

No. DA. 01/1090

3<sup>rd</sup> April 2024

**RE:** Invitation to the Annual General Meeting of Shareholders for the year 2024

**To:** Shareholders

- Attachments:**
1. Annual Report for the year 2023 with the Financial Statement as of 31<sup>st</sup> December 2023
  2. Documents for Consideration of Agenda 5
  3. Documents for Consideration of Agenda 6
  4. Documents for Consideration of Agenda 7
  5. Proxy Forms type A, B, and C.
  6. Information for Shareholders Wishing to Appoint Independent Directors to be Their Proxies
  7. Conditions and Procedures for Meeting Attendees' Registration, Appointment of Proxy, and Voting
  8. Articles of Association of the Company relating to this Shareholders' Meeting
  9. Map of Venue of the Annual General Meeting of Shareholders for the year 2024
  10. Usage Manual of Zoom Clouds Meeting Application, for attending the Meeting via provided Electronics Platform.

According to Double A (1991) Public Company Limited (“**Company**”)’s resolution of the Board of Directors of which resolved to convene this Annual General Meeting of Shareholders for the year 2024 on Thursday 25<sup>th</sup> April 2024, at 1.00 PM (Bangkok Time), venue at Room 2115, Double A Business Park located at 187/3 Bangna-Trad Road km.42, Bangwua, Bangpakong, Chachoengsao, Thailand or via Electronic Platform, Zoom Meeting for considering of the following agendas;

**Agenda 1** **Message from the Chairman to the Shareholders**

**Objective and Reason:** To inform the shareholders about relevant information of the Company which the shareholders should be aware.

**Opinion of the**

**Board of Directors:** For acknowledgement.

**Vote Required:**

This agenda is for shareholders' acknowledgement; therefore, voting is not required.

**Agenda 2**

**Report on Company Performance for the year 2023**

**Objective and Reason:** The report on the Company performance for the year 2023 is stated in the Annual Report and is delivered altogether herewith this Notice to the shareholders. The details are shown in Attachment 1.

**Opinion of the**

**Board of Directors:** The Board of Directors has considered and resolved that to propose the shareholders of the Company to acknowledge the Company performance for the year 2023.

**Vote Required:** This agenda is for shareholders' acknowledgement; therefore, voting is not required.

**Agenda 3** **Consideration for Approval of the Financial Statements for the year 2023**

**Objective and Reason:** The financial statements for the year 2023 as of 31<sup>st</sup> December 2023 of the Company and its subsidiaries were reviewed by the Audit Committee and audited by the auditor of the Company. The auditor resolved that the financial statements for the year 2023 of the Company and its subsidiaries were correct in material respects and in accordance with Thai Financial Reporting Standards (TFRS), the details are shown in the Chapter "Financial Statements" of the Annual Report which be sent together with this Notice. The details are shown in Attachment 1.

**Opinion of the Board of Directors:** The Board of Directors of the Company considered and resolved that to propose the shareholders to approve the financial statements for the year 2023, as of 31<sup>st</sup> December 2023, of the Company and its subsidiaries which were audited by the auditor.

**Vote Required:** Simple majority of total number of votes of the shareholders present at the meeting and eligible to vote.

**Agenda 4** **Consideration the Allocation of Profit and Dividend Distribution**

**Objective and Reason:** According to Article 53 of the Articles of Association of the Company stipulates that "No dividend shall be paid otherwise than out of profits. The remaining profit, after distribution of dividend, shall be allocated to reserves as the Board of Directors deems suitable";

and Article 56 of the Articles of Association of the Company stipulates that "The Company shall appropriate a portion of annual net profit as a reserve fund in the amount which not less than 5 percent of the annual net profit deducted by the accumulated loss brought forward (if any) until the legal reserve fund reaches the amount which not less than 10 percent of the registered capital."

According to the relevant Company policy for dividend distribution stipulates that "The Company shall distribute the dividend in the amount which not less than 50 percent of the annual net profit calculated from the separate financial statement after deducted Corporate Income Tax and reserve fund allocation of all types as prescribed in the law and the Company's Articles of Association. Notwithstanding, such dividend distribution may change depending on the necessity and other suitability as the Board of Directors deems appropriate. The Company will consider regarding the operating results, cash flow, financial liquidity. financial status, investment plans, the need for working capital for business management and business expansion of the Company, economic conditions and other factors."

The statement of financial position as of 31<sup>st</sup> December 2023, which was audited by the auditor of the Company, states the unappropriated retained earnings of Baht 2,139.98 million.

**Opinion of the**

**Board of Directors:**

The Board of Directors considered and resolved that to propose the shareholders to consider and approve not allocate of profits and dividends from the profit.

**Vote Required:**

Simple majority of total number of votes of the shareholders present at the meeting and eligible to vote.

**Agenda 5**

**Consideration for Appointment of the Auditor(s) for the year 2024**

**Objective and Reason:**

According to Section 120 of the Public Limited Companies Act B.E. 2535 and Article 50 of the Articles of Association of the Company stipulate that “The annual general meeting of shareholders shall appoint the Company’s auditor(s) and determine the audit fee every year. For the purpose of such appointment, the former auditor(s) of the Company may be re-appointed”. The details are shown in Attachment 2.

**Opinion of the**

**Board of Directors:**

The Board of Directors considered the resolution of the Audit Committee and resolved that to propose the shareholders to appoint the auditor candidates from EY Office Company Limited, namely;

Ms. Sutthirak	Fakon	CPA No. 7712, and/or
Ms. Watoo	Kayankannavee	CPA No. 5423, and/or
Mr. Serm	Brisuthikun	CPA No. 9452.

as the auditor(s) of the Company for the year 2024 with the total audit fee in the amount of not exceeding Baht 9,860,000 and considered the audit fee for the year 2024 of the Company’s overseas subsidiaries. The auditor(s) is(are) as shown in Attachment 2 with the total audit fee in the amount of not exceeding Baht 2,027,000.

**Vote Required:**

Simple majority of total number of votes of the shareholders present at the meeting and eligible to vote.

