



บริษัท นอร์ทอีสท์ รับเบอร์ จำกัด (มหาชน)  
**NORTHEAST RUBBER PUBLIC COMPANY LIMITED**  
เลขประจำตัวผู้เสียภาษี (TAX ID) : 0107561000242

Tel. : 044-666928-9  
Fax. : 044-666212-3  
Website. : [www.nerubber.com](http://www.nerubber.com)  
E-Mail. : [ner@nerubber.com](mailto:ner@nerubber.com)



Enclosure No. 11

## Terms and Procedures for Attending the 2024 Annual General Meeting of Shareholders and electronic voting (E-Meeting) by IR PLUS AGM application.

### Electronic Meeting Attendance (E-Meeting) Requirements

Attending the 2024 Annual General Meeting of Shareholders electronically (E-Meeting) is a convenience for shareholders/proxies. To be able to participate in meetings via electronic media and vote in the system. Therefore, before you register to attend the E-Meeting via the IR PLUS AGM application system, please read the terms, understand and accept the following terms, including the Mobile Application IR Plus AGM instruction manual, which can scan the QR Code that appears in the attached notice of the 2024 Annual General Meeting of Shareholders of the Company.

#### 1. Shareholders/Proxies PLEASE NOTE

1.1 Shareholders entitled to attend the meeting are shareholders of the Company named on March 15, 2024, which is the date for determining the right of shareholders to attend the meeting and vote. (Record Date) as specified and announced on the Stock Exchange of Thailand only.

1.2 To ensure the smooth running of the meeting When you wish to attend an E-Meeting by registering for an E-Meeting and receiving confirmation of your attendance from the system, your vote must be done through the IR PLUS AGM application system only.

#### 2. Installing the IR PLUS AGM application and performing identity verification (KYC)

##### 2.1 Install the IR PLUS AGM application

The Company provides a meeting channel through the IR PLUS AGM application system in which shareholders / proxies who wish to attend the meeting through the said IR PLUS AGM application system can install the application by searching for the name IR PLUS AGM through the Google Play Store for Android and App Store for iOS.

##### 2.2 Perform KYC

Before attending the E-Meeting, shareholders / proxies (in case of proxy) must verify their identity (KYC) through the IR PLUS AGM application system installed in accordance with Clause 2.1 by filling in the personal information as shown on the screen completely and correctly and providing various documents as required in the IR PLUS AGM application, such as ID card or copy of ID card and proxy letter (in case of proxy). The system will then send the One Time Password ("OTP") to the mobile phone number provided by the shareholders/proxies in the system to verify the identity of the shareholders/proxies.

สำนักงานใหญ่ : 398 หมู่ 4 ต.โคกม้ก อ.ประโคนชัย จ.บุรีรัมย์ 31140

สำนักงานขาย : 589/156 ชั้น 29 อาคารเซ็นทรัลซิตีทาวเวอร์ ถนนเทพรัตน แขวงบางนาเหนือ เขตบางนา กรุงเทพฯ 10260

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In E-Meetings, the IR PLUS AGM application system will be opened to shareholders / proxies. KYC starting from March 27, 2024 at 8:00 a.m. to April 9, 2024 at 6:00 p.m. For shareholders wishing to appoint proxies to independent directors, KYC must be done from March 27, 2024 at 8:00 a.m. to April 9, 2024 at 6:00 p.m. to be ready to register for the meeting on the meeting day.

### 2.3 Check the accuracy of information and documents through the IR PLUS AGM application.

Shareholders / Proxies Agree and acknowledge that the Company has the right to verify the authenticity and completeness of the information and documents provided by you in Clause 2.2 in the event that the Company has reviewed the documents and information provided in Clause 2.2 above and finds that the documents and information mentioned are correct, true and complete. The Company will approve and notify the result of successful identity verification via IR PLUS AGM application for you to set a PIN Code for attending meetings via IR PLUS AGM application by yourself to protect your personal data and to protect your rights. Please keep the PIN Code confidential and not disclosed to any other person.

In the event that the company checks the information and finds that the information is incorrect. The Company will request additional documents to verify identity or accuracy, or may proceed to refuse registration, as the case may be. Shareholders / Proxies Actionable Confirmation of the right to attend the meeting via the IR PLUS AGM application does not exclude you from attending the meeting at the meeting venue.

### 3. Attendance and voting via IR Plus AGM application system

3.1 When KYC is processed and shareholders must set up a pin code by themselves according to Clause 2.3, shareholders/proxies can attend the meeting through the application. IR PLUS AGM can be scanned by scanning the bar code that appears on the meeting invitation movie. Or you can enter your ID card number in your username and enter your PIN Code.

