

Measures and Guidelines for the Shareholders and Proxies for

1. Attending the shareholders' meeting at Muang Thai Life Assurance Auditorium (Physical Meeting)

2. Attending the shareholders' meeting via electronic means (E-AGM)

1. Guidelines for attending the shareholders' meeting at Muang Thai Life Assurance Auditorium (Physical Meeting)

The Company has enclosed a map and directions to the meeting venue with the invitation letter of this meeting, see [Attachment 9](#). Shareholders and proxies can register for attending the meeting beginning at 8:30 Hrs. on the day of the meeting. The Company will use the barcode system for registration and vote counting in the meeting for the physical meeting. The shareholders and proxies have to bring registration documents on the meeting date as follows:

1.1 For individual

By person

- Registration form with a barcode.
- Copy of official document issued by government authorities e.g. identification card, government officer identification card, driving license or passport, including the evidence of name or last name's change, signed and certified true copy (if any) (“official document”)

By proxy

- Registration form with a barcode.
- Proxy Form B ([Attachment 10](#)) filled in correctly and completely with the signatures of the grantor and the proxy.
- Certified copy of ID card or government official ID card or driver's license or passport or document in lieu of a valid passport (in case of a foreigner) of the grantor and the proxy.

1.2 For Juristic Person

By person (the authorized person)

- Registration form with a barcode.
- A copy of the company affidavit issued within 6 months by the Department of Business Development, Ministry of Commerce, and signed by the authorized signatory to bind the juristic person with the seal of the juristic person (if any).

By proxy

- Registration form with a barcode.
- Proxy Form B ([Attachment 10](#)) filled in correctly and completely with the signatures of the grantor and the proxy.
- Certified copy of ID card or government official ID card or driver's license or passport or document in lieu of a valid passport (in case of a foreigner) of the proxy.
- Certified copy of ID card or government official ID card or valid driver's license or passport or document in lieu of a valid passport (in case of a foreigner) of the authorized person to bind the juristic person who signed the proxy form.

- A copy of the company affidavit issued within 6 months by the Department of Business Development, Ministry of Commerce, or a copy of the company affidavit issued by a government agency with authority of the country in which the juristic person is located and signed by the authorized signatory of the juristic person with the seal of the juristic person (if any).

For foreign investor appointing custodian in Thailand

- Registration form with a barcode.
- Proxy Form C, which can be downloaded from the Company's website www.muangthaiinsurance.com; under Investor Relation section > Shareholder's Information > Shareholders' meeting; by completing the correct and complete statements with the signatures of the grantor and the proxy.
- Certificate of incorporation of custodian juristic person and signed by the authorized signatory of custodian or its authorized person with the seal of the juristic person (if any).
- Certified copy of ID card or government official ID card or driver's license or passport or document in lieu of a valid passport (in case of a foreigner) of the authorized person to bind the juristic person who signed the proxy form.

In case the original documents are not in English, the English translation shall be prepared and certified true and correct translation by the shareholder or the authorized person of juristic person shareholder.

1.3 In case you wish to proxy other person to attend the meeting and cast a vote on your behalf. Please give a proxy to mature person. Otherwise, you are eligible to proxy to the independent director of the Company, namely:

- 1) Mr. Chusak Direkwattanachai
- 2) Mr. Asoke Wongcha-um
- 3) Mr. Pilas Puntakosol
- 4) Mr. Boonchai Chokwattana
- 5) Mr. Kumpol Sontanarat
- 6) Mr. Pongtep Polanun
- 7) Mr. Thanavath Phonvichai

Address: Muang Thai Insurance PCL. 252 Rachadaphisek Road, Huaykwang, Bangkok 10310

The independent director whose name appears in No. 4-5 has conflict of interest in Agenda 5: To consider and approve election of the Directors to replace those who are due to retire by rotation and election of new director. Other independent directors have no conflict of interest in all agendas. The profile of the independent directors who are proposed to be a proxy of shareholders is attached hereto in the [Attachment 5](#).

