

Guidelines and Procedures to Propose the Agenda of AGM of shareholders
for year 2024 in Advance

1. Objectives

Unimit Engineering Public Company Limited ("Company") realized the importance of all shareholders and the Company's good corporate governance practice on "the rights of shareholders", as well as followed the Securities Act and the Stock Exchange Act (No. 4) B.E. 2551 (2008) on "the rights of shareholders to propose an agenda". The objectives were for the equitable treatment to the shareholders.

Therefore, the Company shall allow minority shareholders to participate in submitting in advance for the questions which will be beneficial to the business of the Company and to all of shareholders. The Board of Directors will consider them carefully, with regards to the benefit of shareholders as a priority. The Directors will consider, approve and include the proposed agenda in advance for the Annual General Meeting for year 2023, the board's opinion will be presented to the shareholders for acknowledgment, consideration and approval on the AGM of Shareholders.

2. Qualifications of shareholders to propose the agenda of AGM of Shareholders are as follows.

2.1 Being the Company's shareholders (UEC).

3. Guidelines to Propose the AGM Agenda.

3.1 The proposal which will not be placed on the agenda.

The Company reserves the rights not to include the followings in the AGM Agenda.

3.1.1 The proposal which violates the laws, rules and regulations of the government agencies, the regulatory agencies, other governing agencies or not complied with the objective, the article of association, the shareholder s' resolutions or the good corporate governance of the Company.

3.1.2 The proposal which is beyond the Company's authority to produce the purposed result.

3.1.3 The proposal which is not beneficial to the business operation of the Company.

3.1.4 The proposal which affect to the authority of the Management Committee, unless the cases which cause the damage to the whole shareholders.

3.1.5 The proposal which is beneficial for specific person or group. The proposal which is regular business operation and the proposer's reference does not indicate any irregularity.

3.1.6 The proposal was submitted to the shareholders' meeting for its consideration within the previous 12 (twelve) months and received the supporting votes of less than 10 (ten) percent of the total number of the voting rights of the Company, unless the fact pertaining in the resubmission has significantly changed from that of the previous shareholders' meeting.

3.1.7 The proposal which the Company has already operated.

3.1.8 The proposal which shareholders are not fully qualified according to item 2.

3.1.9 The proposal which the information or document, provided by the shareholders, are incorrect, incomplete, unable to contact or propose out of time.

3.1.10 Any other matter which the Capital Market Commission announce and define.

3.2 Required Documents

3.2.1 Fill the **“Form of proposed AGM Agenda in Advance”** and affix the name as evidence.

3.2.2 Shareholders item 2.1 require to propose more than 1 agenda, the shareholder should fill in the **“Form of proposed AGM Agenda in Advance”**, 1 form per 1 subject and affix the name as evidence. The evidence of consent, specified on item

3.2.3-3.2.4, and other supporting documents (if any) together into one complete set to propose to the Board.

3.2.3 The shareholders must deliver the evidence of share held such as the certified letter of the Securities Company, the Stock Exchange of Thailand or the Thailand Securities Depository Co., Ltd., etc., and the supporting documents that will be beneficial to the Board of Directors' consideration (if any).

3.2.4 The shareholders' official identification document, which appear photos and have not expired, affix the name as evidence.

(A) Thai Nationality Shareholder : Identification Card, Official identification Card, etc.

(B) Foreign Shareholder : Passport.

3.3 Proposal of the Agenda

3.3.1 The shareholders must submit the proposed agenda of the AGM of shareholders and evidence unofficially to the Company Secretary Office via

- **E-mail** : suphap@unimit.com

3.3.2 The original of the **“Form of proposed AGM Agenda in Advance”** together with the evidence in accordance with item 3.2.4 and other supporting documents, must be affixed the name as evidence and delivered to the Company Secretary during **December 1, 2023 – January 31, 2024** at the following address.

- **Company Secretary**
Unimit Engineering Public Company Limited
109/92-5 Mu19, Soi Suksawat66,
Suksawat Rd., Bangpueng, Phrapradaeng,
Samutprakarn 10130

4. Consideration Procedures

4.1 The Company Secretary will collect and check all the **“Form of proposed AGM Agenda in Advance”** together with the evidence according to item 3.2.3-3.2.4 and the supporting documents which will be beneficial to the Board of Directors' consideration (if any), in accordance to the guidelines on item 3.

4.2 The Board of Directors shall consider the appropriateness of the proposed AGM Agenda by

- If the Board agrees with the proposed agenda, the said agenda together with the Board's objective reason and opinion will be included as the agenda of the Invitation letter of Shareholders' meeting which will be posted on the Company Website (www.unimit.com).

- If the Board refuses to include the proposed agenda, the said agenda shall be notified in that shareholders' meeting and specified the reasons of such refuse.

4.3 The Company discloses the proposed agenda of Annual General Meeting via www.unimit.com and the online system of the Stock Exchange of Thailand, as well as explains to the shareholders at the AGM of Shareholders for further consideration.