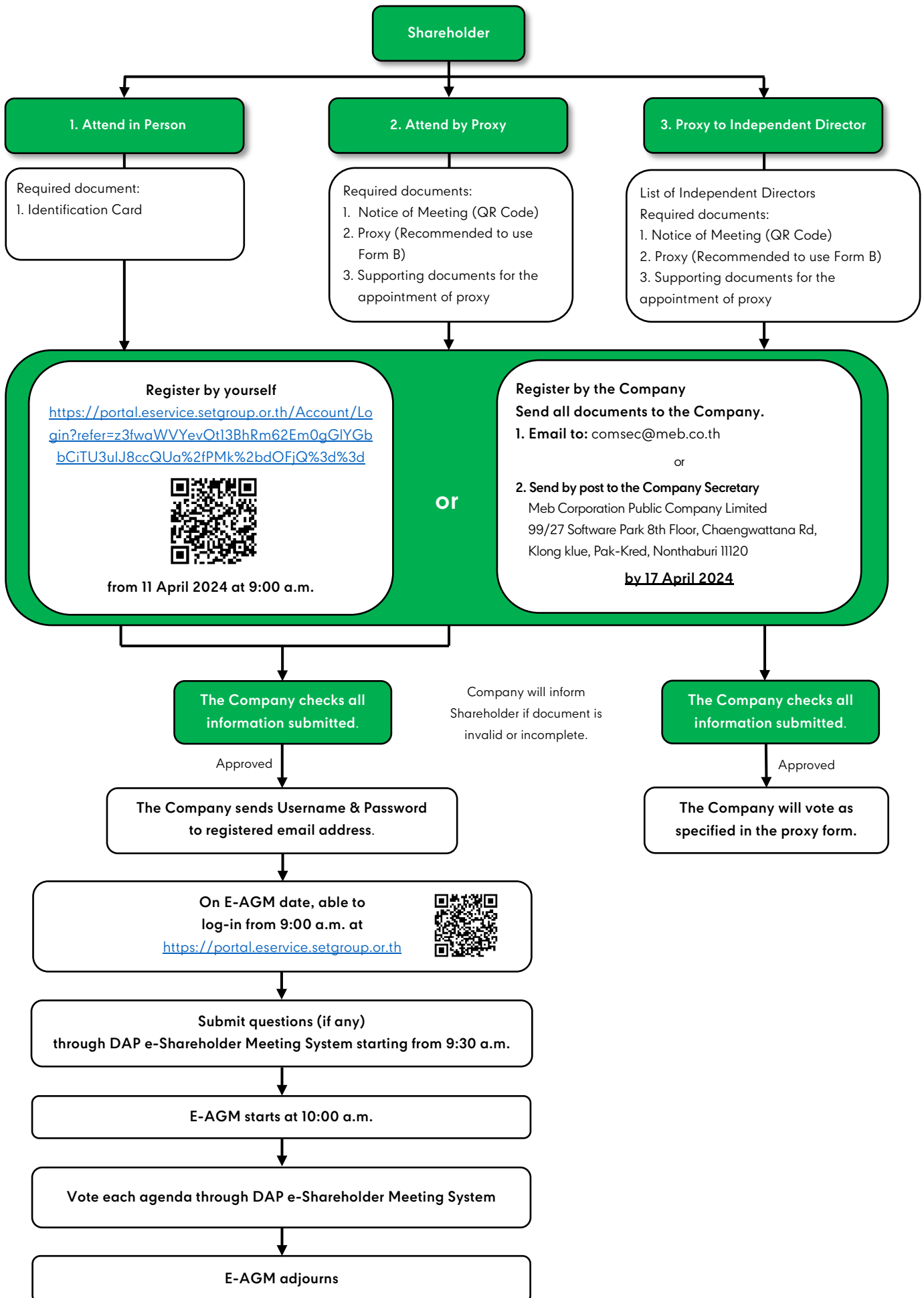


Procedures for attending 2024 Annual General Meeting of Shareholders



Registration

1. Document for registration and Appointment of Proxy

1.1 **In case the shareholder is present at the meeting in person** use the following documents

- Individual shareholder with Thai nationality
 - 1) Citizen Identification card
- Individual shareholder with foreign nationality
 - 1) Notice of Meeting (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 or surname, evidence verifying such change shall be presented.

