

Documents that shall be shown and send to the Company for registration of attendance,

Guidelines and principle for attending of Electronic Meeting

The policy of the Board of the Stock Exchange of Thailand dated 19 February 1999, regarding the code of conduct for convening the shareholders' meeting of the listed company which targeted to establish good practice for listed company. This will build trust in shareholders, investors, and all relevant parties. For the transparency, fairness, and benefits to the shareholders, the Company deems appropriate to determine the verification of documents or shreds of evidence identifying the shareholders or proxies to be followed as a practice of shareholders' meeting by the shareholders. In this regard, some shareholders are not familiar with the practice used for the shareholders' meeting, therefore, the Company hereby reserves the right to waive any requirements of the submission of documents or shreds of evidence identifying the shareholders or proxies on a case by case as it is deemed appropriate.

The 2024 Annual General Meeting of Shareholders through only one electronic channel. On Friday, April 19, 2024, from 14:00 p.m., The 2024 Annual General Meeting of shareholders through the following electronic media.

Document for attending the Annual General Meeting of Shareholders by Electronic Method (E-AGM)

In case of natural person

1.1 Thai shareholders

- (A) In case the shareholders attend the meeting by themselves of ID card of shareholder or driver's license or government official card.
- (B) In the case of proxy, 1) Proxy form which is fully completed 2) Copy of the identity card of the grantor (shareholder) and 3) national identity card or passport (In case of a foreigner) of the proxy.

1.2 Foreign shareholders

- (A) In case the shareholders attend the meeting by themselves of passport of a shareholder.
- (B) In the case of proxy, 1) Proxy form A. or B. which are fully completed 2) Copy of the proxy's passport (shareholder) and 3) national identity card or passport (In case of a foreigner) of the proxy.

In the case of a juristic person

2.1 Juristic person registered in Thailand

- (A) Certificate of Juristic Person Issued no more than 6 months before the date of the shareholders' meeting. By the Department of Business Development Ministry of Commerce
- (B) In the case of proxy, 1) proxy form A. or B. which are fully completed 2) a copy of identification card or passport (in the case of foreigner) of an authorized director who signed on the proxy form and 3) an identification card or a passport (in the case of foreigner) of the proxy.

2.2 Foreign Juristic Person

- (A) Certificate of Juristic Person
- (B) In the case of a proxy, 1) proxy form C. which is fully completed 2) a copy of identification card or passport (in the case of foreigner) of an authorized director who signed on the proxy form and (3) an identification card or passport (in the case of foreigner) of the proxy and certified true copy.

In the event of a photocopy of documents, it must be certified as true. And in case of preparing documents abroad, all documents must be signed by a notary public.

Proxy

The company has delivered proxy forms A, B, and C according to the Department of Business Development. Ministry of Commerce has set by allowing you to choose to use only one form for appointing others to attend the 2024 Annual General Meeting of Shareholders by granting the following proxies:

- 1) Give a proxy to any person according to the wishes of the shareholders or choose to appoint only one independent director of the company to be a proxy to attend the meeting. By specifying the name and details of the person the shareholder intends to appoint as a proxy.
- 2) Appoint a proxy to any independent director of the company for the year 2024:

Mr Wuttichai Chartisanuwat. Independent Director

To attend the meeting instead, by doing so, the resolution will be made on each agenda item as specified by the shareholders in the proxy form. B **Enclosure 5** Select an independent director whom the shareholder wishes to appoint as a proxy and attach a copy of the identity document issued by the government agency of the proxy and supporting documents according to the documents required for attending the meeting via electronic media. By way of sending photos of important documents according to the case of shareholders to

Email: companysecretary@thepractical.co.th or send documents to the company at the following address.

Company Secretary

The Practical Solution Public Company Limited is located at 99 Soi Cement Thai Ratchadapisek Road, Lad Yao Subdistrict, Chatuchak District, Bangkok 10900

The original document must arrive at the company. Within the business hours of 10 April 2024, because the company It is necessary to take the time to verify the authenticity of the document. To ensure the shareholders' meeting through electronic media is correct.

The company reserves the right not to register to attend the meeting. If the original documents are sent to the company after the deadline, or if the documents or evidence are incomplete or incorrect or do not meet the conditions.

3) Stamp duty affixed 20 baht and crossed out. Date the proxy is made so that it is valid and legally binding. The company has facilitated the stamp duty. To the proxies who register to attend the meeting.

In this regard, the shareholder who appoints a proxy must appoint a sole proxy to attend the meeting and vote. The number of shares cannot be allocated to multiple proxies to split their votes.

Voting for each agenda item.

- At the time of voting according to the agenda of the meeting the chairman will propose the meeting to vote on each agenda item. Choose only one vote, there are 3 voting options: “ Approve” , “Disapprove” and “Abstain”
- In the case of a shareholder appointing a proxy to attend the meeting on his behalf the proxy holder has the right to consider and vote on behalf of the shareholder who appoints proxies in all respects as they deem appropriate. Voting will be done in the same way as the shareholders attending the meeting in person.
- If a shareholder has assigned the proxy to vote on each agenda item in the proxy form. Voting as specified by the shareholders in the proxy form shall be deemed as voting.

Vote counting

- To count one share as one vote and many votes shall be taken as a basis for voting Unless otherwise required by law If the votes are equal, the chairman has a casting vote, a separate vote from the shareholders.
- Counting of the voting results of each agenda item the votes of the shareholders in the meeting will be counted. Only those who vote against and/or abstain from voting are deducted from the total number of votes of the shareholders at the meeting. The rest will be considered as the votes of

approval. In this regard, the number of votes that the grantor has already voted in the proxy form has been counted.

The votes were recorded in advance when registering to attend the meeting.

- Notification of voting results will state the votes for agreeing, disagreeing, abstaining, in which each agenda will use the number of shares of the latest attendees.
- In the event that it is regarded as an avoided ballot, it means a case where the shareholder or the proxy shows unclear intent on the electronic ballot, such as voting more than one space on the electronic ballot. Or there is a separate vote (except for the case of custodian)

Facilitating the shareholders who authorize the independent directors of the company.

The company will record video and sound throughout the agenda of the shareholders' meeting. To facilitate the shareholders who give proxies to the Company's independent directors. After the meeting, the company will bring the recorded pictures and sounds to be broadcast through the Company's website.