**Agenda 6**

**Consideration for Election of Directors in Replacement of Those Retired by Rotation**

**Objective and Reason:**

Article 71 of the Public Limited Companies Act B.E. 2535 and Article 20 of the Articles of Association of the Company stipulate that “At every annual general meeting of shareholders, one-third of the directors shall be retired by rotation. If the number of directors cannot be divided exactly into three, directors in the closest number to one-third shall be retired by rotation.” For this year, the Company has 11 directors and 4 directors of those retired by rotation.

Please refer to initial details of the retired directors who have been nominated for re-election as the directors of the Company in Attachment 3.

**Opinion of the**

**Board of Directors:**

The Board of Directors which does not include directors who have interests consider it should be proposed to the shareholders to re-elect 4 directors who retired, by electing directors to return to the position according to the regulations indicated by the Stock Exchange of Thailand. The names of the 4 directors are as follows:

1. Mr. Yothin Dumnernchanvanit last elected on 22<sup>nd</sup> April 2021.
2. Mrs. Phisamai Supanuntaroek last elected on 22<sup>nd</sup> April 2021.
2. Mr. Pracha Charutrakulchai last elected on 21<sup>st</sup> April 2022.
3. Mr. Seri Chintanaseri last elected on 21<sup>st</sup> April 2022.

**Vote Required:**

Simple majority of total number of votes of the shareholders present at the meeting and eligible to vote.

**Agenda 7**

**Objective and Reason:**

**Consideration of Directors' Remuneration**

Article 30 of the Articles of Association of the Company stipulates that "The director is entitled to obtain remuneration from the Company by gratuity, meeting allowance, pension, bonus or other benefit as prescribed in the Articles of Association or as determined by the shareholders meeting. The shareholders meeting may fix the remuneration amount or prescribe the remuneration payment method from time to time or for indefinite period until it is revoked. In addition, the director is entitled to obtain allowances and benefits prescribed in the Company's regulations." and; according to Section 90 of the Public Limited Companies Act, "The payment of remuneration of directors shall be in accordance with the resolution of the shareholders meeting supported by votes which not less than two-third of the total voting rights of the shareholders attending the meeting".

The Annual General Meeting of Shareholders for the year 2023, held on Thursday 20<sup>th</sup> April 2023, unanimously approved the directors' remuneration at the same rate previously approved by Annual General Meeting of Shareholders for the year 2023 in the amount of not exceeding Baht 40 million and also authorized the Board of Directors at their discretion to determine particulars of such remuneration payment.

The details of directors' remuneration are as shown in Attachment 4.

**Opinion of the**

**Board of Directors:**

The Board of Directors considered and resolved that to propose the shareholders to approve the remuneration for the Board of Directors and sub-committees at the same rate previously approved by Annual General Meeting of Shareholders for the year 2023 (in the amount of not exceeding Baht 40 million) and also authorize the Board of Directors at their discretion to determine particulars of such remuneration payment.

**Vote Required:**

Not less than two-thirds of total number of votes of the shareholders present at the meeting and eligible to vote.

**Agenda 8****Others (if any)****Opinion of the****Board of Directors:**

The Board of Directors considered and resolved to specify this agenda in every shareholders' meeting of the Company in order to welcome the shareholders' inquiries, discussions and/or suggestions to the Board of Directors and/or the management of the Company.

In order to secure the right of the shareholders who can attend the Annual General Meeting of Shareholders for the year 2024, the Company shall close the Company's shares transfer book for suspension of share transfer registration from Wednesday, 3<sup>rd</sup> January 2024 at 12.00 p.m. onward until such meeting finished.

Please be informed accordingly and the Company is pleased to invite the shareholders to attend the meeting at the date, time and place as mentioned above. If any shareholder cannot attend the meeting, please appoint a person as you deem fit or independent directors of the Company as your proxy holder to attend this meeting on your behalf. The independent directors of the Company who can be your proxy holder are as follows:

1. Mr. Somchai Richupan Chairman of the Board of Directors, Chairman of Audit Committee and Independent Director; or
2. Mr. Sirichai Sakornratanakul Audit Committee Member and Independent Director; or
3. General Chetta Thanajaro Chairman of Nomination and Remuneration Committee, Audit Committee Member and Independent Director; or
4. Assoc. Prof. Natchanont Komutputipong, Ph.D. Risk Management Committee, Nomination and Remuneration Committee and Independent Director

Please kindly execute the proxy in the form as attached hereto as Attachment 5, which is required to be presented on the meeting date for registration. The Company will prepare the stamp duty required to be affixed on the proxy at the registration desk for your convenience. In case you wish to appoint Independent Directors to be your proxy holder, the information of the said Independent Directors has been specified in Attachment 6 for your consideration.

The Company would like to request you to acknowledge and comply with the conditions and procedures with respect to the registration for attending the meeting, proxy and voting, as specified therein Attachment 7. In addition, Map of Venue of the Annual General Meeting of Shareholders for the year 2024 is attached as Attachment 9.

**Remark:** The shareholders who are entitled to attend the Annual General Meeting of Shareholders for the year 2024 must be the shareholders whose names appear in the Company's share registration book as of the closing date of share transfer book, which is Wednesday 3<sup>rd</sup> April 2024 from 12.00 p.m. onward.

**Sincerely yours,  
Double A (1991) Public Company Limited**

-Ms. Chotika Taweewittayakorn-  
(Ms. Chotika Taweewittayakorn)  
Company Secretary

Office of Company Secretary  
Ms. Chotika Taweewittayakorn (Company Secretary)  
Tel. 085-835-5029

Legal Department  
Mr. Boonnam Glinboonruang (Legal Director)  
Tel. 085-835-2405  
Email. legal\_aa@doublea1991.com

## **Attachment 1**

### **Documents for Consideration in Agenda 2 and 3**

Annual Report for the year 2023 with financial statement as of 31<sup>st</sup> December, 2023 are stated in Annual Report which be sent through QR code as below.



