice of meeting with the signature, e-mail and mobile phone (for OTP) of proxy
- A certified copy of the identification card, or the government official identification card, or the passport (if the shareholder is a foreigner) of the grantor.
- A certified copy of the identification card, or the government official identification card, or the passport (if the shareholder is a foreigner) of the proxy

(2) **If a shareholder is a juristic person**, the following procedures and documents are required to be produced to register attendance:

- A notice of meeting with the signature, e-mail and mobile phone (for OTP) of proxy
- A Proxy Form must be signed by an authorized person of the juristic person whose name is shown in the Affidavit of that juristic person, issued by the Department of Business Development, The Ministry of Commerce, or by the relevant government authority, and bear a date within a 30 day period prior to the date of the shareholders' meeting. The Proxy Form should be sealed of the juristic person (if any).
- If the shareholder is a juristic person registered under Thai law, a copy of the Affidavit of that juristic person, issued by the Department of Business Development, The Ministry of Commerce, or by the relevant government authority and bears a date within a 30 day period prior to the date of the shareholders' meeting. The copy of the Affidavit must be certified as a true copy by the authorized person of that juristic person and bear the seal of the juristic person (if any).
- If a shareholder is a foreign juristic person, an Affidavit of that juristic person, issued by the relevant government authority of the country where the juristic person is registered and

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located. The Affidavit is required to be certified by a notary public or another authorized authority and bear a date within 1 year period prior to the date of the shareholders' meeting.

- If a document is in a language other than English, an English translation certified as a true and correct translation by an authorized person of such juristic person.
- A certified copy of the identification card, or the government official identification card, or the passport (if the shareholder is a foreigner) of the proxy

**Remark:**

(1) The Company would like to ask the proxy to scan and send the Proxy Form and all documents as detailed above via e-mail at [corp\\_secretary@qh.co.th](mailto:corp_secretary@qh.co.th) and send hard copy via post at the address as detailed below within April 17, 2024

When the Company has checked the accuracy of the information and the list of shareholders according to the information as of the Record Date then the Company will send Username and Password to email of proxy for logging into the electronic meeting system (e-AGM).

(2) The Company has attached the Proxy Form B to each shareholder as specified by the declaration of the Business Development Department with regard to the proxy (chapter 5) B.E. 2550 which includes 3 types as follows:

- Form A The general proxy with uncomplicated format
- Form B The specific proxy where all agendas are strictly specified
- Form C The proxy for custodian on behalf of foreign investors

Proxy form A, B, C can be downloaded from [www.qh.co.th](http://www.qh.co.th). Investor Relations Section.

(3) Contact

Corporate Secretary Department

Quality House Public Co., Ltd.

No.1 Q House Lumpini Building, South Sathorn Road, Thungmahamek, Sathorn, Bangkok 10120

E-mail: [corp\\_secretary@qh.co.th](mailto:corp_secretary@qh.co.th) Fax: 02 677 7000