

Guidelines for attending the Shareholders' Meeting through Electronic Media (E-AGM) and the Appointment of Proxies

1. In case the shareholders attending the E-AGM by themselves

1.1. Please fill the registration form for the AGM through Electronic Media (E-AGM) (attachment 7) attached to this guideline. **Kindly clearly fill your email and cell phone number in order to be used for the meeting registration** and attach identification documents to confirm the attendance of E-AGM as follows:

- **In the event that the shareholder is an ordinary person** - a valid certified true copy of ID card, passport/ other official documents issued by government authority.
- **In the event that the shareholder is a juristic person** – please attach an executed version of the power of attorney or a proxy and supporting documents as per the detail in item “supporting documents for the appointment of proxy”.

Please submit the registration form for the AGM through Electronic Media (E-AGM) and such identification documents to the Company within 23 April 2021 via the following channels:

- **Email:** comsec@ace-energy.co.th ; or
- **Post:**
Mr. Chainat Buathong,
Company Secretary
Absolute Clean Energy Public Company Limited,
No. 140/6 ITF Tower, 7th Floor, Silom Road,
Suriyawongse Sub-district, Bangrak District, Bangkok 10500.

1.2. When the Company receives documents as per item 1.1 from you, the Company will proceed with inspecting documents for confirming the meeting attendance. Once the inspected is completed, the Company will send username and password, together with WebLink for attending the E-AGM to the shareholder via email as specified in the Registration Form for attending the meeting through electronic media (E-AGM). Kindly refrain from giving the username and password provided to any person who is not legally authorized to attend the meeting, as only the shareholders or their proxies are entitled to attend the E-AGM. Providing username and password to those who are not legally authorized to attend the meeting may cause the shareholder and/or the person who is not legally authorized to attend the meeting, to be imposed to the penalty according to the Public Limited Company Act B.E. 2535 (as amended)¹ and other relevant laws.

In the case your username and password are lost or you have not received it within 23 April 2021, please immediately contact the Company.

1.3. The Company will send details such as username and password along with a manual for using the E-AGM system to you, please read the manual thoroughly from the email that the Company sends to you. On the meeting date, the registration system will be opened 1 hours prior to the meeting time. However, live broadcast will be started from 14.00 hrs.

¹ Section 218 of the Public Limited Company Act B.E. 2535 specifies that:

“Any person who attends a statutory meeting or a meeting of shareholders and votes or refrains from voting by impersonating a subscriber for shares, a shareholder or any person entitled to vote on behalf of a subscriber or a shareholder shall be liable to a fine not exceeding twenty thousand Baht.

Any person who provides assistance to the commission of an offence under paragraph one by presenting a document evincing the subscription for shares or a share certificate which has been used for such purpose shall be liable to the same penalty”.

- 1.4. For casting the vote during the E-AGM, a shareholder shall cast his or her vote in each agenda through the system by selecting approval, disapproval, or abstention from voting. In case the shareholder does not select to vote in any agenda, the system will automatically count your vote as “approval”.
- 1.5. In the case where any technical problem in using the E-AGM meeting system occurs, either before or during the meeting time, the shareholder can contact the Company via telephone no. +66 64 236 2429, (Ms. Maenmart Chang-in).

2. In case the shareholders appointing proxy to attend the E-AGM

In case that a shareholder is unable to attend the meeting by themselves, he/she may authorize any person or the Company’s Independent Director who has no special conflict of interest in every agendas of the meeting, to attend and vote on his/her behalf. Details of Independent Directors are as per Enclosure 6 of the invitation notice of the meeting.

Please fill information and sign the proxy form, as appeared in Enclosure 5 of the invitation notice of the meeting and send the proxy form, together with supporting documents for the appointment of proxy (as mentioned below) to the Company within 23 April 2021 via the following channels:

- **Email:** comsec@ace-energy.co.th ; or
- **Post:**
Mr. Chainat Buathong,
Company Secretary
Absolute Clean Energy Public Company Limited,
No. 140/6 ITF Tower, 7th Floor, Silom Road,
Suriyawongse Sub-district, Bangrak District, Bangkok 10500.

