

**Guidelines for the shareholders on identity verification and procedures of attending the
Extraordinary General Meeting of Shareholders No.1/2025 via electronic method (E-EGM)**

As the Company will hold the Extraordinary General Meeting of Shareholders No.1/2025 via electronic method (E-EGM), pursuant to the Emergency Decree on Electronic Meeting B.E.2563 (2020) and other relevant laws and regulations, the Shareholders or the proxies who wish to attend this E-EGM are requested to state your intention and submit the identity documents specified below to the Company within January 27, 2025.

Identity Verification

1. Individual

1.1 Thai Shareholders

- (a) Identity Card of the shareholders (citizen identity card, civil servant identity card or state enterprise identity card, driving license)
- (b) In case of proxy granting, a copy of the identity card of the proxy grantor and the identity card or the passport (in case of foreigner) of the proxy holder

1.2 Foreign Shareholders

- (a) Passport of the shareholders
- (b) In case of proxy granting, a copy of the passport of the proxy grantor and the identity card or the passport (in case of foreigner) of the proxy holder

2. Corporation

2.1 Thai Corporation

- (a) A copy of the affidavit issued by the Department of Business Development, Ministry of Commerce dated not more than 3 months.
- (b) A copy of the identity card or the passport (in case of foreigner) of the authorized director(s) who signed the proxy, and the identity card or the passport (in case of foreigner) of the proxy holder.

2.2 Foreign Corporation

- (a) A copy of affidavit
- (b) A copy of the identity card or the passport (in case of foreigner) of the authorized director(s) who signed the proxy, and the identity card or the passport (in case of foreigner) of the proxy holder.

All the copies of documents must be certified. Documents issued outside Thailand should be certified by a notary public.

Proxy Process

1. There are 3 proxy forms:-

- Form A : A general proxy form which is easy and not complicated
- Form B : A proxy form which provides more definite details of the authorization
- Form C : A proxy form used only for foreign investor shareholders appointing a Thai resident as custodian.

2. In case of foreign investor shareholders appointing a Thai resident as custodian, he/she can use any one of the following proxy forms:- Form A, Form B or Form C. Other shareholders can use only one proxy form: - Form A or Form B.

3. The Company attaches only proxy Form B with this invitation letter. A shareholder who would like to use proxy Form A or Form C, can contact the Corporate Affairs Department of the Company, telephone number 02-100-8100 Ext. 7787 or download the forms from website of the Company (www.mono.co.th).
4. Any shareholder who cannot attend the meeting in person may be present by proxy, appointing any person or any of the Independent Directors of the Company whose names appear below to vote on his/her behalf. The Shareholder should specify the name and details of the appointed proxy. For convenience, in case any of the proxy holders cannot attend the meeting, other proxy holders who are authorized will attend it instead. However, only one proxy holder can attend the meeting.

The Company's Independent Directors whom the shareholders may appoint as proxy holder are:

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|------------------------------|---|
| 1) Mr. Preecha Leelasithorn | Age 62 years
Independent Director, Chairman of Audit and Corporate Governance Committee, and Chairman of Nomination and Remuneration Committee |
| 2) Mr. Charoen Sangvichaipat | Age 53 years
Independent Director, Member of Audit and Corporate Governance Committee, and Member of Nomination and Remuneration Committee |
| 3) Mr. Karl Jamaornmarn | Age 64 years
Independent Director, Member of Audit and Corporate Governance Committee, and Member of Nomination and Remuneration Committee |
| 4) Mr. Polpat Asavaprapha | Age 54 years
Independent Director, Member of Audit and Corporate Governance Committee, and Member of Nomination and Remuneration Committee |
| Address | Mono Next Public Company Limited
29/9 Moo 4, Chaiyapruet Road, Bang Phlap,
Pak Kret, Nonthaburi 11120 |

5. For the benefit and the right to attend the meeting, please complete the information, sign the proxy form, and affix a 20-Baht duty stamp upon it. The shareholders are also requested to provide certified copies of both the grantor's and the proxy's identity cards and attach them to the Proxy Form (except for the case that the shareholders choose to appoint the Company's audit committee as their proxies).
6. The Company reserves the right to reject the proxy form therein stated the number of shares, exceeding the number of shares shown in the share registration book.

How to submit the shareholders' identity documents

It is requested that the shareholders or the proxies submit the signed identity documents and notice of the meeting (the page with QR Code) and the signed proxy forms (in case of appointing the proxy) to the Company via

- E-mail: ir@mono.co.th, or to

- Corporate Affairs and Corporate Sustainability Department, Mono Next PCL.
No. 29/9, Moo 4, Chaipayruek Road, Bang Phlap, Pak Kret, Nonthaburi 11120
- Website: <https://www.affinityrelation.com/service/>
Within January 27, 2025.

After the Company has already verified the list and the information of the shareholders as of the latest Record Date, the Company will send the Username and the Password to the shareholders or the proxies via e-mail addresses that they have previously given to the Company so that they can log in to enter the Extraordinary General Meeting of Shareholders No.1/2025 via electronic media (E-EGM). The Company would like to seek for the shareholders' kind cooperation to proxy the Company's Independent Directors to attend and vote on your behalf instead of attending this online meeting yourselves.


Procedures and methods to attend the Electronic EGM meeting (E-EGM)

Shareholders who intend to participate in the electronic meeting can express their intention through one of the following three methods:

1. Indicate their intention to attend the meeting by sending the meeting attendance confirmation via email.
2. Indicate their intention to attend the meeting by sending the meeting attendance confirmation via postal mail.
3. Indicate their intention to attend the meeting via the QR Code or through the website: <https://www.affinityrelation.com/service/>, using the AFF E-Meeting system.

