

(Translation)

**Documents required prior to attending the Meeting for shareholders or proxy
and voting requirements for shareholders meeting**

The registration of the Annual General Meeting of Shareholders for 2023 of Right Tunnelling Public Company Limited will be proceeded by barcode system encoded with shareholders' detail and attached with the Notice of Meeting "Registration Form for Shareholders' Meeting". For the convenience of the registration, **kindly present the Notice of Meeting at the point of registration.**

1. Registration

- 1.1 Shareholders or proxies present the documents or evidence at the registration from 12.00 hours onwards of April 26, 2023
- 1.2 For the convenience of the registration, shareholders or proxies attending the meeting, kindly present the Notice of Annual General Meeting of Shareholders for 2023 on which a barcode for registration is affixed, as well as proxy form, and supporting documents on the Meeting date.

2. Documents for Attending in Person

2.1 Individual

Please present valid official identification card, government identification card, or passport (for foreigners) for registration. In the event of any modification of name and surname, the said documents must be presented.

2.2 Juristic Person (in case of personal attendance by director)

Please present a copy of valid company certificate not exceeding 6 months duly certified by representative of the juristic person (director) containing particulars that representative(s) of juristic person attending the Meeting is (are) duly authorized. Copy(ies) of the valid documents of representative of juristic person duly certified by such representative of juristic person shall be presented. In this regard, the original of such documents shall be presented at the registration.

3. Proxy Appointment

The Company has sent the Proxy Forms in pursuant to the Department of Business Development, Ministry of Commerce in total of 3 forms as follows:

Proxy Form A: General Proxy form (Simple form)

Proxy Form B: Specific Proxy form

Proxy Form C: Proxy form for the Foreign Investor appointing the Custodian in Thailand to deposit and take care of his shares

- 3.1 In case the shareholder intends to grant proxy to other persons, only one person shall be appointed as their proxy to attend and vote at the Meeting on their behalf with the attached Proxy Form.
- 3.2 In case the shareholder intends to grant proxy to the Company's independent director who has no interest of the agenda item in the Annual General Meeting of Shareholders for 2023, proxy can be granted to the proposed independent director by indicating in the slot in front of the name specified in Proxy Forms. The foreign shareholder appointing a custodian shall use Proxy Form A, B, or C. while others can use either Proxy Form A or Proxy Form B by choosing only one person as a proxy to attend the meeting. Independent directors of the Company nominated for appointment as Proxy are as follows:

- | | |
|--------------------------|--------------------------------------------------------------------------------------------------------|
| 1. Dr. Songpope Polachan | Independent Director / Chairman of the Board |
| 2. Mr. Visit Coothongkul | Independent Director / Chairman of Risk Management, Corporate Governance, and Sustainability Committee |

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- 3.3 For the convenience of registration, please submit the Proxy Form and supporting document to the Company 1 day in advance with filled information and signed signature, and any modifications must be certified.

4. Documents for Proxy

4.1 In case Proxy Grantor is Natural Person - grantors are required to submit the documents as follows:

- 1) Proxy form completely signed by the grantor and stamp duty of 20 Baht affixed.
- 2) Copy of grantor identification card, government official identification card or passport (for foreign grantor) of grantor and grantee. All copies must be verified by the grantor.
- 3) Grantee must present the valid official identification card or government identification card or passport (in case the grantee is a foreigner) to the registration.

4.2 In case the Proxy Grantor is a Juristic Person - grantors are required to submit the documents as follows:

- 1) Proxy form, signed by the authorized person and the company seal affixed, according to company affidavit issue within 6 months by the Ministry of Commerce prior to the meeting date) and stamp duty of 20 Baht affixed.
- 2) For Thailand juristic person grantor, please submit a copy of company affidavit, issuing within 6 months by the Ministry of Commerce or other authorities. All copies of the documents must be certified true copy by the authorized person with the company seal affixed (if any).
- 3) For foreign juristic person grantor (Juristic person registered outside of Thailand), please submit a copy of corporate affidavit issue within 6 months by the competent authority. In case of any documents or evidence produced or executed outside of Thailand, such documents or evidence should be notarized by a notary public.
- 4) For a foreign juristic person, if an original of any document is not issued in English, an English translation thereof must be prepared and attached. Such translation must also be certified true and correct by an authorized person.
- 5) Original identification card, government official identification card or passport (in case of foreign proxy) of a Proxy must be presented for registration.