3.2 The right to attend the meeting and vote in the meeting via the IR PLUS AGM application system is exclusive to the shareholders, so one username cannot be used to log in to IR PLUS AGM to attend the meeting at the same time on multiple devices at the same time. Shareholders / Proxies Username and PIN Code are required to attend the meeting in person and will not assign Username and Pin Code to any person.

3.3 In the case of a proxy Proxies from multiple shareholders **the proxy can attend the meeting on behalf of only one shareholder per device.**

3.4 Voting via IR PLUS AGM application Shareholders / proxies can vote in advance for all agenda items. At the start of the meeting or to vote on each agenda item under consideration, the votes of shareholders/proxies will be collected at the close of that agenda.

3.5 To count votes The Company requires the system to pour all votes in favor and will deduct all votes against or abstain from all votes. In the event that shareholders/proxies wish to vote "Disagree" or "Abstain", you

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must choose to vote either of these resolutions. In the event that you do not choose to vote in any way. The system will automatically assume that shareholders/proxies have voted in favor of the agenda.

3.6 In the event that you hold shares/proxies from the meeting system by Shareholders/proxies will not be counted as a quorum on such agenda and the votes of shareholders/proxies will not be counted on that agenda. However, leaving the meeting on the previous agenda. The Company does not disqualify shareholders / proxies. Log in to attend the meeting and vote on the next agenda item that is still under consideration by the meeting.

#### 4. Raising questions and expressing opinions during the meeting

4.1 The meeting will be broadcast live via IR PLUS AGM application only. In the event that you are a shareholder/ proxy Have a question or wish to comment on the next agenda. Shareholders/proxies can choose a comment menu, where a microphone icon appears on the screen to ask questions or express their opinions. To allow you to ask questions or express your opinion at the meeting on the agenda both visually and audibly. Any questions or comments must be questions and/or comments related to the agenda only.

4.2 To provide opportunities to shareholders / proxies. Ask questions in meetings with that audio. The Company reserves the right to cease asking questions or expressing opinions of shareholders / proxies. If such questions or comments are vulgar, threatening, threatening, obscene, defamatory, violates any law or infringes on the rights of others.

4.3 During the meeting If any shareholder/proxie Act in a manner that disturbs the meeting or causes annoyance to other attendees. The Company reserves the right to take any action to suppress any act that disturbs the meeting or causes annoyance to other attendees.

#### 5. Personal Information

5.1 Personal Data means information about an individual which enables the identification of that person. whether directly or indirectly.

But it is not limited to name, surname, gender, ID number. Passport number, photo, date of birth, nationality, age

5.2 Shareholders / proxies consent to the Company collecting and processing your personal data in order to verify your rights and verify your identity for the purposes prescribed by law related to the meeting.

5.3 The Company will keep such personal data for a period specified by law, not exceeding 10 years. The company will destroy the data from the system.

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## 6. Other requirements

6.1 The audiovisual content in the meeting is the sole intellectual property of the Company and the Company does not allow you to record, modify or distribute the audiovisual images in the meeting. The Company reserves the right to take legal action against those who commit such acts.

6.2 In the event that shareholders / proxies use various systems related to the meeting via IR PLUS AGM in any way, which does not comply with this provision or other manuals provided by the Company to shareholders for use in the meeting, causing the Company to suffer damages in any way. Such shareholders / proxies shall be liable to indemnify. Expenses arising from litigation from third parties, including litigation by the Company against shareholders/proxies who do so.

6.3 The Company reserves the right to take any action. In the event that shareholders do not agree to comply with these terms and may consider suspending the right to attend the meeting through the application system. IR PLUS AGM if, during the shareholders' meeting/proxies, the provisions of this provision are not implemented.

**Note:** Please contact the administrator at Tel : 02-022 6200 ext. 2, 626

THERE IS A PROBLEM USING THE IR PLUS AGM APPLICATION SYSTEM.

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# Processes of shareholder / proxy holder self-identification through the application IR PLUS AGM

In case of shareholders attending the meeting by themselves.

Please prepare your invitation letter issued from TSD/ID card or passport.

The shareholder proceeds the self-identification through the barcode scan in invitation letter or the insertion of ID card or passport digits with entering to the next steps of self-identification.

Please insert personal data and upload your photo for self-identification and then waiting for the approval.

To set-up the Pincode for entering to the shareholder's meeting.

In case of appointing a proxy to an independent director

Enter to menu "Proxy"

Choose proxy holder to an independent member and select the name of the independent director who wishes to appoint a proxy holder.