Registration Process for Participating in the Meeting via AFF E Meeting System

1. Proceed with the registration to attend the meeting by scanning the QR Code or visiting the website provided below.



<u>Via the QR Code</u>	<u>Via the website</u>
	<p>https://www.affinityrelation.com/service/</p> <p>Select the <u>Extraordinary General Meeting</u> of Shareholders of Mono Next PCL. and complete the registration process with the required files attached as per instructions.</p>

2. Select the Extraordinary General Meeting of Shareholders by choosing the logo of Mono Next PCL.
3. Complete the registration process with all required information on the website, and attach a copy of the shareholder's ID card.
4. For proxy registration, the proxy form and copies of the ID cards of both the grantor and the proxy must be uploaded into the system for verification by the company's staff.

5. After receiving the registration information and verifying the details and shareholder eligibility, the company will send the meeting access link to the email address provided in the registration information within 2 business days prior to the meeting.
6. On the day of the meeting, log in to the system using the shareholder account number (securities registration number) and the reference number (shareholder’s ID card number).)
7. Attendance will be counted towards the quorum only if the shareholder clicks the link and logs in to the meeting system on the meeting day (participation via Zoom meeting alone will not be counted).

Participation in the AFF E-Meeting via the Zoom Meeting platform.

1. Once shareholders or their proxies have completed the registration process to indicate their intention to attend the Extraordinary General Meeting of Shareholders, and after the company has received and verified all required documents, the meeting organizer, on behalf of Affinity Relations Co., Ltd., will send an email containing the meeting access link to the email address provided in the registration documents, two days prior to the meeting date. Please carefully review the user manual for accessing the electronic meeting system. If you have not received the email by January 28, 2025, please contact the Company promptly through the designated channels provided.
2. Participation and voting via the electronic meeting system are compatible with all devices, including computers, laptops, tablets, and mobile phones, using the Chrome web browser.
3. For a stable meeting experience, it is recommended to use a 4G internet connection, a standard home internet connection, or Wi-Fi.
4. As the AFF E-Meeting system, operated by Affinity Relations Co., Ltd., integrates with the Zoom Meeting platform for the shareholder meeting, shareholders who have not previously used Zoom or installed the Zoom application on their devices may download and install it via the links provided below.

<p>For iOS</p>  <p>https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307</p>	<p>For Android</p>  <p>https://play.google.com/store/apps/details?id=us.zoom.videomeetings</p>
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5. The system will be open for access to the meeting from 12:00 noon. Before the meeting starts, the live broadcast of the meeting will start only at the scheduled meeting time.
6. To access the system, participants must use their shareholder account number (shareholder registration number) and reference number (shareholder's ID card number). Shareholders must log in using the link sent to the registered email only. The link cannot be shared with other shareholders or used to log in with a different account.
7. Through the AFF E-Meeting system, shareholders may cast their votes on each agenda item by selecting either "Approve," "Disapprove," or "Abstain." If no vote is cast for any agenda item, the system will automatically record the vote as "Approve" (using a method of vote counting that defaults to approval).

In the event of any issues encountered while using the AFF E-Meeting system, participants may contact Affinity Relation Co., Ltd. at the following numbers: 096-812-5545, 099-265-3563, 087-696-5439, or 061-764-1234.

Sending questions in advance

The shareholders who are interested in sending questions in relation to the agenda items proposed for the Extraordinary General Meeting of Shareholders No.1/2025 in advance, are requested to send your questions to the Company within January 27, 2025 only via e-mail: ir@mono.co.th Relevant questions will be recorded in the minutes of the Extraordinary General Meeting of Shareholders No.1/2025. Nonetheless, the shareholders or the proxies who attend the meeting can still raise questions during the meeting, on the meeting date.

The Meeting Day

On January 30, 2025, the Meeting Date, the electronic registration system will be open for the shareholders to register to attend the Meeting at 12.00 hrs. The meeting will commence at 14.00 hrs.

Vote Casting Process

1. The Chairman of the Meeting shall propose the shareholders to cast the votes and summarize results for each agenda item.
2. Only the shareholders who wish to vote for approval, vote castings are not required for each agenda item or the shareholders who are interested in voting can vote for approval for each agenda item, the votes shall be counted "approval" when the results were summarized.
3. In the case whereby the shareholders disagree or abstain with the proposed matter, please put any mark to indicate this intention, and information will be processed.
4. In the case whereby the shareholders disagree with the proposed matter, but do not put any mark to indicate this intention, it will be assumed that such shareholders approve the agenda items as proposed by the Chairman of the Meeting.

Vote Counting Criteria

1. One share is counted as one vote. The majority of the votes shall be deemed a resolution, except as specified otherwise by law. In case of a tie of votes, the Chairman of the Meeting shall have the right to cast a deciding vote.
2. The vote counting result of each agenda item is derived by deducting the votes for disapproval and abstention, cast by the shareholders during the Meeting, from the total votes of the shareholders and the proxies, attending the Meeting, that are recorded prior to the meeting commencement.

The Company will take the video and audio recording of the whole proceedings of the Extraordinary General Meeting of Shareholders No.1/2025. In compliance with the Company's privacy policy, these recordings will not be disclosed through electronic media, the Company's website, or any other channels. However, shareholders or stakeholders requiring access to this information can contact us through official channels.

Contact Channels

1. Post: Corporate Affairs and Corporate Sustainability Department,
Mono Next PCL.
29/9, Moo 4, Chaipayruk Road, Bang Phlap, Pak Kret, Nonthaburi 11120.
2. E-mail: ir@mono.co.th
3. Tel: 02-100-8100 ext.7787 (Corporate Affairs and Corporate Sustainability Department)