4.3 In case a grantor is a custodian taking care of the Company's shares for the foreign investors whose name appears in the register book, the grantor is allowed to use either Proxy Form A or Proxy Form B or Proxy Form C and grantor is also required to submit the documents as follows:

- 1) Power of Attorney from the shareholder who is a foreign investor who authorizes the custodian to execute the proxy on his/her behalf and stamp duty affixed.
- 2) Confirmation letter showing that signatory of the proxy is authorized to operate custodian business.
- 3) If any of the aforementioned documents is not in English, English translation thereof must be prepared and attached. The translation must also be certified true and correct by a person referring to such document or an authorized person.
- 4) Original identification card, government official identification card or passport (in case of foreign proxy) of a Proxy must be presented for registration.

4.4 In case a Shareholder is deceased, the administrator of the deceased's estate attending the Meeting in person or in absentia. The aforementioned persons shall certify and submit a copy of court order with regards to an appointment of administrator of the deceased's estate as additional evidence.

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4.5 In case Shareholders are minors (incompetent person), their father, mother or legal guardian can attend the meeting in person or by appointing a proxy. A copy of house registration of the minors (incompetent person) or a copy of the court order regarding the guardian appointment (if any) which are certified true copy by father, mother or legal guardian (whether the case may be) are additional evidences.

Voting Criteria

1. General Agenda

- 1.1 Voting in each agenda item shall be made openly by counting one share for one vote. Shareholders or proxy shall cast their votes in one particular voting category only, i.e., approval, disapproval or abstention. The splitting of votes is not allowed (except in the case of custodian).
- 1.2 In a case of appointing a proxy, the proxy shall vote only as indicated in the Proxy. If the proxy does not vote consistently with the shareholder voting intentions as indicated in the Proxy, such vote shall be deemed incorrect and not being voted on behalf of the shareholder;
- 1.3 In the event that the shareholder does not specify the instruction on the Proxy on each agenda item or the instruction is unclear, or the Meeting considers or resolves any agenda item other than that specified in the Proxy Form, or there is any amendment or increment of facts, the proxy shall be authorized to consider and cast a vote on such matter as it deems appropriate.
- 1.4 On a regular basis, a majority of votes of shareholders are present at the meeting and cast their votes. However, in the event of an equality of the votes, which would result in an excess of the number of directors to be appointed at the Meeting, the chairman of the Meeting shall have a casting vote.

2. Agenda Item on Appointment of Directors

Pursuant to Article 17 of the Company's Articles of Association, the procedures for the election of directors are as follows:

- 2.1 Each shareholder or the proxy are entitled to cast one (1) vote for each share held.
- 2.2 Each shareholder may exercise all the votes to elect one or several persons as director(s). In a case of election of several persons as the directors, the votes shall not be distributed to any person unequally.
- 2.3 The appointment of the directors shall be made to persons receiving the highest votes respectively, according to a number of directors to be appointed at the Meeting. In the event of an equality of the votes, which would result in an excess of the number of directors to be appointed at the Meeting, the chairman of the Meeting shall have a casting vote.

3. Agenda Item on Remuneration of Directors for 2022

The voting result must not less than two-thirds (2/3) of the total number of votes of the shareholders who are present at the meeting and cast their votes.

4. Voting Method on each Agenda Item

The Chairman shall inform the Meeting details of voting in accordance with the following procedures:

- 4.1 The Chairman shall propose the Meeting to vote in each agenda item and ask the Meeting whether there is any shareholder who approves, disapproves, or abstains from the vote.
- 4.2 In a case where shareholders vote for disapproval or abstention, shareholders or proxy shall raise their hands (except for secret voting). The remaining shareholders shall be deemed voting for approval without raising of their hands. Shareholders or proxy shall make their votes in one particular voting category only (except for the vote of custodian for which allocation of the votes is allowed as specified in the Proxy Form).