## **Attachment 2**

**Documents for Consideration in Agenda 5**  
Remuneration fee for the auditing and the details of the  
auditor for the year 2024

## Audit Fees and Details of Auditor Candidates for the year 2024

For the fiscal year 2024, after the Management Team had considered the scopes, responsibilities and performances of the auditors for the past fiscal year and also the independence of the auditors, remuneration and other factors, Therefore, the Management Team has contacted EY Office Company Limited (“EY”) for its proposal for the audit fee for the Company and the subsidiaries in Thailand which EY has proposed the audit fee as follows;

<b>Double A (1991) PLC.</b>	<b>Audit Fee of 2023</b>	<b>Audit Fee of 2024</b>
- Fiscal year financial auditing	4,900,000	4,900,000
- Quarterly and interim reviewing	2,550,000	2,550,000
- Financial reviewing of the subsidiaries in Thailand and overseas	300,000	300,000
- Stock checking	330,000	330,000
<b>Total</b>	<b>8,080,000</b>	<b>8,080,000</b>
<b>The Subsidiaries in Thailand</b>		
Advance Argo Holding Co., Ltd.	80,000	80,000
Hi-Tech Specialty Minerals Co., Ltd.	230,000	230,000
Double A Namsai Co., Ltd.	160,000	160,000
Advance Pulp Mill 3 Co., Ltd.	50,000	50,000
Double A Digital Synergy Co., Ltd.	600,000	600,000
D.A Packaging Co., Ltd.	230,000	230,000
Double A Specialty Minerals Co., Ltd.	230,000	230,000
<b>Total</b>	<b>1,580,000</b>	<b>1,580,000</b>
<b>Total Audit Fee for Company and Subsidiaries</b>	<b>9,660,000</b>	<b>9,660,000</b>
<b>Additional work – Sodium Hydroxide (NaOH) checking</b>	200,000	200,000
<b>Total</b>	<b>9,860,000</b>	<b>9,860,000</b>

EY Office Company Limited has proposed the auditing fee for the Company and the subsidiaries in Thailand of the Company for the year 2024 in the amount of not exceeding Baht 9,860,000, equal to the former year.

The auditors from EY Office Company Limited namely;

Ms. Sutthirak Fakon

CPA No. 7712 and/or

Ms. Watoo Kayankannavee

CPA No. 5423 and/or

Mr. Serm Brisuthikun

CPA No. 9452

For the audit fee for the 16 overseas subsidiaries of the Company, the budget of audit fee of the Company's overseas subsidiaries is set up in an equivalent amount of not exceeding Baht 2,027,000 which increase from the audit fee for the year 2023 in the amount of Baht 90,000. The details are as follows.

<b>Company</b>	<b>Auditor</b>	<b>Country</b>	<b>Estimate Audit Fee for the year 2023</b>	<b>Estimate Audit Fee for the year 2024</b>
Quality Paper Mill Ltd.	Ahmed Zaker & Co.	Bangladesh	USD 1,414	USD 1,414
APC Middle East FZE	Hallmark International Auditing & Management Consultancy	United Arab Emirates	AED 3,000	AED 3,300
APC Egypt LLC	Osman El-Mestekawy	Egypt	EGP 32,500	EGP 32,000
A-Maritime Holding	Gary C. C. Lam & Co.	Hong Kong	HKD 12,000	HKD 12,000
NPS Mosa Shipping Co.,Ltd.	Gary C. C. Lam & Co.	Hong Kong	HKD 8,000	HKD 8,000
NPS Mosa Shipping S.A.	Audit Tech Co., Ltd.	Hong Kong	Baht 70,000	Baht 70,000
Double A International Trading (DAIT) - DAIT Singapore Branch - DAIT Taiwan Branch - DAIT Hanoi Rep Office - DAIT HoChiMinh Rep Office - DAIT Cambodia Rep Office - DAIT Korea Co., Ltd. - DAIT Shanghai Co., Ltd. - DAIT Malaysia Co., Ltd. - DAIT Hongkong Co., Ltd.	Union Power HK CPA	Hong Kong	HKD 40,000 SGD 3,000 TWD 85,000 VND 22,000,000 VND 22,000,000 USD 890 KRW 21,000,000 CNY 45,000 MYR 8,000 HKD 35,000	HKD 40,000 SGD 3,300 TWD 85,000 VND 22,000,000 VND 22,000,000 USD 1,000 KRW 21,000,000 CNY 45,000 MYR 9,500 HKD 35,000
<b>Total Fee (in Thai Baht Currency)</b>			<b>1,937,000</b>	<b>2,027,000</b>

Moreover, the auditors who have been proposed have no relation or interest in the Company and the subsidiaries or be the management, the major shareholder or be the relative of the aforementioned person. The auditors are independent for auditing and opining on the financial statement of the Company.

The meeting of the Board of Directors of the Company which be held on Thursday 22<sup>nd</sup> February, 2024 has considered and opined in accordance with the opinion of the meeting of Audit Committee which be held on Tuesday 21<sup>st</sup> February 2024, propose to the meeting of the shareholders of the Company for consideration and approval on the EY's auditor appointment as aforementioned

be the auditors of the Company and the subsidiaries of the Company for the year 2024 by one of the auditors shall be entitled to audit and opine on the financial statement of the Company and the subsidiaries of the Company. The auditing fee shall be in amount of Baht 9,860,000.

Furthermore, to propose for acknowledgement the appointment of the auditors for the 16 overseas subsidiaries of the Company as details as stated before and approval for sending the representative of the Company to vote in the meeting of the shareholders of the subsidiaries of the Company afterwards.

## Details of Auditor Candidate of the Company and its Subsidiaries in Thailand

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1) Name : Ms. Sutthirak Fakon  
CPA No. : 7712  
Audit Office : EY Office Company Limited  
Relationship with the Company : None  
Year(s) with the Company : 4 Years



2) Name : Ms. Watoo Kayankannavee  
CPA No. : 5423  
Audit Office : EY Office Company Limited  
Relationship with the Company : None  
Year(s) with the Company : -



3) Name : Mr. Serm Brisuthikun  
CPA No. : 9452  
Audit Office : EY Office Company Limited  
Relationship with the Company : None  
Year(s) with the Company : -



In the event of all of the auditors whose name above cannot perform his/her duties, EY Office Company Limited shall provide other certified auditors from its office to audit and opine the financial statement of the Company instead.