Supporting documents for the appointment of proxy

1. Ordinary Person

1.1 Thai citizen shareholder

- a) Proxy form, correctly and completely filled in and signed by the shareholder and the proxy, and completely affixed with a stamp duty;
- b) Copy of valid identification card or government officer card or driving license of the shareholder, certified as true and correct copy by the shareholder;
- c) Copy of valid identification card or government officer card or driving license or passport (in case of foreign individuals) of the proxy, certified as true and correct copy by the proxy.

(Additional supporting documents are required if there's a change of name and/or surname).

1.2 Foreign shareholder

- a) Proxy form, correctly and completely filled in and signed by the shareholder and the proxy, and completely affixed with a stamp duty;
- b) Copy of valid passport of the shareholder, certified as true and correct copy by the shareholder;
- c) Copy of valid identification card or government officer card or driving license or passport (in case of foreign individuals) of the proxy, certified as true and correct copy by the proxy.

(Additional supporting documents are required if there's a change of name and/or surname)

2. Juristic Person

2.1 Juristic person registered in Thailand

- a) Proxy Form, correctly and completely filled in and signed by authorized representative of the shareholder and the proxy, and completely affixed with a stamp duty;
- b) Copy of an affidavit of the shareholder, issued by the Ministry of Commerce no more than one year prior to the meeting date, certified as true and correct copy by the authorized representative, together with the seal being affixed (if any) and the statement showing that such authorized representative who attends the meeting is empowered to act on behalf of such juristic shareholder.
- c) Copy of valid identification card or government officer card or driving license or passport (for foreigner only) of the authorized representative, certified as true and correct copy by the representative.
- d) A certified true copy of valid identification card or government officer card or driving license or passport (for foreigner only) of the proxy, certified as true and correct copy by the proxy; and

2.2 Juristic person registered in overseas.

- a) Proxy Form, correctly and completely filled in and signed by authorized representative of the shareholder and the proxy, and completely affixed with a stamp duty;
- b) Copy of a certificate of incorporation of the shareholder, issued no more than one year prior to the meeting date, certified as true and correct copy by the authorized representative, together with the seal being affixed (if any) and the statement showing that such authorized representative who attends the meeting is empowered to act on behalf of such juristic shareholder;

- c) Copy of valid identification card or government officer card or driving license or passport (for foreigner only) of authorized representative, whose signatures appear in the proxy from, certified as true and correct copy by the such authorized representative ; and
- d) Copy of valid identification card or government officer card or driving license or passport (in case of foreign individuals) of the proxy, certified as true and correct copy by the proxy.

2.3 In the case the shareholders, who are foreign investors and have appointed a custodian in Thailand to be a share depository and keeper, appoint a proxy by using Proxy Form C., it is required to present the following documents:

- a) The Proxy Form C, correctly and completely filled in and signed by the authorized representative of the custodian giving a proxy to and the proxy, and completely affixed with a stamp duty.
- b) Copy of document confirming that the person who signed the proxy form is permitted to operate the custodian business, certified as true and correct copy by the authorized representative of the custodian, together with the seal being affixed (if any).
- c) Copy of a certificate of incorporation the custodian, issued no more than one year prior to the meeting, certified as true and correct copy by the authorized representative of the custodian together with the seal being affixed (if any), and the statement showing that such authorized representative of the custodian, who signs the proxy form as a person giving a proxy to, is empowered to act on behalf of the custodian.
- d) Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the authorized representative of the custodian, certified as true and correct copy by the representative.
- e) Copy of valid identification card or government officer card or driving license or passport (in case of foreign individuals) of the proxy, certified as true and correct copy by the proxy.