

Rule and Procedure on Granting the Right to Propose the Additional Agendas of the Meeting to the Shareholders, Advance Nomination for Appointment of Qualified Candidates as the Directors, and Advance Delivery of Queries for the 2023 Annual General Meeting of Shareholders held in 2023

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

(1) Qualification of the shareholders with right to propose the additional agendas of the meeting and advance nomination of the qualified candidates to be appointed as the directors 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 959,487,590 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. Holding the Company’s shares in the proposing date of the additional agendas of the Meeting and/or the advance nomination date of the qualified candidates to be appointed as new directors, and must hold the Company’s shares in the date of the 2023 Annual General Meeting of Shareholders.

(2) Details of the information proposed by the shareholders

1. Contact name, address and telephone number of the proposing shareholder(s).
2. The total of the holding shares must not be below the prescribed in relation to the qualification of the shareholder with the right to propose.
3. Objective of the proposal for acknowledgement that the shareholder(s) requires for adding as agendas for consideration or for approval, etc.
4. Details of the proposed issues under requirement for clarification of fact, reason, necessity, appropriateness and aspect required for consideration
5. Attached documents in the form A.

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

1. History or information relating to the candidates being nominated for appointment as the directors
 - (1.1) Primary supplementary information such as name, age, nationality, working experience, expertise, 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 candidates may have conflict of interest as being the Company's directors.
 - (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 candidates to be appointed as directors.
 - (1.5) In case of the nomination and appointment as the independent director, he/she must have the following qualification;
 - 1.5.1 Having qualifications and not having any prohibited characteristics under Section 68 of the Public Limited Companies Act B.E. 2535
 - 1.5.2 Does not have characteristics indicating a lack of suitability to be entrusted to be a director in a Company that has a public shareholding under Section 89/3 of the Securities and Exchange Act B.E. 2535 as amended by the Act. Securities and Exchange Commission (No. 4) B.E. 2551, in conjunction with the Notification of the Securities and Exchange Commission No.KorJor 8/2553 Subject: Re: Determination of Untrustworthy Characteristics of Directors and Executives of the Company (Codified Edition) which comes into enforcement from 16 May 2010 onwards.
 - 1.5.3 Has specific qualifications for independent directors additional pursuant to Article 17 of the Notification of the Capital Market Supervisory Board No. TorJor. 39/2559 Re: Application for and Approval for Sale of Newly Issued Shares (Codified Edition), effective on November 16. 2016.
2. Knowledgeable in the principles of good corporate governance of listed companies

3. Have studied the information of the independent director manual prepared and published by the Stock Exchange of Thailand as well.
4. Attached documents in the form B.

(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 2022 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 2022 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 must 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 : Company Secretary
East Coast Furnitech Public Company Limited
25/28 Moo.12, Bueng Kham Phroi Sub-district, Lam Luk Ka District,
PathumThani Province, 12150
E-mail: sarisa@eastcoast.co.th
Tel: (66) 02 152 7301 Ext. 212
Fax: (66) 02 152 7305

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

From 31 October 2022 to 31 December 2022.

(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 2023.

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 or email 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 2023 Annual General Meeting of Shareholders . 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 or email notification .

(8) Advance delivery of query prior to the 2023 Annual General Meeting of Shareholders

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 2023 Annual General Meeting of Shareholders , 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 2023 Annual General Meeting of Shareholders and consist of the following significant agendas.

- Consider acknowledging the report of operating results for the year 2022
- Approve the financial statements for 2022 ended on 31 December 2022
- Consider appropriating the annual net profit for 2022 as legal reserve and/or dividend payment (if any)
- Consider appointing the auditor and determining the annual audit fee for 2023
- Consider electing the director in replacement of the director who is retired by rotation and determination of the annual director remuneration for 2023

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 2023.

Delivered to : Company Secretary

East Coast Furnitech Public Company Limited

25/28 Moo.12, Bueng Kham Phroi Sub-district, Lam Luk Ka District,



EAST COAST FURNITECH PUBLIC COMPANY LIMITED
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A.Klaeng, Rayong, 21110, Thailand
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บริษัท อีสต์โคสต์เฟอร์นิเจอร์ จำกัด (มหาชน)
37/9 หมู่ 10 ถนนบ้านบึง-แกลง ต.ทางเกวียน
อ.แกลง จ.ระยอง 21110
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PathumThani Province, 12150

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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.



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Form A

Proposal Form for Agendas of the Meeting
For the 2023 Annual General Meeting of Shareholders
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 2023 Annual Ordinary General Meeting of Shareholders of East Coast Furnitech Public Company Limited 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.



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Form B

Proposal Form for Appointment of New Directors
For the 2023 Annual General Meeting of Shareholders
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 an appointment of a new director of East Coast Furnitech Public Company Limited for the year 2023. I have considered the details in accordance with item 3 of the document: the Criteria and Procedures for nominating qualified candidates to be appointed as a director in advance, that it is finished and completed all the steps, and request for submission of supporting documents to support the above proposal and criteria which there aresheets.

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.