

Rule and Procedure on Granting the Right to Propose the Additional Agenda of the Meeting of Shareholders to the Shareholders, Advance Nomination for Appointment of the Qualified Candidates as the Directors, and Advance Delivery of Queries for the General Meeting of Shareholders held in 2021

East Coast Furnitech Public Company Limited (the “Company”) has established the policy for holding the meeting of the shareholders in accordance with law and guideline for holding the meeting of the shareholders prescribed by the related governing agencies by taking consideration on the equal treatment to the shareholders particularly the minor shareholders. A measure is to grant the right of the additional proposal for the agenda of the meeting of shareholders to the shareholders, and advance nomination for appointment of the new director. This prescribed regulation is to grant the right to the shareholders other than the existing right of the shareholder under the Company’s articles of association and under the related legislations.

(1) Qualification of the shareholder with right to propose the additional agenda of the meeting and advance nomination of the qualified candidate to be appointed as the director prior to the meeting.

1. Being one or several shareholders of the Company in total of not less than 0.50% of total voting rights of the Company with the right to propose the issue (the current authorized capital of the Company has been the voting ordinary shares in total of 959,487,557 shares. Therefore, the minimum shareholding proportion has been 0.50% of total voting rights of the Company, equaling to approximately 4.8 million shares.
2. Hold the Company’s shares in the proposing date of the additional agenda of the meeting and/or the advance nomination date of the qualified candidate to be appointed as director, and must hold the Company’s shares in the holding date of the Annual General Meeting of Shareholders 2021.

(2) Detail of the information proposed by the shareholders

1. Contact name, address and telephone number of the proposing shareholder
2. Number of the holding shares must not be below the prescribed one in relation to the qualification of the shareholder with the right to propose
3. Objective of the proposal for acknowledgement that the shareholder requires for filling as agenda for consideration or for approval, etc.
4. Detail of the proposed issues under requirement for clarification of fact, reason, necessity, appropriateness and aspect required for consideration
5. Attachment under Form A

(3) In case of nomination for appointment of the new director, the following information must be at least contained.

1. History or information relating to the candidate being nominated for appointment as the director
 - (1.1) Primary supplementary information such as name, age, nationality, working experience, educational background, shareholding in the Company, social working (if any), etc., and documentary evidence such as a copy of identification card under certifying signing for true copy, and a copy of the educational evidence
 - (1.2) Holding the position in a competitive business of the Company's business or a business of which the said business is significantly related to the Company's business (if any) such as customer and raw material supplier relationship, etc. for acknowledgement whether such candidate may have conflict of interest as being the Company's director
 - (1.3) Type of the director being nominated for appointment, such as nomination for appointment as the member of the Audit Committee, independent director, etc.
 - (1.4) Letter of consent from the nominated candidate to be appointed as the director
 - (1.5) In case of the nomination and appointment as the independent director, he/she must have the following qualification (in accordance with the details presented in the notification of the Capital Supervisory Board No. ThorJor.28/2551 on Request for Permission and Permission for Offering the Newly Issued Shares)
 - 1.5.1 Holding the shares of not more than 1.0% of total voting shares of the Company, the holding company, the subsidiary, the associated company, or the juristic person that may have conflicts. However, the shareholding of the related parties of the said nominated candidate for appointment shall be counted in.
 - 1.5.2 Have never or ever been the director who participates in management, employee, staff, consultant who are earned for regular salary or the regulator of the Company, a holding company, subsidiary, associated company, subsidiary in the same level, or juristic person that may have conflict unless the said person is free from such nature for not less than two years prior to the appointment.
 - 1.5.3 Not being the person with relation by blood or legal registration in the nature of father, mother, spouse, kinfolk, and child, including the spouse of the child of the executive, major shareholder, regulator of the Company, or person who is nominated as the executive or the regulator of the Company or its subsidiary.

- 1.5.4 Have never had or ever had the business relationship with the Company, a holding company, subsidiary, associated company or juristic person that may have conflict in the nature that may obstruct the independent exercise of his/her discretion, and have never been or ever been the major shareholder, non-independent director, or executive of the person who has the business relationship with the Company, a holding company, subsidiary, associated company, or juristic person that may have conflict unless the said person is free from such nature for not less than two years prior to appointment.
- 1.5.5 Have never been or ever been the auditor of the Company, a holding company, subsidiary, associated company or juristic person that may have conflict and not be the major shareholder, non-independent director, executive or the managing partner of the auditing firm where the auditor of the Company, a holding company, subsidiary, associated company or juristic person that may have conflict, is affiliated with, unless the said person is free from such nature for not less than two years prior to appointment.
- 1.5.6 Have never been or ever been any provider of the professional service, including legal consultancy or financial consultancy service that earns service fee of more than two million Baht per year from the Company, a holding company, subsidiary, associated company or juristic person that may have conflict. In case where the professional service provider is a juristic person, it shall include the service provider that is a major shareholder, non-independent director, executive or managing partner of the said professional service provider, unless the said person is free from such nature for not less than two years prior to the appointment date.
- 1.5.7 Not being a representative of the Company's director, a major shareholder or the shareholder who is a related party of the Company's shareholder.
- 1.5.8 Not operate the business of which its condition is similar and significantly competitive with the Company or not the significant partner in the partnership or is the director who participates in management, employee, staff, consultant who earns regular salary or holds shares of more than 1% of the number of shares with total voting rights of other company that operates the business of which its condition is similar and significantly competitive with the Company's business.