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:

Name	Age (years)	Positions	Address	Special conflict of interest in the proposed agenda
1. Mr. Khemajit Choomwattana	54	Independent Director / Member of the Audit Committee	Mcb Corporation Public Company Limited 99/27 Software Park	No special conflict of interest in any Agenda
2. Mr. Krit Pattamaroj	43	Independent Director / Member of the Audit Committee	8th Floor, Chaengwattana Rd., Klong klue, Pak-Kred, Nonthaburi 11120	No special conflict of interest in any Agenda

Remarks: Independent director is the person who fully qualified and independent as determined by the Board of Directors’ charter which is stricter than the guideline of the Securities and Exchange Commission which showed in the qualification and profiles of the independent directors in Section 8.1.1.1 and Enclosure 1 of Form 56-1 One Report

Appointment of Proxy use the following documents.

- Individual shareholder with Thai nationality
 - 1) Notice of Meeting (QR Code)
 - 2) Proxy Form A or Form B
 - 3) Photocopy of the shareholder’s citizen identification card or civil servant identification card or 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.
- Individual shareholder with foreign nationality
 - 1) Notice of Meeting (QR Code)
 - 2) Proxy Form A or Form B
 - 3) Photocopy of the shareholder’s certificate 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 a juristic person registered in Thailand.
 - 1) Notice of Meeting (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 director(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 (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 of 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 (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.
- 1.3 **In case a shareholder is deceased**
A state administrator shall attend the Meeting in person or by proxy. Court's order appointing state administrator certified by the competent officer and issued not exceeding 6 months before the date of the Meeting shall be presented.
- 1.4 **In case a shareholder is a minor**
Parents or lawful guardian of the shareholder shall attend the Meeting in person or by proxy. Copy of Household Registration of the shareholder and official grant of custody for minor children shall also be presented.
- 1.5 **In case a shareholder is an incompetent or quasi-incompetent**
A curator or guardian of the shareholder shall be present in the Meeting in person or by proxy. Court's order appointing guardian or custodian certified by the competent officer and issued not exceeding 6 months before the date of Meeting shall be presented.

2. Procedures for Registration

The registration can be made on a desktop computer, a laptop, a tablet, or a smart phone with a camera, through web browsers such as Google Chrome, Internet Explorer, or Safari, and is compatible with both iOS and Android operating systems. For the maximum efficiency of the system, we strongly recommend that the shareholders use Google Chrome.

- 2.1 **For shareholders who wish to attend the meeting themselves** can register through the link below:
<https://portal.eservice.setgroup.or.th/Account/Login?refer=z3fwaWVYevOt13BhRm62Em0gGIYGb bCiTU3ulJ8ccQUa%2fPMk%2bdOFjQ%3d%3d>

or scan QR Code below



The registration can be made **from 11 April 2024 at 9:00 a.m. onwards and before the end of the meeting.** Upon the completion of identity verification, shareholders will receive an e-mail with username and password to log in the DAP e-Shareholder Meeting system.

For your convenience, kindly register by 17 April 2024.

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 17 April 2024** via 2 channels as follows:

- 1) **Email:** comsec@mcb.co.th or
- 2) **By post:** to the Corporate Secretary Department, MCB Corporation Public Company Limited, 99/27 Software Park 8th Floor, Chaengwattana Rd., Klong klue Sub-district, Pak-Kred District, Nonthaburi 11120

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

For your convenience, kindly register by 17 April 2024.

3. E-AGM Attendance

The 2024 E-AGM will be held on 23 April 2024 at 10:00 a.m. with the following procedures:

3.1 System log-in

- The meeting attendee can log in to the DAP e- Shareholder Meeting system from 8:30 a.m. with username and password together with the OTP at <https://portal.eservice.setgroup.or.th> or scan QR Code below



- 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 a desktop computer, a laptop, a tablet, or a smart phone via web browsers such as Google Chrome, Internet Explorer, or Safari and compatible with both iOS and Android operating systems. For the maximum efficiency of the system, we strongly recommend that the shareholders use Google Chrome.

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 attending shareholder approved according to the consideration of the Shareholders’ Meeting. If there is still time left for voting on such 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.
- Agendas 1 is for acknowledgement only, there is no voting required. For Agenda 2-4 and 6, the resolutions must be approved by majority vote of the shareholders attending the meeting and casting their vote. For Agenda 5, the resolution must be approved by a vote of not less than two-thirds (2/3) of the total number of votes of the shareholders attending the meeting.

