

## Criteria and procedures for shareholder right to proposing agenda for the Annual General Meeting of Shareholder for the year 2024

Function International Public Company Limited (“the Company”) realizes the importance of Good Corporate Governance and the rights of shareholders, which are not limited to rights stipulated by law. The company encourages shareholders to eligible conducting our business and provide an opinion in our business conducts. The Company would like to invite our shareholders to propose agenda in the Annual General Meeting of Shareholders.

### Qualifications of Shareholders

Shareholders who wish to propose agenda must be a holder or a group of the Company’s common share which holding minimum shares at least 5% of the voting share of the Company.

### Criteria and Procedure

1. The Proposal that will not be included in the AGM agenda
  - 1.1 A proposal that are violates to the laws, rules and regulations of government agencies and/or a proposal that are not corresponding to the Company Objectives, Articles of Association, Resolution of AGM and the good corporate governance practice of the Company.
  - 1.2 A proposal that is beneficial for specific person or a group of people.
  - 1.3 A proposal that is under and authority of the Board of Director unless in case of causing significant damage to shareholders.
  - 1.4 A proposal that is already brought to the Company's operation.
  - 1.5 A proposal that is beyond the authority of the Company to conduct
  - 1.6 A proposal that is proposed by shareholders who are not fully qualified in accordance with the Company provision.
  - 1.7 The documents for agenda proposal that is incomplete, inaccurate or ambiguous.

2. Consideration Procedure

2.1 Eligible Shareholders must complete and submit “Agenda Proposal Form” via email of Company secretary at [cs@functioninter.co.th](mailto:cs@functioninter.co.th) before sending the original form with signature and supporting documents to the Company within December 31, 2023 at the following address:

**Office of Company Secretary**

**Function International Public Company Limited**

**313 Charoen Phatthana Rd., Bang Chan, Khlong Sam Wa, Bangkok 10510**

2.2 The supporting documents are as follows:

- 1) The evidence of shareholding, i.e. certificates of shares issued by a registered securities company, or other certificated documents issued by the Stock Exchange of Thailand or the Thailand Securities Depository Company Limited
- 2) Personal documents
  - 2.1) In case the shareholder is a person, he/she must enclose a copy of identification card or passport (in the case of a non-Thai national) and certified true copies
  - 2.2) In case the shareholder is juristic person, shareholder must enclose a copy of the corporate affidavit and a copy of identification card or passport (in case of a non-Thai national) of authorized director must be enclosed and certified true copies by such director

2.3 In case a group of shareholders who are qualified and collectively submit a joint agenda proposal. All shareholders must complete information and signed in the Agenda Proposal Form.

2.4 The company secretary will gather all documents and propose to the Executive Committee to consider before propose to the Board of Director.

2.5 A proposal that selected by the Board of Director will be informed and included in the agenda of the Notice of AGM including the Board of Director opinion. If a proposal is turned down, the Company will inform the reason for the refusal in the AGM.

**Agenda Proposal Form**

1. (1) I am Mr./Mrs./Miss..... shareholder of  
Function International Public Company Limited (FTI), No. of shareholding.....shares  
Residing at..... Road..... Subdistrict.....  
District..... Province..... Mobile Phone Number.....  
Home/Office Phone..... E-mail address (if any).....

(2) I am Mr./Mrs./Miss..... shareholder of  
Function International Public Company Limited (FTI), No. of shareholding.....shares  
Residing at..... Road..... Subdistrict.....  
District..... Province..... Mobile Phone Number.....  
Home/Office Phone..... E-mail address (if any).....

(3) I am Mr./Mrs./Miss..... shareholder of  
Function International Public Company Limited (FTI), No. of shareholding.....shares  
Residing at..... Road..... Subdistrict.....  
District..... Province..... Mobile Phone Number.....  
Home/Office Phone..... E-mail address (if any).....

2. I would like to propose agenda for Annual General Meeting of Shareholders

Subject.....

3. Proposal for consideration.....

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and have support information beneficial for consideration (such as fact or rationale etc.)

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and additionally support documents have been enclosed and certified as a true copy at every page,

totaling.....pages

By my signature below, I hereby certify that the information provided in this form, the evidence of shares held and support documents are correct.

..... Shareholder's signature

(.....)

Date.....

..... Shareholder's signature

(.....)

Date.....

..... Shareholder's signature

(.....)

Date.....

Remark

1. Shareholders can send Agenda Proposal Form via email of Company secretary at [cs@functioninter.co.th](mailto:cs@functioninter.co.th) before sending the original form with signature and supporting documents to the Company within December 31, 2023.
2. The Company will not consider the Agenda Proposal Form if it is found that the information provided is incomplete, incorrect, cannot be contact and do not meet the criteria.