## **Attachment 3**

### **Documents for Consideration in Agenda 6**

Name and Profile of the nominated directors who shall replace the directors who retired by the rotation

## Name and Profile of the nominated directors who shall replace the directors who retired by the rotation

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### 1) Mr. Yothin Dumnernchanvanit

Age ➤ 62 years old

Nationality ➤ Thai

Education ➤ ➤ Honorary Doctorate Degree of Science,  
Logistic and Supply Chain, Southeast  
Bangkok University

➤ Honorary Doctorate Degree of Management, Logistics and Strategic Supply Chain,  
Suan Sunandha Rajabhat University

➤ Honorary Doctorate Degree of Arts, International Business Management, University  
of Thai Chamber of Commerce

➤ Bachelor of Engineering, Chulalongkorn University



#### Training Courses of Thai

Institute of Directors Association ➤ Director Certificate Program (DCP) No. 1

➤ Role of the Chairman Program (RCP) No. 1

Current Position ➤ ➤ Director of Double A (1991) Public Company Limited

➤ Chairman of Risk Management Committee of Double A (1991) Public  
Company Limited

➤ Chairman of Executive Board of Double A (1991) Public Company  
Limited

➤ Managing Director of Double A (1991) Public Company Limited

Year with the Company ➤ 19 years

Position in other organizations ➤ ➤ Director of National Power Supply Public Company Limited

➤ Director of Thailand Business Council for Sustainable Development

➤ President of Thailand Energy Academy Club

➤ Regional Advisor (Middle East and Africa), Department of  
International Trade Promotion, Ministry of Commerce

➤ Executive Committee of the Royal Automobile Association of  
Thailand under Royal Patronage

↪ Advisor of Student Committee of Course in Advanced Politics and Election Development

↪ Advisor of Student Committee of Course in Good Governance for Medical Executives

↪ Advisor to the Second Vice-President of the Senate

↪ Director of Co-ordination Committee between Ministry of Agriculture and Cooperatives and The Federation of Thai Industries

↪ Director of Student Committee of course for Executives in Justices Process

Meeting Attendance in 2023 ➤ ↪ Meeting of Board of Director 10 times, attended 7 times

↪ Meeting of Executive Board 26 times, attended 24 times

↪ Meeting of Risk Management Committee 7 time, attended 7 times

**2) Mrs. Phisamai Supanuntaroek**

Age ➤ 66 years old

Nationality ➤ Thai

Education ➤ ➤ Bachelor of Accounting, Ramkhamhaeng University

➤ ➤ Bachelor of Law, Ramkhamhaeng University

➤ ➤ Master of Business Administration (International Marketing), National Institute of Development Administration)



Training Courses of Thai

Institute of Directors Association ➤ Director Accreditation Program (DAP) No. 52/2006

Current Position ➤ ➤ Director of Double A (1991) Public Company Limited

Year with Company ➤ 20 years

Position in other organizations ➤ ➤ Director of Tum Tud Dao Co., Ltd.

➤ ➤ Director of Star IT Center Co., Ltd.

➤ ➤ Director of Star Fitness Rayong Co., Ltd.

➤ ➤ Director of Rayong Star Co., Ltd.

➤ ➤ Honorary Advisor, Rayong Tourist Association

➤ ➤ Advisor of Rayong Red Cross Association

➤ ➤ President of The Rayong Juvenile and Family Court Foundation

➤ ➤ Chairman of Rayong Tourism Council

➤ ➤ Director of Rayong Provincial Education Office

➤ ➤ Chairman of Rayong Ethic Committee

Meeting Attendance in 2023 ➤ ➤ Meeting of Board of Director 10 times, attended 10 times

### 3) Mr. Pracha Charutrakulchai

- Age ➤ 84 years old
- Nationality ➤ Thai
- Education ➤ ↪ Bachelor of Economics, Thammasat University  
↪ Master of Economics, The University of Akron, USA



#### Training Courses of Thai

- Institute of Directors Association ➤ Director Certification Program (DCP) No. 27/2546
- Current Position ➤ ↪ Director of Double A (1991) Public Company Limited  
↪ Director of Executive Board of Double A (1991) Public Company Limited  
↪ Director of Risk Management Committee of Double A (1991) Public Company Limited
- Year with Company ➤ 29 years
- Position in other organizations ➤ ↪ Chairman of Executive Committee of Thanyakij Service Co., Ltd.  
↪ Director of K.T. MSG Co., Ltd.
- Meeting attendance in 2023 ➤ ↪ Meeting of Board of Director 10 times, attended 10 times  
↪ Meeting of Executive Board 26 times, attended 26 times  
↪ Meeting of Risk Management Committee 7 times, attended 7 times

#### 4) Mr. Seri Chintanaseri

- Age ➤ 81 years old
- Nationality ➤ Thai
- Education ➤ ↻ Bachelor of Laws, Thammasat University
  - ↻ Thai Barrister, Institute of Legal Training of the Thai Bar Association
  - ↻ British Barrister, British Bar Association Lincoln Inn



#### Training Courses of Thai

- Institute of Directors Association ➤ ↻ Directors Certification Program No. 65/2005
  - ↻ Director Accreditation Program (DAP) No. 44/2005
- Current Position ➤ ↻ Director of Double A (1991) Public Company Limited
  - ↻ Director of Executive Board of Double A (1991) Public Company Limited
- Year with Company ➤ 20 years
- Position in other organization ➤ ↻ President of Seri Manop & Doyle Co., Ltd
  - ↻ Director of Seri Manop Holding Co., Ltd.
  - ↻ Director of Seri Manop (1998) Co., Ltd.
  - ↻ Chairman of Board of Director of Pylon Public Company Limited
  - ↻ Advisor of Board of Director of Eastern Polymer Group Public Company Limited
  - ↻ Advisor of Government Savings Bank
- Meeting attendance in 2023 ➤ ↻ Meeting of Board of Director 10 times, attended 10 times
  - ↻ Meeting of Executive Board 26 times, attended 26 times

## **Attachment 4**

### **Documents for Consideration in Agenda 7 Directors' Remuneration**

### **Remuneration of Directors**

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According to the resolution of the Annual General Meeting of Shareholders for the year 2023, approved the remuneration of directors, in the amount not exceeding 40 million baht, with details of directors' remuneration for the year 2023 as follows:

<b>Remuneration</b>	<b>Head counts</b>	<b>Amount (Baht)</b>
1. Total Remuneration of Directors	12*	<b>32,312,667</b>
2. Meeting Allowance		
2.1 The Board of Directors	12*	2,180,000
2.2 Executive Board	6*	2,900,000
2.3 Audit Committee	3	660,000
2.4 Risk management Committee	4	560,000
2.5 Nomination and Remuneration Committee	3	120,000
<b>Total</b>		<b>38,732,667</b>

Remark: \* 1 Director who was Director and Director of Executive Board, vacated during the year 2023 therefore as of 31<sup>st</sup> December 2023 the Company has 11 Directors and 5 Directors of Executive Board.

