

(Translation)

**Guideline for the appointment of proxy, registration, and evidence to be presented on the date of to attend the Shareholders' Meeting**

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All shareholders and proxies are requested to bring their invitation letter, proxy form (if any) and the following required documents to register their attendance of the Shareholders' Meeting of Matching Maximize Solution Public Company Limited (the "**Company**") on 29 April 2025.

**1. Documents Required Prior to Attending the Meeting**

For Individuals

1. *Attending in person*

Valid identification document issued by governmental authorities, e.g. identification card, governmental identification card, driver's license, or passport, including evidence of change of name or last name (if any)

2. *Attending by Proxy*

- 2.1 Proxy Form in the form as attached to the invitation letter to the shareholders' meeting that is completely filled, signed by the shareholder appointing the proxy and the proxy, and affixed with the stamp duty
- 2.2 Certified true copy of valid identification document of the shareholder issued by governmental authorities as specified in Item 1. for individuals.
- 2.3 Certified true copy of valid identification document of the proxy issued by governmental authorities as specified in Item 1. for individuals

For Juristic Person

1. *Representative of Shareholder (Authorized Director) Attending the Meeting in person*

- 1.1 Valid identification document of the authorized director(s) issued by governmental authorities as specified in Item 1 for individuals
- 1.2 Copy of shareholder's Certificate of Registration issued by the Department of Business Development, Ministry of Commerce for a period of no longer than 6 months before the meeting date and certified true copy by the authorized director(s); the certificate must show a statement that the authorized director(s) has the authority to act on behalf of the juristic person that is the shareholder

2. *Attending by Proxy*

- 2.1 Proxy Form in the form as attached to the invitation letter to the shareholders' meeting completely filled out, signed by the authorized director(s) of the shareholder granting the proxy and the proxy, and affixed with the stamp duty
- 2.2 Copy of Shareholder's Certificate of Registration issued by the Department of Business Development, Ministry of Commerce for a period of no longer than 6 months before the meeting date and certified true copy by the authorized

- director(s); the certificate must show a statement that the authorized director(s) has the authority to act on behalf of the juristic person that is the shareholder
- 2.3 Certified true copy of valid identification document of the authorized director(s) issued by governmental authorities as specified in Item 1. for individuals.
  - 2.4 Certified true copy of valid identification document of the proxy issued by governmental authorities as specified in Item 1. for individuals

3. *Proxy For Shareholder who is a Foreign Investor Assigning Custodian in Thailand*

- 3.1 Documents from Custodian
  - a. Proxy Form (Form Kor.) (available to be downloaded from the Company's website [www.matchinggroup.com](http://www.matchinggroup.com)) that is completely filled out, signed by the authorized person(s) of the Custodian and the proxy, and affixed with the stamp duty (In case the shareholder appoints a proxy using Proxy Form (Form Kor.))
  - b. Copy of a document confirming that the Custodian has the permission to conduct the Custodian business certified true copy by the Custodian's authorized person(s)
  - c. Copy of Custodian's Certificate of Registration issued by the Department of Business Development, Ministry of Commerce for a period of no longer than 6 months before the meeting date certified true copy by the authorized person(s); the certificate must show a statement that the authorized person(s) of the Custodian has the authority to act on behalf of the Custodian
  - d. Certified true copy of valid identification document of the authorized person(s) of the Custodian issued by governmental authorities as specified in Item 1. for individuals
- 3.2 Documents from the Shareholder
  - a. Power of Attorney from the shareholder assigning the Custodian to execute the proxy on his/her behalf
  - b. Copy of Shareholder's Certificate of Registration issued no longer than 6 months certified true copy by the authorized director(s); the certificate must show a statement that the authorized director(s) has the authority to act on behalf of the juristic person which is the shareholder
  - c. Certified true copy of valid identification document of the authorized director(s) issued by governmental authorities as specified in Item 1. for individuals
- 3.3 Valid identification document of the proxy issued by governmental authorities as specified in Item 1. for individuals

In case that the original documents are not in Thai or English, the English translation that is certified true and correct translation by the shareholder (in case of individuals) or the authorized director(s) of the shareholder (in case of juristic persons) shall be required.

4. *For Non-Thai Nationality Shareholder or Foreign Company (Other than Those Assigning Custodian as Proxy in No.3)*

Please provide the documents in accordance with the above items no. 1 or 2, as the case may be. In case that the original documents are not in Thai or English, the English translation that is certified true and correct translation by the shareholder (in case of

individuals) or the authorized director(s) of the shareholder (in case of juristic persons) for no longer than 6 months shall be required.