- 1.5.9 Not having any other characteristics of which the opinions are unable to be independently made on the Company's operation.
- (1.6) In case of the nomination for appointment of the member of the Audit Committee, the candidate must possess the following qualification.
- 1.6.1 Must possess the qualification of the independent director under Clause (1.5).
- 1.6.2 Must not be a director who is entrusted to make decision on the business operation of the Company, a holding company, subsidiary, associated company, subsidiary in the same level, major shareholder or regulator of the Company; and
- 1.6.3 Not being the director of the holding company, subsidiary or subsidiary in the same level, particularly being the listed company.
- 1.6.4 Having adequate knowledge and experience that can perform his/her duty as the member of the Audit Committee as prescribed in the notification of the Stock Exchange of Thailand on the qualification and scope of the operation of the Audit Committee.

2. The nominated candidate must not have the prohibited characteristics in accordance with the Public Limited Companies Act B.E. 2535 (1992), (No. 4) B.E.2551 (2008), and Corporate Governance Code of the Listed Companies.

(4) Channel of the issue proposal

1. The complete qualified shareholder as prescribed above by the Company must propose the issue (original) in writing and delivered by post to the Company Secretary Division within 31 December 2020 or delivered via facsimile or e-mail address for primary notification. After that, a hard copy shall be made and delivered to the Company Secretary Division within 31 December 2020 to be proposed to the Board of Directors of the Company for filling consideration as the agenda of the meeting of shareholders accordingly.

The following documents shall be enclosed with.

- The shareholder must enclose the identification evidence such as a copy of the identification card being signed for true copy certification.
- The shareholding evidence includes the certificate from the listed company, other evidence from the Stock Exchange of Thailand, and documentations for consideration support

Delivered to : Miss Sarisa Thongkittikul

Company Secretary

East Coast Furnitech Public Company Limited

25/28 Village No.12, Bueng Kham Phroi Sub-district, Lam Luk Ka District,

Pathum Thani Province 12150

E-mail: sarisa@eastcoast.co.th

Tel: (66) 02 152 7301 Ext. 212

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(5) Opening period for receiving the issue from the shareholder

From 2 October 2020 to 31 December 2020.

(6) Rule considered by the Board of Directors of the Company for addition of the meeting agenda consist of the following details

1. Issue being able to be proposed to add the meeting agenda
 - (1.1) Issue not being in conflict with laws, regulations, notifications, ordinances and rules of the government agencies or agencies that supervise the Company
 - (1.2) Issue causing benefit to the overall shareholders
 - (1.3) Issue being proposed for development of the organizational management
2. Issue not being able to be proposed to add the meeting agenda
 - (2.1) Issue being proposed by the shareholder with incomplete qualifications as prescribed above by the Company
 - (2.2) Issue beyond the power of the Company or the Board of Directors of the Company to operate
 - (2.3) Issue relating to the ordinary course of the Company's business operation and the cited fact if the shareholder indicates none of the doubtful event relating to abnormality of such issue.
 - (2.4) Issue being ever proposed to the meeting of shareholders for consideration in the past 12 months period and such issue being resolved for support with votes of less than 10% of total voting rights of the Company whereas the fact has not yet been significantly altered from the previous proposal.
 - (2.5) Issue being proposed by the shareholder whereas the information and details are inadequate or not in accordance with the rule prescribed by the Company above
 - (2.6) Other issue being considered by the Board of Directors of the Company and deemed that it is unnecessary for filling as the agenda (the Board of Directors of the Company shall clarify the reason and explain for understanding of the shareholder accordingly.)

(7) Operation of the Board of Directors of the Company after receiving the issue from the shareholder

1. The meeting of the Company's Board of Directors for consideration on the issue proposed by the shareholder

The Company Secretary shall propose the issue from the shareholder to the Company's Board of Directors for consideration in the following meeting after closure to receive the issue. The meeting of the Company's Board of Directors will be scheduled to be held within earlier than February 2021.