Please upload a photocopy of your ID card and the power of attorney letter and then press the confirm button.  
\*\*This must be completed 1 day prior to the meeting date

In case of proxy attending the meeting

Enter to menu "Proxy Direct"

Proxies perform self-authentication in the Proxy Direct menu.

To prepare an invitation letter received from the TSD/ ID card and passport a photocopy of your ID card a photocopy of ID card of the proxy and the Power of Attorney Letter signed by a shareholder.

Please insert data proxy and upload a photocopy of your ID card, supplementing document, the Power of Attorney Letter and then waiting for the approval.

To set-up the Pincode for entering to the shareholder's meeting.

On the date of meeting, all shareholders are encouraged to access to the Application IR PLUS AGM, and insert Pincode for registration with attending to the meeting.



The Application IR PLUS AGM, iOS system, Version 14.5 upwards



The Application IR PLUS AGM, ANDROID system, Version 8 upward



The Manual for Using Application IR PLUS AGM



Meeting on web App "webagm.irplus.in.th"

For your future information please add id line

@irplusagm



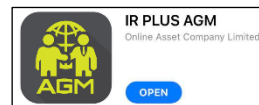
Scan QR Code

Call Center : 02-022-6200 ext.2

## IR PLUS AGM Electronic-Annual General Meeting (E-AGM)

### 1. Download and Install application “IR PLUS AGM”

From App Store (Support since iOS 14.5) and Google Play Store (Support since Android 8)