## **2. Granting of Proxy**

The Company has delivered the Proxy Form (Form Khor.) with the form as prescribed by the Department of Business Development, Ministry of Commerce and uploaded Proxy Form (Form Gor, Form Khor. and Form Kor.) on the Company's website (www.matchinggroup.com). There are different types of Proxy form as follows:

- Form Gor: General Proxy Form (Simple Form)
- Form Khor: Specific Proxy Form – sets out specific details of authorization
- Form Kor: Custodian Proxy Form – only for shareholder who is a foreign investor and appoints a custodian in Thailand

The shareholders who are not able to attend the meeting may appoint a proxy, as follows:

- (1) Shareholders other than foreign shareholders with a Custodian in Thailand shall complete either Proxy Form Gor or Form Khor. Foreign shareholders with a Custodian in Thailand may choose to use either Proxy Form Gor, Form Khor, or Form Kor. In any case, each Shareholder shall complete **only one** of the above Proxy Forms;
- (2) Appointing a person or an Independent Director of the Company (as attached) as a proxy to attend and vote at the Meeting on behalf of the shareholders by specifying the name and details of the proxy and sign the form as the grantor;
- (3) Affixing Baht 20 stamp duty and specifying the date of Proxy Form across such stamp duty to validate the legality; and
- (4) Submitting the completed Proxy Form to the Secretary Department of the Company within 22 April 2025 or at least half an hour before the Meeting starts for document verification.

In this regard, the Shareholder shall authorize only one proxy to cast votes equal to the shares held by him/her and cannot allocate his/her shares for divided votes, with the exception of foreign shareholders with custodian in Thailand where the shares can be divided for allocation of the votes.

### **Remark:**

1. In case the shareholder wishes to cancel the granting of proxy, the shareholder can do so by serving a notice in writing to the Chairman of the Board of Directors, or via E-mail corporate\_secretary@mmsbangkok.com before the commencement of the Meeting, or at the latest, before the voting of each agenda.
2. Shareholders should study the agenda's details of the Meeting prior to the granting of proxy

## **3. Meeting Registration**

The commencement for registration to attend the Meeting will be not less than 1 hour before the Meeting, or from 9.00 a.m. on 29 April 2025 at Ratchadamnoen Room, Royal Princess Hotel Larn Luang , No. 269, Larn Luang Road, Pomprab District, Bangkok 10100. Please refer to the map attached hereto.

#### **4. Voting**

##### **1. Voting Regulation**

- (1) Voting for each agenda item will use the voting ballot system where one share will count as one vote. Shareholders or proxies shall vote for only one choice, either agree, disagree or abstain and cannot divide his/her vote, with the exception of foreign shareholders appointing Custodian in Thailand using Proxy Form Khor.
- (2) In case of the use of Proxy Forms, if the grantor did not specify the authorization or the authorization is unclear, the proxy shall be authorized to consider and vote on such matter on behalf of the shareholder as deemed appropriate.

##### **2. Voting Procedures**

The Chairman shall inform the Meeting of the voting procedures as follows:

- (1) The Chairman will propose the Meeting to cast the vote for each agenda by asking each time whether any shareholders agree, disagree or abstain.
- (2) Shareholders and proxies of Proxy Form Gor shall vote in the voting ballot provided during registration, by marking in only one of the boxes  agree  disagree or  abstain.
- (3) For proxy of Proxy Form Khor and Form Kor, the Company shall count the votes as specified by the Shareholder.

##### **3. Resolution of the Meeting**

- General case: Majority vote of the Meeting
- Other case which the laws or the Company's Articles of Association provide otherwise: The resolution shall be in accordance with the laws or the Company's Articles of Association.
  - (1) In case of a tie vote, the Chairman of the Meeting shall have an additional vote as the deciding vote.
  - (2) Any shareholder or proxy having any special interest in a matter shall not be permitted to vote on such matter except for voting on election of the Directors, and may be invited by the Chairman of the Meeting to temporarily leave from the Meeting.

##### **4. Counting and Announcement of the Vote**

The vote count shall be done immediately and after completion of vote count, the Chairman shall announce the results of the vote count in every agenda.

\* Please return all voting ballots for all agendas to the Company's officers when the meeting is completed.