

Conditions, Rules and Procedures to Attend the Meeting

1. Shareholders and proxies who wish to attend the Meeting by Teleconference using Electronic devices (E-AGM)

1.1. A shareholder attends the meeting in person: are requested to fill in and sign the "Registration Form"

- Individual Shareholder who has Thai nationality shall present citizen identification card or civil servant identification card;
- Individual shareholder who has foreign nationality shall present identification card or passport or document used in lieu of passport;
- In case of change of first name or surname, evidence verifying such change shall be presented.

Send Email : Wassana_n@jsp.co.th (within 22 April 2021). When the Company has verified the list of shareholders according to the latest shareholder registration book (XM) and then the Company will send back the shareholder's username and password and access manual to the same email address that was used to email the Company.

1.2 Proxy : are requested to fill in and sign the " Registration Form"

- The shareholder using proxy may grant the power to the proxy for all of the shares and may not grant only a portion of the shares.
- The proxy shall deposit the proxy instrument at the registration desk. The proxy instrument shall be duly completed and signed. Any change or deletion of important content must be affixed with signature of the shareholder. The proxy instrument shall be affixed with Baht 20 stamp duty.

In addition, the Company will facilitate in affixing the stamp duty when the shareholder requires for registering to attend the meeting.

- **Documents required from the proxy:** a photocopy of citizen identification card or civil servant identification card of the proxy, certified true copy by the proxy.
- **Documents required for appointment of proxy:**
 - If individual shareholder has Thai nationality: a photocopy identification card or civil servant identification card of the shareholder, certified true copy by the shareholder.

- If individual shareholder has foreign nationality: a photocopy of foreigner's certificate or passport or another document which is used in lieu of passport of the shareholder, certified true copy by the shareholder.
- If the shareholder is a juristic person:
 - Thai Juristic person: a copy of Affidavit issued not exceeding 6 months by Department of Business Development, Ministry of Commerce, certified true copy by the authorized director(s) of such juristic person, a photocopy of citizen identification card of the authorized representative(s), certified true copy by the authorized representative(s).
 - Foreign Juristic person: a copy of Affidavit issued by the relevant authority in the country where the juristic person is established, certified true copy by authorized representatives. If the documents are made in a foreign country, the certification of signature by a notary public or an office or a person authorized to certify signatures as generally accepted is required.
 - If fingerprint is affixed in lieu of signature, fingerprint of left thumb shall be affixed together with the phrase "fingerprint of left thumb of" Two witnesses shall sign and certify genuine fingerprint of such shareholder. Fingerprint shall be affixed before the witnesses. Certified true and correct copy of citizen identification card or civil servant identification card of the witnesses shall also be attached.

1.3 A shareholder deceases: An estate administrator shall be present in the Meeting in person or appoint a proxy. A Court's order appointing estate administrator certified by the competent officer and issued not exceeding 6 months before the date of the Meeting shall be presented.

1.4 A shareholder is a minor: Parents or lawful guardian of the shareholder shall be present in the Meeting in person or appoint a proxy. A copy of Household Registration of the minor shareholder shall also be presented.

1.5 A shareholder is an incompetent or quasi-incompetent: A guardian or custodian of the shareholder shall be present in the Meeting in person or appoint a proxy. A Court's order appointing guardian or custodian certified by the competent officer and issued not exceeding 6 months before the date of Meeting shall be presented.

Send Email: Wassana_n@jsp.co.th (within 22 April 2021). And The Company requires you to also send the original documents to:

Company Secretary, J.S.P. Property Public Company Limited

41/1 Rama 2 Soi 54 Samae-Dam sub-district, Bang Khun Thian district, Bangkok, 10150

When the Company has verified the list of shareholders according to the latest shareholder registration book (XM) and then the Company will send back the shareholder's username and password and access manual to the same email address that was used to email the Company.

2. Shareholders who do not wish to attend the meeting by Teleconference using Electronic Devices (E-AGM)

Shareholders who do not wish to attend the Meeting by Teleconference using Electronic devices (E-AGM). For those shareholders who are unable to attend the Meeting in the form of Teleconference using Electronic devices (E-AGM) themselves, the Company recommends the shareholders appoint an independent director as their proxy to attend the meeting in person. (Details of the Proxy Forms A, B and C appear in the invitation letter) can select only one **Attachment 10**

Shareholder may appoint an independent director of the company to be the proxy Assoc. Prof. Dr. Ekachidd Chungcharoen Independent Director /Audit Committee/Chairman of the Nomination and Remuneration Committee or Mr. Chokchai Ittiwibul Independent Director/Audit Committee / Chairman of Risk Management Committee.

Sending questions in advance

Shareholders are able to send relevant questions in advance via Email: Wassana_n@jsp.co.th, in accordance with each agenda in Attachment 9 within 22 April 2021, only. The Company will collect relevant questions in each agenda and record in the meeting minutes after the meeting is completed. Shareholders or proxies who attend the meeting on the meeting day can also ask according to meeting agenda.

Ground Rules for the Meeting

In compliance with the good governance principles regarding the Annual General Meeting of Shareholders, the Company would like to inform shareholders of the following rules.

1. The Company provides video recordings of this meeting.
2. The meeting documents for AGM for the year 2021 was posted on the company website on 26 March 2021 and the Securities Exchange of Thailand was duly informed of such.

**Procedures for Vote Counting and Voting Results Report of the 2021 Annual General Meeting of Shareholders by
Teleconference using Electronic Devices (E-AGM)**

Voting Process

1. The chairman/fiduciary of the meeting shall propose the shareholders to cast their votes for each agenda.
2. A voting in each agenda shall be made openly. Shareholder or proxy shall make only one vote for approval, **disapproval** or **abstention**. The allocation of voting is not allowed (except voting of the Custodian).
3. Only shareholders wishing to cast their votes as disapproval or abstention shall be required to indicate a mark in the **disapproval** or **abstention** section on the ballot program and will announce the voting results to the Meeting.
4. Any shareholder who did not cast their votes on the system would be assumed to have approved the agenda item as proposed by the Chairman/fiduciary.

Procedures for Vote Counting

1. The method of voting shall be based on one share one vote and the majority of votes shall be deemed as a resolution except as stated otherwise by law, In the event of an equality of votes, the Chairman shall be entitled to a second or casting vote.
2. For vote counting on each agenda item, disapproval and/or abstention votes shall be deducted from the total number of votes cast by the shareholders present at the Meeting. The remainder of the votes will be counted as votes of approval. The number of votes cast by the proxy in the Proxy Form has already been included, which were recorded at the time of registration.
3. The voting results will be announced as votes of approval, disapproval, abstention. In each agenda item, the quorum will be based on the latest number of shares held by attendants present at the Meeting.
4. A voting ballot is considered invalid when shareholders or proxies do not clearly express their intention on the electronics ballots, such as there are more than one marked box on the electronics ballots or there are split votes (except for the case of custodian).