**Attachment 5**  
Proxy Forms A, B and C

**PROXY FORM A**  
(GENERAL FORM)

Issued at: .....

Date: .....

(1) I / We, the undersigned, .....,  
Nationality: ....., residing at .....,  
.....

Postcode: ..... (the “**Proxy Grantor**”)

(2) being a shareholder of Double A (1991) Public Company Limited, holding the total amount of ..... share(s) with the voting right of ..... votes as follows:

- Ordinary Share: ..... shares with the voting right of .....votes.
- Preference Share: ..... shares with the voting right of .....votes.

(3) hereby appoint

- 1. Mr./Mrs./Miss....., Age: ..... years old, residing at....., or
- 2. Mr./Mrs./Miss....., Age: ..... years old, residing at.....; or
- 3. Mr./Mrs./Miss....., Age: ..... years old, residing at.....

or appoint the independent directors as follows:

- Dr. Somchai Richupan, Independent Director, Age: 85 years old, residing at 671, Soi Ladprao 48 (Phiboon-Upatham), Ladprao Road, Samsen-Nok, Huai Khwang, Bangkok
- Mr. Sirichai Sakornratanakul, Independent Director, Age: 74 years old, residing at 24, Soi Chaiyapruk, Chiyapruk Road, Taling Chan, Bangkok
- General Chetta Thanajaro, Independent Director, Age: 85 years old, residing at 39, Bang Sue, Bang Sue, Bangkok
- Assoc. Prof. Natchanont Komutputipong, Independent Director, Age: 50 years old, residing at 37/106, Soi Pipat, Silom, Bang Rak, Bangkok (individually referred to as the “**Proxy Holder**”)

Only one of all of the Proxy Holders can be my/our proxy holder to attend and vote on my/our behalf at the Annual General Meeting of Shareholders for the year 2024 of Double A (1991) Public Company Limited, which will be held at Auditorium Room 2115, Double A Business Park located at 187/3 Bangna-Trad Road (k.m. 42), Bang Wua, Bang Pakong, Chachoengsao at 1.00 p.m. of Thursday, 25<sup>th</sup> April 2024 or on any adjournment and at the place as may be postponed or changed.

Any act performed by the Proxy Holder in the meeting shall be deemed as such acts had been done by me/us in all respect.

Signed ..... Proxy Grantor  
(.....)

Signed ..... Proxy Holder  
(.....)

Signed ..... Proxy Holder  
(.....)

Signed ..... Proxy Holder  
(.....)

**Remark:**  
A shareholder appointing a proxy holder must appoint only one proxy holder to attend the meeting and vote and shall not allocate the number of shares to several proxy holders to vote separately.

**PROXY FORM B**

(SPECIFIC DETAILS FORM DEFINING THE REPORTS PROVIDING A DETAILED PROXY)

Issued at .....

Date: .....

(1) I / We, the undersigned, .....

Nationality: ....., residing at .....

Postcode: .....(the “Proxy Grantor”)

(2) being a shareholder of Double A (1991) Public Company Limited, holding the total amount of ..... share(s) with the voting right of ..... votes as follows:

Ordinary Share: ..... shares with the voting right of ..... votes.

Preference Share: ..... shares with the voting right of ..... votes.

(3) hereby appoint

1. Mr./Mrs./Miss ....., Age: ..... years old, residing at .....

or

2. Mr./Mrs./Miss ....., Age: ..... years old, residing at .....

or

3. Mr./Mrs./Miss ....., Age: ..... years old, residing at .....

or appoint the independent directors as follows:

Dr. Somchai Richupan, Independent Director, Age: 85 years old, residing at 671, Soi Ladprao 48 (Phiboon-Upatham), Ladprao Road, Samsen-Nok, Huai Khwang, Bangkok

Mr. Sirichai Sakornratanakul, Independent Director, Age: 74 years old, residing at 24 , Soi Chaiyapruk, Chiyapruk Road, Taling Chan, Bangkok

General Chetta Thanajaro, Independent Director, Age: 85 years old, residing at 39, Bang Sue, Bang Sue, Bangkok

Assoc. Prof. Natchanont Komutputipong, Independent Director, Age: 50 years old, residing at 37/106, Soi Pipat, Silom, Bang Rak, Bangkok (individually referred to as the “Proxy Holder”)

Only one of all of the Proxy Holders can be my/our proxy holder to attend and vote on my/our behalf at the Annual General Meeting of Shareholders for the year 2024 of Double A (1991) Public Company Limited, which will be held at Auditorium Room 2115, Double A Business Park located at 187/3 Bangna-Trad Road (k.m. 42), Bang Wua, Bang Pakong, Chachoengsao at 1.00 p.m. of Thursday, 25<sup>th</sup> April 2024 or on any adjournment and at the place as may be postponed or changed.

(4) I/We empower the Proxy Holder to consider and vote on my/our behalf at the meeting to the following extents:

**Agenda 1 Message from the Chairman to the Shareholders**

**Agenda 2 Report on Company Performance for the year 2023**

- (A) The Proxy Holder shall vote independently as to his/her consideration.
- (B) The Proxy Holder shall vote in accordance with the shareholder's requirement as follows:
  - Approve
  - Disapprove
  - Abstain

**Agenda 3 Consideration for Approval of the Financial Statements for the year 2023**

- (A) The Proxy Holder shall vote independently as to his/her consideration.
- (B) The Proxy Holder shall vote in accordance with the shareholder's requirement as follows:
  - Approve
  - Disapprove
  - Abstain

**Agenda 4 Consideration the Allocation of Profit and Dividend Distribution**

- (A) The Proxy Holder shall vote independently as to his/her consideration.
- (B) The Proxy Holder shall vote in accordance with the shareholder's requirement as follows:
  - Approve
  - Disapprove
  - Abstain