2. Guidelines for attending shareholders' meetings via electronic means (E-AGM)

The Company has assigned QUID LAB Co., Ltd. ("Quid Lab") to be a provider of electronic conferencing systems ("E-AGM"), which such meeting system been certified by the Electronic Transactions Development Agency and supports all devices, including computers, laptops, tablets and smartphones. Procedures for attending the shareholders' meetings via electronic media and proxy methods are as follows:

2.1 The shareholders or proxies who would like to attend the E-AGM must submit an application to attend the meeting by Electronic Method via the Link at <https://mti.foqus.vc/registration/> or scan this QR Code. The system will be available to access from 5 – 22 April 2024.



After logging into the system, the shareholders or proxies must prepare the following information (which should be in line with the shareholders information determined as at the Record Date from the Thailand Securities Depository Co., Ltd.) to fill in through the system:

- Shareholder's registration number
- ID card number/passport number/ registration number for juristic person
- Email address for receiving the Web Link, username and password for attending the meeting
- Mobile phone number

and a copy of documents as specified in No. 1.1 - 1.2 to verify your right to attend the E-AGM as follows;

2.2 Shareholders who are unable to attend the E-AGM can proxy for other person by submitting the proxy form and enclosing a copy of documents as specified in No. 1.1 - 1.2. Otherwise, shareholders are eligible to proxy to the independent directors of the Company, namely:

- 1) Mr. Chusak Direkwattanachai
- 2) Mr. Asoke Wongcha-um
- 3) Mr. Pilas Puntakosol
- 4) Mr. Boonchai Chokwattana
- 5) Mr. Kumpol Sontanarat
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2.3 When the Company receives the documents according to No. 2.1 – 2.2 from shareholders or proxies. The Company will check the documents to confirm the right to attend the meeting. After that shareholders or proxies will receive an email with the following details.

- Username and password
- WebLink for attending E-AGM system
- User manual

In case the request is rejected, the shareholders will receive an e-mail to notify on the details and reason for rejection, then the shareholders can resubmit documents through the system.

- 2.4 Please keep your username and password confidential. Do not disclose it to others and in case your username and password are lost or not received by 22 April 2024, please contact the Company immediately.
- 2.5 The Company will send the username and password together with electronics file demonstrating the instructions for E-AGM via the email. Please study the instruction thoroughly. The system will be open for registration 1 hour prior to the meeting time. However, it will be live broadcasting at 10.00 hrs.
- 2.6 For the method of voting during the E-AGM, the shareholders will be able to vote on each agenda by pressing the "Approve" or "Disapprove" or "Abstain" voting button. In case the shareholders do not cast vote for any agenda, that vote will be automatically counted as "Approve".
- 2.7 In case you experience technical difficulties in using the E-AGM system before or during the meeting, **please contact Quid Lab via email: info@quidlab.com or phone number 02 013 4322 and 080 008 616.**

For the convenience and smoothness of attending the E-AGM meeting, Quid Lab's technical support team recommends that you attend the meeting on a computer or laptop with a stable internet connection, since the shareholders' meeting takes more than 1 hour.

Registration manual for requesting to attend the E-AGM

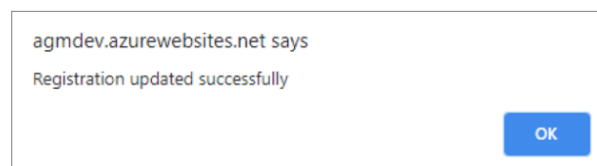
You can access the registration system to request to attend the E-AGM meeting via a computer, laptop, tablet and smartphone using web browsers such as Google Chrome, Microsoft Edge, Apple Safari, Firefox that are up to date without having to install any special programs.

