

## CHOTIWAT MANUFACTURING PUBLIC COMPANY LIMITED

### Criteria for the shareholders to propose agenda for 2024 Annual General Meeting in advance

#### Objective

Recognizing the importance of shareholders and corporate governance promotion, Chotiwat Manufacturing Public Company Limited (“the Company”) facilitates shareholders in proposing, in advance of the Annual General Meeting of Shareholders (AGM) schedule, the issue, as deemed appropriate, to be considered to include in the AGM agenda with reference to the criteria below.

#### Criteria

1. Qualification of shareholder who will have the right to propose AGM agenda

Shareholders who would like to propose an item on the agenda must be the Company’s shareholder, with continuous holding shares and having the right to vote amounting to not less than 5 percent of the total number of the voting rights of the Company either by one shareholder or several shareholders combined. And, Shareholders must have held those shares continuously for at least 12 months by the date the shareholder proposes the item on the agenda and until at the end of the year.

2. Proposal of the agenda

The shareholder, fully qualified as in criteria No.1, can fill out the “**Proposed Agenda for 2024 Annual General Meeting Form**”. In addition, the Shareholder must submit the original of the mentioned documents completely and correctly with signing the name as evidence, including evidence of shares’ held as in criteria No.1 and beneficial supplementary documents for the Board of Directors Meeting for consideration (if any) to the Company within November 30, 2023 to the following address

“Company Secretary Dept.”  
Chotiwat Manufacturing Public Company Limited  
1069 Asia Highway Road, Khohong Sub-District,  
Hatyai, Songkhla, Thailand 90110

In case where several shareholders would jointly propose the agenda, each of them must fill out the “**Proposed Agenda for 2024 Annual General Meeting Form**”, and sign their names as evidence separately. Then the forms should be gathered into one set.

3. For an efficient AGM, the Company reserves its right not to include the following matters as the meeting agenda;

- 1) Matters relating to normal course of business of the Company
- 2) Matters that are beyond authority of the Company
- 3) Matters that shareholders already proposed in AGM within the past 3 years, and those under support by less than 10% of total voting shares, given that the factual events have not changed significantly
- 4) Matters proposed by shareholders who are not qualified, as specified in criteria No.1, or do not follow the procedures set forth by the Company in the Criteria for the shareholder to propose the AGM agenda
- 5) Matters unlike to benefit the Company
- 6) Matters or evidence sufficed by shareholders is incomplete or untrue or incorrect or inadequate or ambiguous
- 7) Matters lying under management authority of the Company, except the ones causing material impacts on shareholders in general.
- 8) Matters that violates applicable laws, rules, regulations of the government agencies, or regulatory or involved agencies, or actions not in compliance with the objectives, the articles of association, the shareholders' resolution, the good corporate governance of the Company and the business conduct of the Company
- 9) Matters, as stipulated by laws, for consideration at AGM, which has been pursued regularly by the Company
- 10) Matters already undertaken by the Company
- 11) Matters previously submitted for consideration by other shareholders

4. The above matters proposed by shareholders shall meet scrutiny before further submission to the Board of Directors for consideration, and the Company will notify the Board's consideration results after the Meeting scheduled in February 2024 (if any). Any matters, under approval by the Board, will be included in the AGM agenda as attached in the Notice 2024 AGM.

**Proposed Agenda for 2024 Annual General Meeting Form**

## 1. General information of shareholder

Name (Mr., Mrs., Miss, Company and Others / Surname): \_\_\_\_\_

Present / contact address: Residing at \_\_\_\_\_ Village / Building \_\_\_\_\_

Moo no. \_\_\_\_\_ Soi \_\_\_\_\_

Road \_\_\_\_\_ Sub-District \_\_\_\_\_

District \_\_\_\_\_ Province \_\_\_\_\_

Postal code \_\_\_\_\_ Country \_\_\_\_\_

Telephone no. \_\_\_\_\_ Fax no. \_\_\_\_\_

E-mail \_\_\_\_\_

Contact foreign address: (For foreign shareholder) \_\_\_\_\_

## 2. Shares held:

\_\_\_\_\_

## 3. Subject of the agenda proposed:

\_\_\_\_\_

Objective:             To consider                             To acknowledge

Details:

\_\_\_\_\_

 The supporting documents enclosed         No the supporting documents enclosed

## 4. Documents required :

4.1 Valid evidence of the shares' held shown the number of shares held and the period of holding as in the criteria of the Company such as the certificate of shares' held from securities company or any other certificates from Thailand Securities Depository Co., Ltd. (TSD), the Stock Exchange of Thailand (SET) or Custodian or Certified true copy of the certificate of share.

 Evidence enclosed                             No evidence enclosed

4.2 Shareholder identification document: For natural person the copy of the identification card or passport (in case of the foreigner) must be enclosed and certified true copy. In case shareholders are commercial registration, the copy of certificate of commercial registration must be enclosed. Also, the copy of director nominee's identification card or passport (in case of the foreigner) who has signed his/her name in this Form must be enclosed and certified true copy.

 Evidence enclosed                             No evidence enclosed

5. Certified Statement:

I certify that all information written in this Form, the evidence of shares' held and other supporting documents are correct and accept to disclose these information by the Company.

\_\_\_\_\_ Shareholder's Signature

(\_\_\_\_\_)

Date \_\_\_\_\_