**Agenda 5 Consideration for Appointment of the Auditor(s) for the year 2024**

- (A) The Proxy Holder shall vote independently as to his/her consideration.
- (B) The Proxy Holder shall vote in accordance with the shareholder's requirement as follows:
  - Approve
  - Disapprove
  - Abstain

**Agenda 6 Consideration for Election of Directors in Replacement of Those Retired by Rotation**

- (A) The Proxy Holder shall vote independently as to his/her consideration.
- (B) The Proxy Holder shall vote in accordance with the shareholder's requirement as follows:
  - Approve
  - Disapprove
  - Abstain

**Agenda 7 Consideration of Directors' Remuneration**

- (A) The Proxy Holder shall vote independently as to his/her consideration.
- (B) The Proxy Holder shall vote in accordance with the shareholder's requirement as follows:
  - Approve
  - Disapprove
  - Abstain

**Agenda 8 Others (if any)**

- (A) The Proxy Holder shall vote independently as to his/her consideration.
- (B) The Proxy Holder shall vote in accordance with the shareholder's requirement as follows:
  - Approve
  - Disapprove
  - Abstain

(5) Declaration or documents of the Proxy Holder (if any)

.....  
.....

(6) The Proxy Holder has the voting right under the scope of this proxy. Any vote which is against this proxy shall be deemed incorrect and not be considered as the vote casted by the Proxy Grantor.

(7) If I/we do not herein specify the intention for voting in any specific agendum or do not mention such intention clearly or the meeting is requested to consider or vote in any other agenda apart from the abovementioned agenda; including, but not limited to, amendment, change or modification to any matter; the Proxy Holder can duly consider and vote on my/our behalf as the Proxy Holder deems appropriate.

Any transaction undertaken by the Proxy Holder in the meeting shall be deemed to be undertaken by myself/ourselves.

Signed ..... Proxy Grantor  
(.....)

Signed ..... Proxy Holder  
(.....)

Signed ..... Proxy Holder  
(.....)

Signed ..... Proxy Holder  
(.....)

**Remarks:**

1. A shareholder appointing a proxy holder must appoint only one proxy holder to attend the meeting and vote and shall not allocate the number of share to several proxy holders to vote separately.
2. In the agendum for election of directors, directors may be elected as a whole or individually.
3. If there is any other agenda to be considered in the meeting other than those specified above, the Attachment to Form B shall be used.

**Attachment to the Form B**

Granting of Proxy as the Shareholder in the Annual General Meeting of Shareholders for the year 2024 of Double A (1991) Public Company Limited, which will be held at Auditorium Room 2115, Double A Business Park located at 187/3 Bangna-Trad Road (k.m. 42), Bang Wua, Bang Pakong, Chachoengsao and via Zoom Application at 1.00 p.m. of Thursday, 25<sup>th</sup> April 2024 or on any adjournment and at the place as may be postponed or changed.

---

Agenda: ..... Subject: .....

- (A) The Proxy Holder shall vote independently as to his/her consideration.
- (B) The Proxy Holder shall vote in accordance with the shareholder's requirement as follows:
  - Approve                       Disapprove                       Abstain

Agenda: ..... Subject: .....

- (A) The Proxy Holder shall vote independently as to his/her consideration.
- (B) The Proxy Holder shall vote in accordance with the shareholder's requirement as follows:
  - Approve                       Disapprove                       Abstain

Agenda: ..... Subject: .....

- (A) The Proxy Holder shall vote independently as to his/her consideration.
- (B) The Proxy Holder shall vote in accordance with the shareholder's requirement as follows:
  - Approve                       Disapprove                       Abstain

Agenda: ..... Subject: .....

- (A) The Proxy Holder shall vote independently as to his/her consideration.
- (B) The Proxy Holder shall vote in accordance with the shareholder's requirement as follows:
  - Approve                       Disapprove                       Abstain

I/We certified that the details in this Attachment to the Form B are completely correct and totally true.

Signed ..... Proxy Grantor  
(.....)

Signed ..... Proxy Holder  
(.....)

Signed ..... Proxy Holder  
(.....)

Signed ..... Proxy Holder  
(.....)

**PROXY FORM C**  
(FOR A SHAREHOLDER WHO IS A FOREIGN INVESTOR AND APPOINTED  
CUSTODIANS IN THAILAND)

Issued at: .....

Date: .....

(1) I / We, the undersigned, .....  
having its business located at .....

Postcode: .....(the “Proxy Grantor”)

being the custodian of ....., who is a shareholder  
of .....share(s) in Double A (1991) Public Company Limited with the  
voting right of .....votes as follows:

Ordinary Share: ..... shares with the voting right of  
.....votes.

Preference Share: ..... shares with the voting right of  
.....votes.

(2) hereby appoint

1. Mr./Mrs./Miss ..... age ..... years old  
residing at ..... or

2. Mr./Mrs./Miss ..... age ..... years old  
residing at ..... or

3. Mr./Mrs./Miss ..... age ..... years old  
residing at .....

or appoint the independent directors as follows:

Dr. Somchai Richupan, Independent Director, Age: 85 years old,  
residing at 671, Soi Ladprao 48 (Phiboon-Upatham), Ladprao Road, Samsen-Nok,  
Huai Khwang, Bangkok

Mr. Sirichai Sakornratanakul, Independent Director, Age: 74 years old,  
residing at 24, Soi Chaiyapruk, Chiyapruk Road, Taling Chan, Bangkok

General Chetta Thanajaro, Independent Director, Age: 85 years old,  
residing at 39, Bang Sue, Bang Sue, Bangkok

Assoc. Prof. Natchanont Komutputipong, Independent Director, Age: 50 years old,  
residing at 37/106, Soi Pipat, Silom, Bang Rak, Bangkok  
(individually referred to as the “Proxy Holder”)

Only one of all of the Proxy Holders can be my/our proxy holder to attend and vote on my/our behalf at the Annual General Meeting of Shareholders for the year 2024 of Double A (1991) Public Company Limited, which will be held at Auditorium Room 2115, Double A Business Park located at 187/3 Bangna-Trad Road (k.m. 42), Bang Wua, Bang Pakong, Chachoengsao and via Zoom Application at 1.00 p.m. of Thursday, 25<sup>th</sup> April 2024 or on any adjournment and at the place as may be postponed or changed.