Registration procedure for requesting to attend the E-AGM meeting

1. Scan QR Code or type <https://mti.fogus.vc/registration/> in browser. You will be taken to document registration system portal as shown below

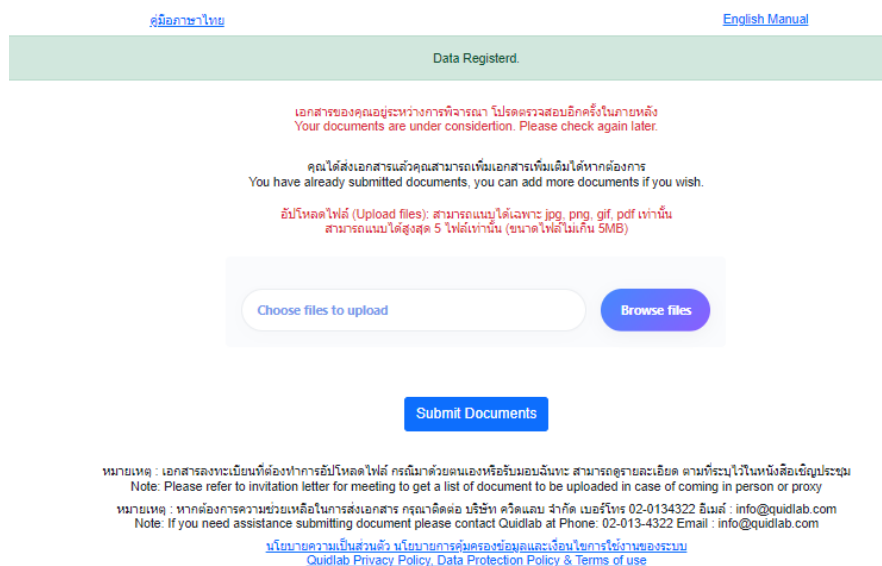
2. Fill in (1) shareholder's registration number and (2) identification card number, or juristic person registration number, or passport number. (If you do not know the shareholder's registration number, please contact the securities registrar directly)
3. After filling in the information in Number 2, please click the check mark in "Accept terms" box and press "Submit" button. When the information filled in is correct, the screen will enter the document submission system as shown in the picture below.

4. Fill in the information according to the topics that appear on the system screen as follows:
 - E-mail for receiving username and password for attending the E-AGM meeting.
 - Telephone number in case the Company needs to contact you.
 - Submit files (“upload”) of identification documents specified in Measures and Guidelines for the Shareholders and Proxies above, with a maximum of 5 files per each submission. Document files must be a jpg, png, gif or pdf with each document not more than 5 MB.
 - In case you wish to appoint another person as your proxy to attend the meeting, please click on proxy box and fill in proxy information, including choosing proxy form (Form A, Form B, or Form C). You must upload the proxy form and the proxy documents (as specified in Measures and Guidelines for the Shareholders and Proxies above) into the system correctly and completely.
5. When completing the information and uploading the documents, please press “Submit” button, you will get an alert for successful submission or rejection as shown below:



If the document is uploaded unsuccessfully, the system will pop up a message telling you why the document could not be uploaded. If you don't understand the reason, please contact Quid Lab via email: info@quidlab.com or phone number 02 013 4322 and 080 008 7616.

6. After uploading the document successfully, the screen as below will appear. You can upload additional documents at this time.



7. When the document is uploaded, please press “Logout” button and you will receive an email confirming the successful submission of the document.
8. After your documents are verified, you will receive an email informing your username and password for attending the meeting within 3 business days prior to the meeting. If you did not receive the email by 22 April 2024, please contact Quid Lab email: info@quidlab.com or phone number 02 013 4322 and 080 008 7616 or Company Secretary Office email: cso@muangthaiinsurance.com or phone number 02 665 4000 Ext. 5459
9. In case your document is not verified, you will receive an email informing the reason. You can login to the system to upload the document file again.

