

Policy on Facilitating and Promoting Participation in Shareholders' Meeting

Bangkok Commercial Asset Management Public Company Limited (“**the Company**”) recognizes and respects the right and equality of shareholders. Thus, the Company issued the policy on facilitating and promoting participation in shareholders' meeting in order to encourage shareholders to participate in meetings of shareholders. The Company would proceed as follows:

Arrangement before the meeting date

1. Provide shareholders opportunities to propose meeting agendas and nominate qualified persons to be elected as directors before the Company sends the meeting invitation letters to shareholders. The agenda proposal will be opened at least 1 month before the end of the accounting period.

Moreover, the Company facilitates shareholders' agenda proposal by providing a form for proposing an agenda which includes information about their rights and the procedure for proposing a meeting agenda and for nominating a qualified person. The form is published on the Company's website for shareholders, and the Company notifies shareholders of the form through the Stock Exchange of Thailand's information disclosure system.

2. Provide shareholders opportunities to submit questions and comments regarding the meeting agendas in advance via email, with the criteria and the time frame of advance question submission clearly specified. Shareholders will be notified of their opportunities to submit questions and comments through the invitation letter to the shareholders' meeting, which is sent to them and is also published on the Company's website.

3. Notify shareholders of the resolutions of Board of Directors' meeting regarding the date of the shareholders' meeting, the meeting format, agendas together with the opinions of the Board of Directors on each agenda specifically, and the record date indicating various benefits for shareholders immediately within the date of the Board of Directors' resolution passing or at the latest by 9.00 hrs. on the next business day through the Stock Exchange of Thailand's information disclosure system.

4. Ensure that shareholders could access the Company's information conveniently, quickly, accurately, adequately and at an appropriate time as follows:

- Publish the invitation letter of shareholders' meeting and supporting documents in both Thai and English languages on the Company's website at least 28 days before the meeting date, as well as notifying shareholders of the publication through the Stock Exchange of Thailand's information disclosure system.

- Deliver the invitation letter to shareholders' meeting and each agenda's supporting documents, which specify date, time, venue of the meeting, the agendas (whether it is to be acknowledged, to be approved or to be considered) with the Board of Directors' opinions and details of each agenda, and proxy forms and related documents which include directions and procedures for appointing a proxy. The Company will deliver the invitation letter and supporting documents to shareholders via mail or electronic method at least 21 days before the meeting date.
- Shareholders can download the Proxy Form A., B., and C. via the Company's website. This is to assist shareholders who cannot attend the meeting in person to allow them to authorize an appointed Independent Director as a proxy holder who acts as a representative for minor shareholders or to authorize the other person to attend the meeting and vote under the conditions specified in the proxy forms which are in accordance with general laws.
- Advertise the notice of the shareholders' meeting in a daily newspaper or on electronic media for 3 consecutive days and not less than 3 days before the meeting date .

5. The Company gives high priority to and respects the privacy right and safeguards the personal data of each shareholder, attorney, or proxy. The Company has established the privacy notice² for shareholders' meeting according to the laws and has published it on the Company's website. Moreover, the Company has notified shareholders of the notice through the invitation letter to shareholders' meeting, specifying measures and guidelines on the Company's stringent practices for the security of personal data to ensure that the use of personal data is according to the stated purposes and rightful by the laws, as well as deletion and destruction of personal data, via online channels and/or other channels as prescribed by the law on personal data protection.

Arrangement on the meeting date

1. Organize the shareholders' meeting with transparency, efficiency, and in line with the laws and regulations of the Company. The meeting is to be held within four (4) months after the end of the Company's accounting year. Moreover, the meeting is scheduled to start at 8.30-16.00 hrs.

2. The date and time of the annual general meeting of shareholders are set on a day that does not coincide with a public holiday or a non-business day that is in between three or more consecutive non-business days. The meeting format will be arranged appropriately either in physical or through electronic means (E-Meeting) according to the Emergency Decree on Electronic Meetings, B.E. 2563 (2020) and related laws. In addition, technology is applied to the shareholders' meetings, including online registration and advance submission of questions via email, in order to organize the meeting in convenient, speedy, and accurate manners to assist shareholders.

In case the Company arranges shareholders' meeting in a physical format, the Company would proceed as follows:

- Allow shareholders to register for attending shareholders' meeting at least 2 hours before the starting time.
- Facilitate shareholders' meeting attendance, by having staff available to answer questions and give advice, receptionists, and registration staff, and employing information technology systems for registration and efficient vote counting during the shareholders' meeting.

In case the Company arranges shareholders' meeting in electronic format according to the Emergency Decree on Electronic Meetings, B.E. 2563 (2020), the Company would proceed as follows:

- Arrange registration time for shareholders at least 7 days before the meeting date, with no complicated registration process.
- Facilitate shareholders' attendance by enclosing the procedures for attending the electronic meeting in the invitation letter to the shareholders' meeting.
- Allow shareholders to access the electronic meeting at least 2 hours before the meeting time.

3. Announce significant information to shareholders at the beginning of the meeting or before the start of each agenda, for instance, stating clearly the number of shareholders who attends the meeting in person and proxies who attend the meeting, as well as informing the meeting of vote counting practices and procedures and privacy notice.

4. Organize transparent voting and allow separate use of the right to vote on significant agendas in order for shareholders to use their right on each agenda independently. In addition, the Company gives voting time of no less than 1 minute and notifies shareholders of remaining voting time or provides a countdown.

5. Provide equal opportunities for all shareholders to ask questions or express their opinions by providing appropriate and sufficient time, and record the significant questions and suggestions from shareholders in the shareholders' meeting minutes.

Arrangement after the meeting

1. Publish the resolutions of the shareholders' meeting in Thai and English, along with the voting results indicating "approval", "disapproval", "abstention" and "invalid ballots" for each agenda via news system of the Stock Exchange of Thailand within the shareholders' meeting date or by 9.00 hrs. of the next business day from the shareholders' meeting date at the latest, for the shareholders to acknowledge and be able to rapidly check the results of the resolutions.

2. Submit the shareholders' meeting minutes via news system of the Stock Exchange of Thailand within 14 days from the shareholders' meeting date to be the information for the Stock Exchange of Thailand as well as publishing the shareholders' meeting minutes on the Company's website.

3. Assign the Company Secretary and Investor Relations as coordinators to facilitate communication between the Company and the shareholders/investors.

Note:

^{/1} The policy on facilitating and promoting participation in shareholders' meeting is a part of the Corporate Governance Code Principle, in reference to Principle 8, Encourage engagement and communication with shareholders and Principle 8.2 Guidelines for arranging shareholders' meeting, details as shown in the following link:

<https://investor.bam.co.th/storage/content/cg/corporate-governance-policy/bam-corporate-governance-code-en.pdf> or scan QR Code.



CG Code

^{/2} Privacy notice for the shareholders' meeting, details as shown in the following link:

<https://investor.bam.co.th/storage/content/shareholder-info/shareholders-meeting/agm2023/20230127-bam-agm2023-privacy-notice-en.pdf> or scan QR Code.



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