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 and Article 41 (1) of the Company’s Articles of Association. Except Agenda 5, the vote counting base will be equal to the total number of votes of the shareholders attending the meeting pursuant to Section 90 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 acknowledgement, divided into approval, disapproval, and abstention in percentage. The vote results of the agenda on the election of directors will be announced on an individual basis.

3.4 Submission of Questions

If the meeting attendee wish to ask questions on the meeting date, they can submit questions from 9:00 a.m. onward by typing questions on each agenda item. The Company will read and answer questions of each shareholder according to the sequence of agenda items.

In case of shareholders or 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.
3. Then, please inform your name, surname and specify that you are shareholder or proxy before asking questions

The company will conduct meetings using Thai as the main language. For those who are not primarily Thai speakers, staff will ask questions in the meeting room on your behalf and reply to you via the Q&A channel or via email later.

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

Company Secretary Department
Mcb Corporation Public Company Limited
99/27 Software Park 8th Floor, Chaengwattana Rd, Klong klue Sub-district, Pak-Kred District,
Nonthaburi 11120
Tel. 02-962-1699 or Email: comsec@mcb.co.th

Articles of Association of the Company Regarding the Shareholders' Meeting**Shareholders' Meeting**

Article 36. The board of directors shall arrange for a general meeting of shareholders to be held as an annual general meeting of shareholders within four (4) months from the last day of the accounting year of the Company.

Any other general meetings of shareholders other than that referred to in the first paragraph shall be called extraordinary general meetings of shareholders. The board of directors may call an extraordinary general meeting of shareholders any time it considers appropriate.

One or more shareholders holding together not less than ten (10) percent of the total issued shares may submit a written request to the board of directors to call an extraordinary general meeting at any time, but the matter and the reason for such request must be clearly indicated therein. In this case, the board of directors must arrange for a general meeting of shareholders to be held within forty-five (45) days from the date of receipt of the request from the shareholders.

In the case that the board of directors fails to arrange for such meeting to be held within the time specified in the third paragraph, the shareholders making such request or any shareholders having the required number of shares may call the meeting within forty-five (45) days from the date of the due date of the period specified in the third paragraph. In such case, this meeting is deemed to be a general meeting of shareholders called by the board of directors. The Company shall be responsible for paying all expenses arisen from holding such meeting and facilitating as appropriate.

In the case that the quorum of the meeting called as a result of the shareholders' request under the fourth paragraph is not constituted as required under in the article 39, the shareholders under the fourth paragraph shall be jointly liable to pay the expenses arisen from holding such meeting to the Company.

Article 37. A general meeting of shareholders may be conducted electronically pursuant to the rules and procedures under the relevant laws or notifications.

Article 38. In calling a general meeting of shareholders, either physical or electronic, the board of directors shall prepare a written notice of the meeting that states the venue, date, time, meeting agenda, and matters to be proposed at the meeting with reasonable details and it must be clearly indicated therein whether the matter is proposed for the shareholders' information, for acknowledgement, for approval or for consideration, as the case may be, and the opinions of the board of directors in the said matters must also be indicated. The said notice of the meeting shall be delivered to the shareholders and the registrar for their information at least seven (7) days prior to the date of the meeting. In this regard, the advertisement of meeting notices must comply with the relevant laws?

In this regard, the delivery and publication of the notice of the meeting, either physical or electronic, must comply with the rules and procedures under the relevant laws or notifications.

The meeting venue under the first paragraph can be located in the same province where the Company's head office is located or a nearby province as the board of directors may designate. And if it is a meeting call via electronic media, the head office of the Company shall be deemed the meeting location.

Article 39. At a general meeting of shareholders, either physical or electronic, not less than twenty-five (25) shareholders or their proxies (if any) or not less than half (1/2) of all shareholders who must hold altogether not less than one-third (1/3) of the total sold shares must attend the meeting to constitute a quorum.

In case the number of shareholders attending a general meeting of shareholder does not constitute a quorum under the first paragraph meeting within one (1) hour from the scheduled time, the meeting, if called upon the request of shareholders shall be adjourned. If the meeting has not been called upon the request of shareholders, another meeting shall be called and a notice of such meeting shall be sent to the shareholders not less than seven (7) days before the meeting date and there shall be no quorum requirement for such meeting.

A proxy shall submit such a form to the chairman of the Board or a representative designated by the chairman of the Board at the meeting venue before the proxy joins the meeting. A shareholder can appoint only one person as his or her proxy, no matter how many shares in the Company are held by such a shareholder.

