

**Guidelines for attending The Annual General Meeting of Shareholders by Electronic Method
(E-Meeting)**

Shareholders or proxies who wish to participate the E-AGM meeting must submit documents (Enclosure 8) and Shareholder’s identification documents or proxy to be entitled to attend the Meeting (Enclosure 7) confirming their identity as specified by the Company to the Company by April 27, 2023 at 12.00 hrs., when the Company has reviewed the information in the list of shareholders' entitled to participate the meeting completely, such information shall be in line with the information of shareholders as at the date to determine the list of shareholders who has the right to attend the E-Meeting of the Company (Record Date) of the Thailand Securities Depository Co., Ltd. The organizer of meeting via electronic media will send an individual link for attending the meeting and the system access manual to email which the shareholders informed the Company in the registration form for attending the Annual General Meeting of Shareholders via Electronic Media (E-AGM) and the individual link will be sent to you 2 days in advance before the date of the E-AGM meeting or after verifying the information, as the case.

Requesting to attend the meeting via electronic media.

Shareholders wishing to attend the meeting via electronic media must notify their intention to attend the meeting in two ways as follows:

1. Submit your request to attend the meeting by sending information via Email or postal mail.
2. Submit your request to attend the meeting by sending information via website or QR Code.

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

1.1 Shareholders or proxies who wish to participate the E-AGM meeting must submit documents (Enclosure 8) and Shareholder’s identification documents or proxy to be entitled to attend the Meeting (Enclosure 7) by specifying your Email and your mobile phone number clearly for registering for the meeting, send them to the Company within April 27, 2023 at 12.00 hrs, submit to the company as follows;

1.1.1 E-mail: ir@pdgth.com

1.1.2 To deliver the original proxy form and support documents to the Company by referring to:


Investor Relation

Phol Dhanya Public Company Limited.

1/11 Moo 3 Lamlukka Rd., Ladsawi, Lamlukka, Pathumthani 12150

2. Submit your request to attend the meeting by sending information via website or QR Code.

2.1 Shareholders or proxies who wish to participate the E-AGM meeting request to attend the meeting via Web Browser: Chrome by going to

Scan QR Code	Link
	<p>http://phol.thekoble.com/agm/emeeting/index/1</p>

The system will be available to access from April 10 - April 27, 2022 at 12:00 hrs.

After logging into the system, the shareholders or proxies must fill out the following information :

1. Fill in the information of shareholders:

- Securities holder account number;
- Name (do not include a title)
- Last Name
- ID card number;
- Choose to accept the terms and consent to access to personal information and Press "Confirm"

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

- Name - Surname (English);
- Email to receive a link to attend the meeting;
- Mobile phone number;
Self-Attending: Shareholder's mobile number.
Proxy: Proxy's mobile number. (Used to log in system).
- Select the attendance type: and Press "Next"

In the case of shareholders attending the meeting in person:

In the case of shareholders attending the meeting in person, prepared shareholders' identification documents (Enclosure 7)

1. Attach a copy of the shareholder's identity document;
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;

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

In the case of appointing the natural person to attend the meeting via E-AGM, prepared shareholders' identification documents (Enclosure 7)

1. Name-surname of the proxy (Thai language);
2. Name-surname of the proxy (English);
3. Attach a copy of the proxy's identity document;
4. 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;

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

In the case of appointing a proxy to an independent director, prepared shareholders' identification documents (Enclosure 7)

1. Attach a copy of the shareholder's identity document (Like in the case of shareholders attending the meeting in person); Attach the completed and signed proxy form;
2. Press "Next";
3. The system will display a message "Information received successfully," check the name, surname, and number of shares again;
4. Close window to finish;

When the Company receives the documents according to item 1,2 from shareholders or proxies, the Company will check the documents for confirmation of the right to attend the meeting. And when it is completed, you will receive an Email from the meeting organizer, a link for attending the meeting OJ International Co., Ltd. As informed by the shareholders in the registration form for electronic meetings (E-Meeting), the shareholders or proxies will receive an e-mail to notify the following information:

- Username and Password
- Web-Link for attend the E-Meeting
- Manual for using the system of E-Meeting



Please read the system access manual thoroughly form the email that the Company send to you.

In case the above documents of shareholders or proxies have been rejected, you will receive an e-mail to notify on the reason of rejection, which you can resubmit the additional documents or amended documents to the system, and in case your username and password are lost or did not receive with 26 April 2023. Please contact the company or OJ International Co., Ltd. at the telephone no. 02-079-1811 between the office hours from 9.00 hrs to 17.00 hrs., (except Saturday and Sunday)

Attendance via electronic media meeting (E-AGM)

1. 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.
2. 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:

IOS system	Android system
	
https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307	https://play.google.com/store/apps/details?id=us.zoom.video-meetings

3. 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.
4. To log in, attendees must use the information of the shareholder registration number and the shareholder's ID card number.
5. 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).
6. 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.

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. Send advice or questions in advance to the Company before the meeting date, procedure for submission of questions in Advance for the AGM2023 appear in Enclosure 9

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:

2.1 Chat channel for text messages;

2.2 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:

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.

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 and telephone no. 02-079-1811.