Manual of the E-AGM conference system

You can access the E-AGM conference system via a computer, laptop, tablet and smartphone using web browsers such as Google Chrome, Microsoft Edge, Apple Safari, Firefox are up to date without having to install any special programs.



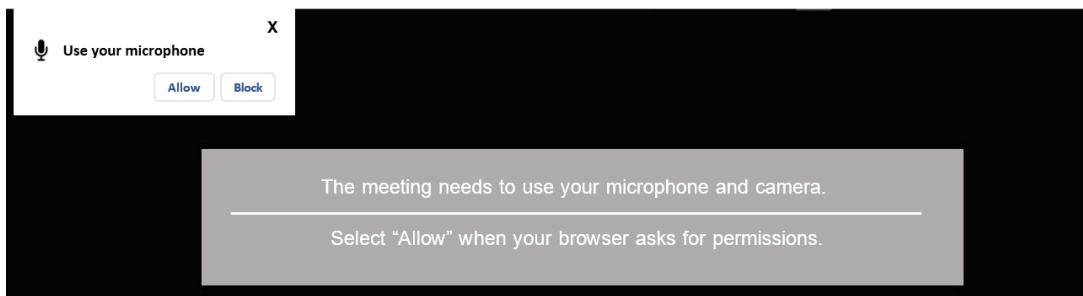
Completed Manual of
E-AGM conference system

Procedures for logging in to the E-AGM meeting



In the event that shareholders encounter technical problems in attending the meeting or using the E-AGM meeting system either before or during the meeting, please contact Quid Lab via email: info@quidlab.com or phone number 02 013 4322 and 080 008 7616.

1. Click on web link you received or type the URL in your browser to join the E-AGM meeting, then you will be logged in.
2. Enter username and password that you received. Then click the check mark in "Accept terms" box and press "Submit" button.
3. If username and password are correct, you will be allowed to enter the E-AGM conference system. The system will ask you to press the "Allow" button as shown in the image below when logging in or when you turn on camera and microphone. (If you do not press the allow button, other people may not be able to hear or see you when you want to ask questions in a meeting.)



The E-AGM conferencing system consists of functionalities that you can access by pressing the following buttons:

Button number 1 Meeting agenda and voting system

- Upon pressing the button, the screen will display all meeting agendas. You can vote for each agenda by selecting the button "Agree" or "Disapprove" or "Abstain" and then pressing "Send" button to result in voting for that agenda. The system will notify the message "Vote is submitted" when you have already pressed the "Send" button.
- You can vote for each agenda throughout the meeting, except for the agenda where the voting has already been closed.

Button number 2 Quorum and voting results

- Upon pressing the button, the screen will display (1) quorum information and (2) voting results for each agenda that has already been closed.

Button number 3 Download meeting documents

- Upon pressing the button, the screen will display meeting documents for download, such as invitation letter, Form 56-1 One Report 2023, Financial Statements for the year 2023, etc.

Button number 4 Ask a question by typing a message.

- Upon pressing the button, the system will display a screen where you can type questions. And when you have finished typing the question, press "Send" button to have the question sent to the Company's staff. You will only see your own questions.

Button number 5 Ask a question by turning on the camera and microphone

- Upon pressing the raised hand button (which is located at the bottom of screen), you must wait for the Company staff to approve the request then you can turn on the camera and microphone to ask questions.

Button number 6 Select the screen display format

- Upon pressing the button, you can choose to display a full screen or a thumbnail display showing all participants who have the camera turned on.

Button number 7 Download conference system manual

- Upon pressing the button, the screen will display manual of the E-AGM conference system for download.

Button number 8 Log out of the conference system.

- Upon pressing the button, the system will ask you to confirm "Are you sure you want to log out?". If you want to log out, press the "Logout" button.

Button number 9 Settings

- If you are unable to turn on camera or microphone to ask questions. Upon pressing this button, you will be able to check if your device is connected to the system or not. Please select the connection to match the device.