(3) I/We hereby authorize the Proxy Holder to vote on my/our behalf in the meeting as follows:

- To grant to the Proxy Holder the total number of shares held by me/us and have the right to vote.
  - To grant to the Proxy Holder a part of
    - Ordinary Share: ..... shares, and having the right to vote equal to .....votes.
    - Preference Share: .....shares, and having the right to vote equal to .....votes.
- Total of the right to vote equal to .....votes.

(4) I/We empower the Proxy Holder to consider and vote on my/our behalf at the meeting to the following extents:

**Agenda 1 Message from the Chairman to the Shareholders**

**Agenda 2 Report on Company Performance for the year 2023**

- (A) The Proxy Holder shall vote independently as to his/her consideration.
- (B) The Proxy Holder shall vote in accordance with the shareholder’s requirement as follows:
  - Approve
  - Disapprove
  - Abstain

**Agenda 3 Consideration for Approval of the Financial Statements for the year 2023**

- (A) The Proxy Holder shall vote independently as to his/her consideration.
- (B) The Proxy Holder shall vote in accordance with the shareholder’s requirement as follows:
  - Approve
  - Disapprove
  - Abstain

**Agenda 4 Consideration the Allocation of Profit and Dividend Distribution**

- (A) The Proxy Holder shall vote independently as to his/her consideration.
- (B) The Proxy Holder shall vote in accordance with the shareholder’s requirement as follows:
  - Approve
  - Disapprove
  - Abstain

**Agenda 5 Consideration for Appointment of the Auditor(s) for the year 2024**

- (A) The Proxy Holder shall vote independently as to his/her consideration.
- (B) The Proxy Holder shall vote in accordance with the shareholder’s requirement as follows:

Approve                       Disapprove                       Abstain

**Agenda 6      Consideration for Election of Directors in Replacement of Those Retired by Rotation**

- (A) The Proxy Holder shall vote independently as to his/her consideration.
- (B) The Proxy Holder shall vote in accordance with the shareholder's requirement as follows:
  - Approve                       Disapprove                       Abstain

**Agenda 7      Consideration of Directors' Remuneration**

- (A) The Proxy Holder shall vote independently as to his/her consideration.
- (B) The Proxy Holder shall vote in accordance with the shareholder's requirement as follows:
  - Approve                       Disapprove                       Abstain

**Agenda 8      Others (if any)**

- (A) The Proxy Holder shall vote independently as to his/her consideration.
- (B) The Proxy Holder shall vote in accordance with the shareholder's requirement as follows:
  - Approve                       Disapprove                       Abstain

(5) The Proxy Holder has the voting right under the scope of this proxy. Any vote which is against this proxy shall be deemed incorrect and not be considered as the vote casted by the Proxy Grantor.

(6) If I/we do not herein specify the intention for voting in any specific agendum or do not mention such intention clearly or the meeting is requested to consider or vote in any other agenda apart from the abovementioned agenda; including, but not limited to, amendment, change or modification to any matter; the Proxy Holder can duly consider and vote on my/our behalf as the Proxy Holder deems appropriate.

All acts undertaken by the Proxy Holder at the meeting, except where the Proxy Holder does not vote according to my/our intention as specified herein, shall be deemed as if they have been undertaken by myself/ourselves in all respects.

Signed ..... Proxy Grantor

(.....)

Signed ..... Proxy Holder

(.....)

Signed ..... Proxy Holder

(.....)

Signed ..... Proxy Holder  
(.....)

**Remarks:**

1. This Proxy Form C shall be applicable only for the Shareholders listed in the share register book as the foreign investors appointing the Custodian in Thailand.
2. The following documents shall be attached with this Proxy Form.
  - a. The Power of Attorney from shareholder to custodian which has appointed custodian to be sign in the proxy on behalf of shareholder.
  - b. The Confirmation letter which the signing person in the proxy is Authorized custodian in Thailand.
3. In the agenda relating to the election of Directors, it is applicable to elect either nominated directors as a whole or elect each nominated director individually.
4. In case there are agenda other than the agenda specified above, the additional statement can be specified by the Shareholder in the Attachment to the Form C as enclosed.
5. The Shareholder appointing the Proxy have to authorize only one proxy to attend and vote at the meeting and shall not allocate the number of shares to several proxies to vote separately.

**Attachment to the Form C**

Granting of Proxy as the Shareholder in the Annual General Meeting of Shareholders for the year 2024 of Double A (1991) Public Company Limited, which will be held at Auditorium Room 2115, Double A Business Park located at 187/3 Bangna-Trad Road (k.m. 42), Bang Wua, Bang Pakong, Chachoengsao and via Zoom Application at 1.00 p.m. of Thursday, 25<sup>th</sup> April 2024 or on any adjournment and at the place as may be postponed or changed.

---

Agenda: ..... Subject: .....

- (A) The Proxy Holder shall vote independently as to his/her consideration.
- (B) The Proxy Holder shall vote in accordance with the shareholder's requirement as follows:
  - Approve                       Disapprove                       Abstain

Agenda: ..... Subject: .....

- (A) The Proxy Holder shall vote independently as to his/her consideration.
- (B) The Proxy Holder shall vote in accordance with the shareholder's requirement as follows:
  - Approve                       Disapprove                       Abstain

Agenda: ..... Subject: .....

- (A) The Proxy Holder shall vote independently as to his/her consideration.
- (B) The Proxy Holder shall vote in accordance with the shareholder's requirement as follows:
  - Approve                       Disapprove                       Abstain

Agenda: ..... Subject: .....

- (A) The Proxy Holder shall vote independently as to his/her consideration.
- (B) The Proxy Holder shall vote in accordance with the shareholder's requirement as follows:
  - Approve                       Disapprove                       Abstain

I/We certified that the details in this Attachment to the Form B are completely correct and totally true.

Signed ..... Proxy Grantor  
(.....)

Signed ..... Proxy Holder  
(.....)

Signed ..... Proxy Holder  
(.....)

Signed ..... Proxy Holder  
(.....)