**iOS**  
iOS 14.5 ขึ้นไป



**Android**  
Android 8.0 ขึ้นไป

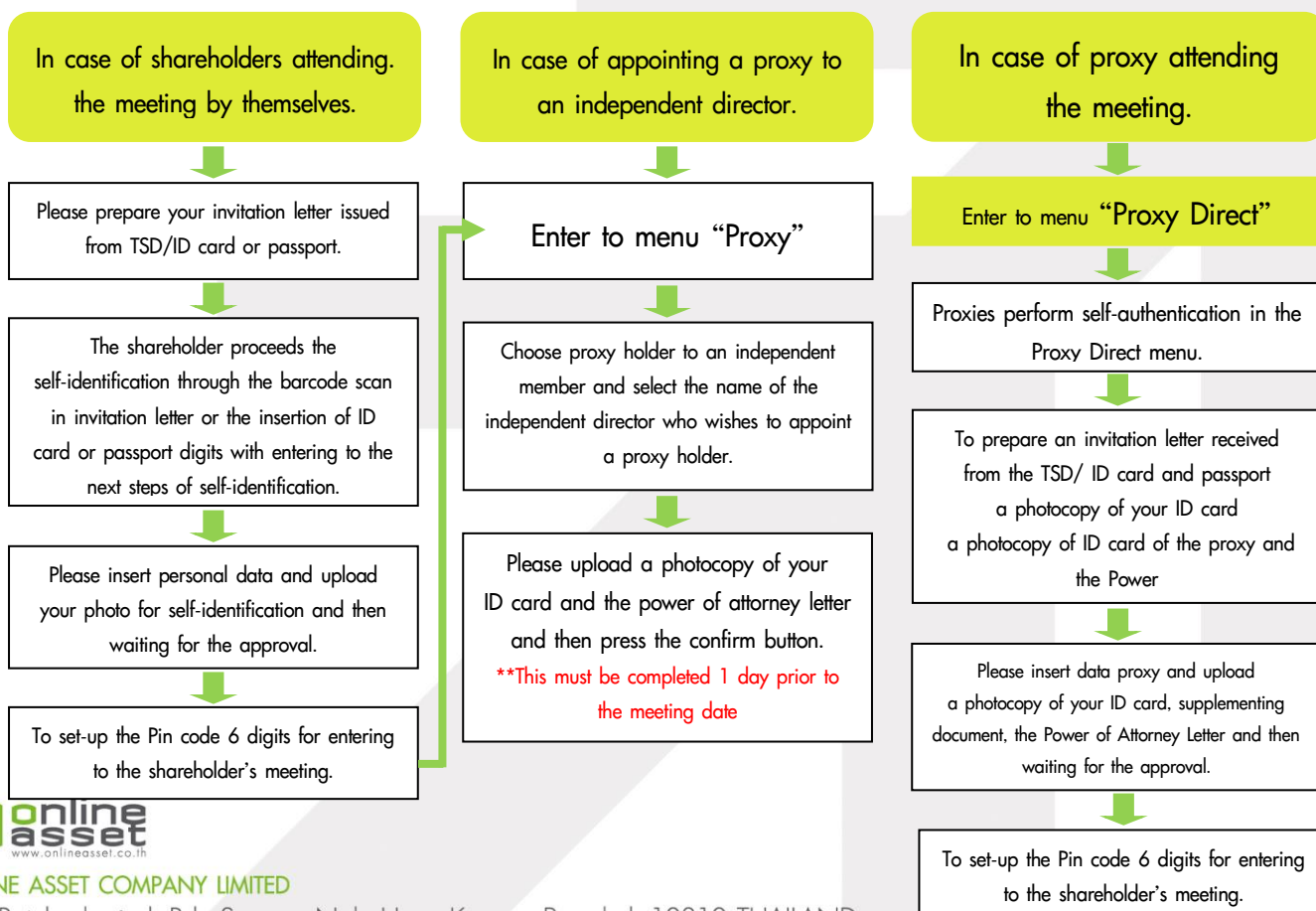


“webagm.irplus.in.th”

Or attend the meeting via the Web App “webagm.irplus.in.th” on Google without an application or program installed.

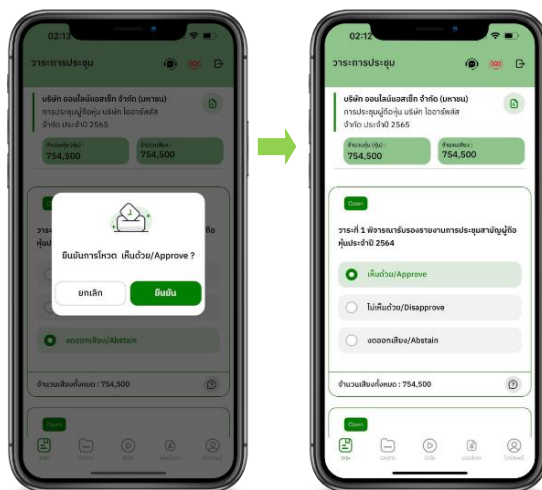
### 2. Identity verification process (KYC)

- Select the company you want to attend the meeting. And select the status of the user, then Login to access the system with the ID card number of the shareholders.
- Please insert personal data, upload your photo of the ID card, and then take a photograph of the shareholder holding the ID card for identity verification.
- Fill up the OTP received from the system via selected channels (text/e-mail)
- The system will notify the result of identity verification (KYC) as "Approve" or "Disapprove" In case of Disapprove, the shareholder must proceed with the KYC procedure again.
- Set up the Pin code for attend the meeting.

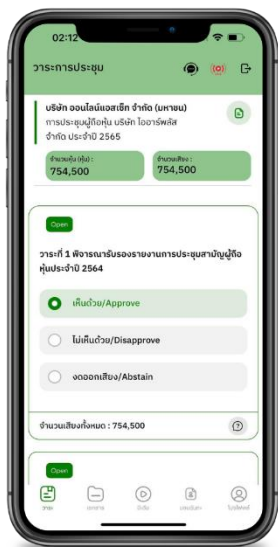


## How to vote.

The system will Default vote “Agree” on every agenda that can change the vote result “Disagree” or “Abstain”  
Then press the bottom confirms to confirm. The system Will change the voting result immediately.  
As shown in the picture.



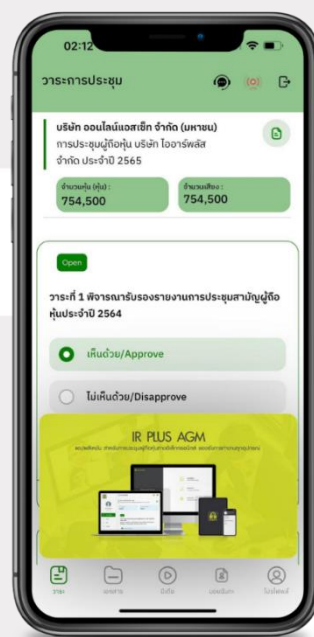
## 3. Asking question, Text format and VDO Call format



- In case, Asking questions via VDO Call  
Click that shown on your screen, then type the question.  
Then wait for the staff will get back to you.
- In case, Asking questions via Text  
Click that shown in every agenda to send questions to be asked in that agenda. You can ask a question in the system at any time until the agenda is closed.

## 4. Other Menu

- : Document
- : Media or VDO Presentation
- : Proxy \*Incase Provide proxy to independent directors only.  
This must be completed 1 day prior the meeting date
- : Profile
- : Log out **\*\*When you confirm to log out the meeting  
Your vote will eliminate from the vote base immediately.**
- : Live stream



If you encounter problems in the use please contact : IR PLUS AGM Call Center

Call : 02-022 6200 ext. 2, 626 Office hours: 9:00 a.m. to 5:30 p.m. Monday to Friday



Add Line id : @irplusagm

Or scan QR Code to report a problem using the system to get help quickly.