In appointing a proxy according to the preceding paragraph may be performed by electronic means instead, it must use a method that is safe and reliable that the proxy is made by the shareholder and comply with the rules and procedures under the relevant laws or notifications.

Article 40. The chairman of the Board shall preside over the general meetings of shareholders as the chairman of the meeting. If the chairman of the Board is not present at the meeting or is unable to perform his/her duty, the meeting shall elect one shareholder to preside over the meeting as the chairman of the meeting.

Article 41. With respect to casting votes at a general meeting of shareholders, one (1) share is entitled to one (1) vote. Any shareholders who have any interests in any matters shall not be entitled to vote on such matter, except for the election of directors. A resolution of the shareholders' meeting shall be made with the following votes:

- (1) In ordinary cases, the majority votes of the shareholders who are present at the meeting and cast their votes. In case of a tie vote, the chairman of the meeting shall have an additional vote as the casting vote;
- (2) In the following cases, a vote of not less than three-fourths (3/4) of the total number of votes of the shareholders present at the meeting and entitled to vote:
 - a) The sale or transfer of the whole or any substantial parts of the business of the Company to any other person;
 - b) The purchase or acceptance of transfer of the business of any other companies, either private companies or public companies, by the Company;
 - c) The execution, amendment or termination of contracts with respect to the granting of a lease of the whole or any substantial parts of the business of the Company, the assignment of the management of the business of the Company to any other person or the amalgamation of the business with any other person for the purpose of profit and loss sharing;
 - d) the amendment of the Company's Memorandum of Association or Articles of Association;
 - e) the increase or reduction of the Company's registered capital;
 - f) the dissolution of the Company;
 - g) the issuance of debentures or any securities under the laws on securities and securities exchange;
 - h) the amalgamation with any other company;
 - i) Any other action as provided by law that requires not less than three-fourths (3/4) of the votes of the total number of shareholders attending the meeting and having the right to vote.

Article 42. A secret vote can be conducted when at least five (5) shareholders make a request before the votes are cast and the meeting resolves accordingly.

The procedures for the secret vote shall be determined by the chairman of the meeting.

- Article 43.** The annual general meetings of shareholders shall be called:
- (1) To consider the report of the board of directors showing the operations of the Company in the past year;
 - (2) To consider and approve the balance sheet and profit and loss statement;
 - (3) To consider appropriation of profits and dividend payment;
 - (4) To elect new directors to replace those who retire by rotation;
 - (5) To consider and determine the director's remuneration;
 - (6) To consider and appoint auditor and determine the auditor's fee; and
 - (7) To consider other business.

The Appointment of Director

Article 20. The directors shall be elected at a shareholders' meeting in accordance with the following rules and procedures:

- (1) Each shareholder shall have one (1) vote for one (1) share;
- (2) Each shareholder shall exercise all the votes under (1) above to elect a director candidate or several director candidates, but cannot split his/her vote;
- (3) In the case where there are several director candidates, the director candidates receiving the highest number of votes in the respective order of the votes shall be elected as directors up to the total number of directors required or to be elected at such time. In the event of a tie vote for the last director to be elected, the chairman of the meeting shall have the casting vote.

Article 21. At every annual general meeting of shareholders, one-third (1/3) of the directors shall retire. If the number of directors cannot be divided into three parts, the number of directors closest to one-third (1/3) shall retire.

The directors retiring from office in the first and second year after registration of the Company shall be determined by drawing lots. For subsequent years, the directors who have held office longest shall retire.

The directors retiring may be re-elected.

Article 24. The shareholders' meeting may pass a resolution to dismiss any director from office prior to the expiration of his/her term with votes of not less than three-fourths (3/4) of the total shareholders present at the meeting and entitled to vote and they must collectively hold not less than half (1/2) of the shares held by the shareholders present at the meeting and entitled to vote.

Article 26. The directors are entitled to remuneration in the form of monetary gratuity, meeting allowance, bonus or other benefits as approved by the shareholders at a general meeting of shareholders with votes of not less than two-thirds (2/3) of the votes of all shareholder present at the meeting. Such remuneration may be fixed or certain criteria for such remuneration may be set out from time to time or indefinitely until a resolution of the shareholders' meeting is passed to change such remuneration. In addition, directors are entitled to allowance and benefits in accordance with the Company's rules.

The provision of the first paragraph shall not affect the rights of any director who is also an employee or a member of staff of the Company to receive remuneration and benefits in his/her capacity as an employee or a member of staff of the Company.