

## **Guidelines and procedures to submit Questions in Advance For the Annual General Shareholders' Meeting 2024**

### **1. Objectives**

TQM Alpha Public Company Limited ("Company") realized the importance of all shareholders and the Company's good corporate governance practice on "the rights of shareholders", as well as followed the Securities Act and the Stock Exchange Act (No. 4) B.E. 2551 (2008) on "the rights of shareholders to submit question in advance". The objectives were for the equitable treatment to the shareholders. Therefore, the Company shall allow shareholders to participate in submitting in advance for the questions which will be beneficial to the business of the Company and to all of shareholders. The Board of Directors will consider and respond to the questions received from shareholders with regard to the benefit of shareholders as a priority. The Directors will disclose and provide an answer in the Annual General Meeting in order for the shareholders' equality information.

### **2. To Submit the Questions in Advance the procedures are as follow:-**

#### 2.1) Information of shareholders. (Contactable)

- Name - Surname
- Address
- Tel. / Fax.
- E-mail
- Number of shares held

#### 2.2) Details of questions

The Company's Shareholders shall submit the details of questions and evidence (if any) to the Company Secretary Office via:-

- E-mail: cs@tqm.co.th
- Postal mail: Miss Supichaya Theppitak (Company Secretary)

TQM Alpha Public Company Limited  
123 Ladplakao Road, Jorakhaebua, Ladprao, Bangkok 10230

#### 2.3) Period for submitting the questions.

The Company's Shareholders are able to submit the details of questions in advance before the AGM of shareholders for year 2024, during 29 September 2023 - 31 December 2023.

### **3. To Respond the Answer**

The Board of Directors will respond to the questions received from shareholders in advance, disclose and provide an answer in the Annual General Meeting in order for the shareholders' equality information.