

(Translation)

**Explanation of conditions for registration, proxy, voting and vote counting****Registration to attend the meeting**

Shareholders or proxies wishing to attend the shareholder meeting need to complete identity verification (KYC) to attend the meeting via electronic media in advance. The Company will allow identity verification in advance starting March 24, 2025. – April 1, 2025. If the information and documents used to verify your identity in the system are incorrect and complete, the system will reject the request and notify the reason for further corrections. On the meeting day, you can join the meeting via the IR PLUS AGM application on Tuesday, April 1, 2025, from 12.00 noon onwards (2 hours before the meeting opens). Please study the registration steps. Identification and practices for attending meetings via the IR PLUS AGM application (as per Attachment 9)

If you encounter problems using the meeting system, please contact the electronic conferencing service provider during business hours Monday - Friday from 9:00 a.m. - 5:30 p.m. at telephone 02-022-6200 ext. 2, 626 or Add Line ID at @irplusagm.

**Documents for registration and identity verification****In the case of attending the meeting in person**

- Meeting notification form (with barcode from the Securities Depository (Thailand) Co., Ltd.).
- A valid identification card or Thai ID Application or passport of the shareholder.

**In the case of granting a proxy to another person to attend the meeting on your behalf**

- Meeting notification form (with barcode from the Securities Depository (Thailand) Co., Ltd.)
- A proxy form that filled in correctly, completely and signed according to the form attached to this meeting invitation letter.
- A copy of the valid identification card or passport of the grantor that has been authenticated and signed.
- A valid identification card or passport of the proxy.

**In the case of appointing a proxy to an independent director of the Company attend the meeting instead**

- Meeting notification form (with barcode from the Securities Depository (Thailand) Co., Ltd.)
- A proxy form that filled in correctly, completely and signed according to the form attached to this meeting invitation letter.
- A copy of the valid identification card or passport of the grantor that has been authenticated and signed.

- Note
- In case the shareholder is a juristic person, a copy of the certificate of the juristic person granting the proxy must be provided. The certificate should not be older than 1 year and must be signed by the authorized person to authenticate the signature of the juristic person, along with the legal entity's seal (if any).
  - Information entered in the system must match the information on the date of determining the list of eligible persons (Record Date) from the Securities Depository Company. (Thailand) Co., Ltd.

### Explanation on the Appointment of Proxy

The Company prepared a proxy form according to the form specified by the Department of Business Development, Ministry of Commerce, 2 forms (according to Attachment 13) as follows:

Form B, which is a form specifying details in granting the proxy.

Form C, which is a form to be used only by foreign shareholders who appoint a custodian in Thailand to hold their shares for safekeeping.

Shareholders who cannot attend the shareholder meeting in person can appoint a proxy by doing the followings:

- 1) Choose one of the above proxy forms. Only one form.
- 2) Assign a proxy to any person according to the shareholder's wish and specify the details of the person the shareholder wishes to appoint as a proxy. To facilitate shareholders, the company would like to propose a list of independent directors to act as proxies to attend the meeting, which can be determined from the information of independent directors for receiving proxies from shareholders. (according to Attachment 11)
- 3) Shareholders cannot divide the number of shares by appointing multiple proxies to split their votes. They must appoint a proxy equal to the number of shares they hold. They cannot appoint only a portion of the proxy less than the amount they hold.
- 4) The proxy grantor please fill in the details in the proxy form correctly and completely, affix a stamp duty of 20 Baht and sign it. Along with attaching documents for appointing a proxy. (depending on the case)
- 5) In case there is an amendment to the vote for each agenda item in the proxy form, the grantor must sign every amendment made to the proxy form.
- 6) Deliver the original proxy document and accompanying documents to the company by March 28, 2025, to allow the officials enough time to proceed with the relevant matters at the postal address below:

**Bangkok Lab and Cosmetic Public Company Limited (Company Secretary)**

48/1 Moo 5, Nongshaesao Road, Tumbon Namphu, Ampur Meung, Ratchaburi 70000

Telephone No. 081-7221079

## Participation and Voting through the IR PLUS AGM Application

- The right to participate in the meeting and vote via the Mobile or Web Application is the personal right of the shareholder and the proxy. Therefore, the shareholder or proxy must use their own Username and Pin Code to participate in the meeting.
- One Username cannot be used to log in to IR Plus AGM on multiple devices at the same time. In cases where the proxy holds proxies from multiple shareholders, the proxy can only attend the meeting on behalf of one shareholder per device.
- Once the shareholder or proxy has registered for the meeting in the system, they will be considered registered, and their attendance will count towards the quorum. (If the shareholder fails to register, their attendance will not count towards the quorum, and they will not be able to vote.) If the shareholder clicks "Leave Meeting" during the meeting, their vote will be excluded from the quorum.
- Identity verification can be done in advance from March 24, 2025, to April 1, 2025 (please complete the process before the meeting date). Participation in the meeting via the IR PLUS AGM application will be available on Tuesday, April 1, 2025, from 12:00 PM onward (2 hours before the meeting starts).

## Voting Procedure

- One share shall be counted one vote. Votes cannot be divided except for the Custodian vote where the vote can be divided into parts.
- In the case that shareholders appoint a proxy using a proxy Form B. that had already voted in each agenda in advance, the Company will follow the votes that the shareholders have specified in the proxy form. The proxy holder shall not have the right to vote differently on the same agenda. In the case where the shareholder has granted a proxy using Form B without specifying voting instructions, the proxy holder shall have the right to consider and vote on behalf of the shareholder as deemed appropriate. The company will record such votes in advance and will include them along with the votes of other shareholders at the meeting.
- Voting to pass resolutions on each agenda, the IR PLUS AGM system will show the name of the agenda to shareholders with options: agree, disagree, and abstain from voting. The system will default to voting at the agree option. If you want to change your vote, select the desired option then press the confirm button. The system will change the vote immediately. By such change, this can be done until voting closes. Learn how to vote in the registration instructions. Identification and practices in attending meetings through the IR PLUS AGM application (according to Attachment 9).
- In the election of directors to replace directors who retire by rotation, shareholders may disagree with some of the directors the company proposes to appoint. Therefore, the company will allow voting to elect individual directors.

### **Vote counting**

- 1 share shall be counted as one vote. Any shareholder who has a special interest in any matter on which the meeting will vote. That person has no right to vote on that matter except to vote to elect directors.
- In normal cases, a majority vote of the shareholders attending the meeting and casting their votes shall be considered as the resolution. Except for some agendas where the law or regulations of the company require approval from shareholders otherwise. The chairman will inform shareholders before voting every time.
- In the case of equal votes, the chairman of the meeting shall cast an additional vote as the deciding vote.
- Shareholders or proxies must be present at the meeting until the end of the agenda and must vote on each agenda before voting on that agenda is closed. If a shareholder or proxy leaves the meeting before the voting on any agenda is closed, the votes of shareholders will not be counted as a quorum and will not be counted in the voting for that agenda. However, leaving the meeting on any agenda will not disqualify the rights of shareholders or proxies to return to the meeting and vote on the next agenda.
- When voting has closed for each agenda and the votes have been processed. Score results will be announced and displayed on the screen to the meeting.

### **Submitting questions in the meeting**

- Questions can be typed into the system in advance from the beginning of the agenda. The Company will answer questions in order on that agenda. At the end of explanations from the directors on each agenda, the Chairman will provide an opportunity for shareholders to ask questions or make comments on matters related to the agenda before the voting takes place. Additionally, shareholders may also inquire via video call. Further details on how to use the system can be found in the IR PLUS AGM user manual, available through the QR code provided in the system usage instructions document (according to Attachment 9).
- Questions allowed to be asked on the agenda must be related to the agenda proposed for consideration in the agenda only to preserve meeting time for maximum benefit to all shareholders. For other questions not related to the meeting agenda, they can be asked in other agenda items, which is the last agenda.
- In the case where there are many questions sent into the system, we reserve the right to consider and select questions as appropriate. We will consider compiling the questions and answers, recording them at the end of the meeting minutes, and disclosing them on the company's website for further information.