2. Filling the issue proposed by the shareholder as an additional meeting agenda
 - 2.1 Issue which is considered by the Company's Board of Directors as appropriate should be filled as the agenda of the meeting of shareholders, and shall be notified in the appointment letter for the meeting of shareholders whereas the Board of Directors shall give the opinion in such agenda that it is an issue proposed by the shareholder.
 - 2.2 Issue which is not filled by the Board of Directors of the Company as the agenda of the meeting of shareholders shall be further notified for acknowledgement of the shareholders together with a written reason of the Company and shall be notified as the issue for acknowledgement in that time of the meeting of shareholders.
 - 2.3 In case of the resolution by the meeting of shareholders with the majority vote of total votes of the shareholders who cast their votes have voting right to approve on filling the issue proposed by the shareholders as the agenda of the meeting of shareholders. The meeting of the Board of Directors shall fill such issue as the agenda of the meeting of shareholders which will be held in the next meeting.
3. Advance nomination for appointment of the qualified candidate as the Company's director prior to the meeting
 - 3.1 In case where the consent of the meeting of the Board of Directors is passed, the Company shall propose as the meeting agenda for further approval consideration in the Annual General Meeting of Shareholders 2021. In case where the nomination of any candidate is not passed for consent of the meeting of the Board of Directors, the Company shall further notify the shareholders for written notification.

(8) Advance delivery of query prior to the Annual General Meeting of Shareholders 2021

Qualifications of the shareholder with right of advance delivery of query prior to the meeting

He/she shall be the shareholder of the Company with right to attend the meeting and vote in the Annual General Meeting of Shareholders 2021, being apparent as the shareholder in the Record Date of the Company for determination of the name list of the shareholders with right to attend the meeting of shareholders.

Query content

It must be related to the agenda of the Annual General Meeting of Shareholders 2021 and consist of the following significant agenda.

- Consider certifying the Minute of The meeting of the Board of Directors on overall operation for 2020
- Approve the financial statements for 2020 ended on 31 December 2020
- Consider appropriating the annual net profit for 2020 as legal reserve and/or dividend payment (if any)
- Consider appointing the auditor and determining the annual audit fee for 2021
- Consider electing the director in replacement of the director who is retired by rotation and determination of the annual director remuneration for 2021

Consideration step of the Company

- The shareholder with complete qualifications as prescribed above by the Company can deliver the queries in writing to the Company in advance by post or e-mail address to the Company Secretary Division within 31 March 2021.

Delivered to : Miss Sarisa Thongkittikul

Company Secretary

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- The Company Secretary Division shall continuously consider for proposing to the Board of Directors or the Management for preparing the answer clarification in the meeting of the shareholders

Form A

Proposal Form for the Agenda of the General Meeting of Shareholders for the 2021 Annual
General Meeting of Shareholders of East Coast Furnitech Public Company Limited

I, Mr./Miss/Mrs....., have been the
shareholder of East Coast Furnitech Public Company Limited, forshares, having
the Address No., Road,
..... Sub-district, District,
.....Province, Tel....., Fax.....E-mail (if
any).....

I wish to propose the agenda of the Annual Ordinary General Meeting of Shareholders of East
Coast Furnitech Public Company Limited 2021 as follows.

Proposed Issue:.....

Objective : ☐ For acknowledgement ☐ For consideration ☐ For approval

whereas the reason and detail are
.....

There is documentation for supporting the above proposal for sheets.

I hereby certify that the aforesaid statement, shareholding evidence, and documentation are correct
in all respect, and allow the Company to disclose such information or documentary evidence. I therefore have
affixed the signature as evidence.

Signed.....Shareholder

(.....)

Date.....

Remark:

The shareholder must enclose the following evidence.

1. The shareholding evidence such as a copy of Statement from the securities company or other evidence from Thailand Securities Depository Company Limited or the Stock Exchange of Thailand or the custodian or a copy of the share certificate being signed for true copy certification.
2. Identification evidence such as
In case of the natural person: a copy of the identification card or a copy of the passport or the alien identification card in case of the foreigner or a copy of the government official card, or a copy of the state enterprise officer card, or a copy of the driving license, which have not yet been expired and certified for true copy.
In case of the shareholder who is the juristic person : a copy of the certificate of the juristic person which is latest or valid below 3 months and a copy of the identification card or passport (in case of the foreigner) of the authorized signatory director in the Issue Proposal Form which has been unexpired and certified for true copy. In case of the shareholder who is registered in abroad, the documentary correctness must be legalized by a notary public.
3. In case where more than one meeting agenda will be proposed, a copy of the Form based on the number of the agenda shall be used and filled with the information and also completely affixed with the signature.