## **Attachment 6**

Documents for Consideration  
to Appoint the Independent Director  
to be the Proxy Holder

**Independent Director who Company proposed to be the Proxy holder of Shareholder(s)**

<b>Name</b>	<b>Age (Year(s))</b>	<b>Position</b>	<b>Resident at</b>
1. Mr. Somchai Richupan	85	Chairman of the Board of Directors, Chairman of Audit Committee and Independent Director	671 Soi Ladpraw 48 (Phiboon- Upatham), Ladpraw Road, Samsane-nok, Huay-kwang, Bangkok
2. Mr. Sirichai Sakornratanakul	74	Audit Committee Member and Independent Director	24 Soi Chaipayruk, Chiyapruk Road, Taling Chan, Bangkok
3. General Chetta Thanajaro	85	Chairman of Nomination and Remuneration Committee, Audit Committee Member and Independent Director	39, Bang Sue, Bang Sue, Bangkok
4. Assoc. Prof. Natchanont Komutputipong, Ph.D.	50	Risk Management Committee, Nomination and Remuneration Committee and Independent Director	8/428 Edge Soi Sukhumvit 23 (Prasarnmit) Khlung Toei Nuea sub-district, Wattana District, Bangkok

**Remark:** Details of Independent Directors Information shown in Annual Report for the year 2023 in Director information part.

## **Attachment 7**

Conditions and Guideline to the meeting attendee's  
registration, proxy and voting

## Conditions and Guideline to the meeting attendee's registration, proxy and voting

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### **1. Conditions and Guideline to the meeting attendee's registration**

- 1.1 The Company shall open for registration of the shareholder meeting attendee. When the person who wish to attend the meeting arrived and report their names at the place specified in the invitation to the meeting, during the time of registration of attendees until the time of the shareholder meeting.
- 1.2 Shareholders which are natural persons of Thai nationality or foreign nationality attending the meeting in person or as a proxy must present one of the following: identification cards, civil servant identification card, state enterprise employee identification card, passport or other identification card issued by government agencies showing their photograph.
- 1.3 Person authorized to act on behalf of a shareholder who is a Thai juristic person or foreign juristic persons attending the meeting in person must present a certificate of registration or other evidence proving of being a juristic person or a copy of such document certified as a true copy by official registrar (The certificate is valid for not more than 3 months.) And the person authorized to act on behalf of the juristic person attending the meeting must show evidence of the authority to act on behalf of the juristic person. and also present an identification card as specified in Article 1.2.
- 1.4 For shareholders attending the meeting via electronic media, please proceed with the following steps;
  - 1.4.1 Scan the QR Code as shown in this picture.



or enter: <http://corp.doublepaper.com/queue/request.aspx>

- 1.4.2 The system will bring you to queuing system for shareholder meeting attendance.
- 1.4.3 In the page of queuing system, please click on "Pick up the queue card". Then, the system will show the current queue and your queue.
- 1.4.4 Please wait for the staff to call your queue.
- 1.4.5 Required documents for shareholder registration are as follows:
  1. In case the shareholder attending in person, please show your ID Card to the staff.
  2. In case the shareholder having a proxy attend the meeting, please show the following documents:
    - 2.1 Proxy Form

- 2.2 Copy of ID Card of the shareholder
- 2.3 ID card of the proxies
- 1.4.6 After the shareholder has registered, the staff will inform you the ID number of Zoom Meeting or Link to the General Meeting of Shareholder.

## **2. Conditions and Procedure of Proxy Appointment**

- 2.1 In case the grantor is a natural person who lives in Thailand, the proxies must present the following documents:
  - 2.1.1 Proxy Form (form in attachment)
  - 2.1.2 Copy of ID Card (as stipulated in Article 1.2) of the grantor along with true copy certify by the grantor.
- 2.2 In case the grantor is a natural person who lives in foreign country, the proxies must present the following documents:
  - 2.2.1 Proxy Form (form in attachment)
  - 2.2.2 Copy of ID Card (as stipulated in Article 1.2) of the grantor along with true copy certify by the grantor.
  - 2.2.3 The document mentioned in 2.2.1 and 2.2.2 must be legalized by Thai Consular or Notary Public or other similar authority which can certify the signature on the document.
- 2.3 In case the grantor is a juristic person registered in Thailand, the proxies must present the following documents:
  - 2.3.1 Proxy Form (form in attachment)
  - 2.3.2 Registration certificate issued by the Ministry of Commerce registrar (The certificate is valid for no more than 3 months).
  - 2.3.3 Copy of ID card (as stipulated in Article 1.2) of the of the authorized person signing the proxy form with certified true copy.
- 2.4 In case the grantor is a juristic person registered in foreign country, the proxies must present the following documents:
  - 2.4.1 Proxy Form (form in attachment)
  - 2.4.2 Original or copy of registration certificate or evidence of being a juristic person along with evidence showing who is the authorized person signing the proxy.
  - 2.4.3 Copy of identification card (as stipulated in Article 1.2) of the authorized person signing the Proxy form along with certified true copy.
  - 2.4.4 Document in 2.4.1 and copy of documents in 2.4.2 to 2.4.3 must be legalized by Thai Consular or Notary Public or other similar authority which can certify the signature on the document.
- 2.5 The appointment of proxy by one of the Proxy Forms is to comply with the conditions set forth in that Form.

- 2.6 The proxies must also show their identification cards in accordance with Clause 1.2.
- 2.7 In case there is a sub-proxy, the Proxy Form from the shareholder must states the authorization of doing sub-proxy.
- 2.8 In case of proxy, especially from the foreign shareholder, the proxies should register earliest at the opening of the registration so that the staff may have sufficient time for the document inspection.
- 2.9 Inspection of document or evidence and registration is open from 9.00 to 10.00. Should the period has ended, the registration will close. The extension of the registration is at discretion of the chairman of the Board of Directors whether to extend the time for registration.

### **3. Conditions of Voting**

In casting a vote or in every meeting agenda, a single shareholder has vote equal to the shares held by the shareholder. (1 share equal 1 vote)

**For accuracy, shareholders should verify their rights thoroughly. If you have any questions, please contact:**

**Main office, 1 Moo 2, Thatoom Sub-District, Srimahaphote District, Prachinburi**

- **Boonnam Glinboonruang Tel. 085-835-2405**
- **Chotika Taweewittayakorn Tel. 085-835-5029**
- **Anjimaporn Vachirapunsakul Tel. 085-835-3032**

**Email: [legal\\_aa@doublea1991.com](mailto:legal_aa@doublea1991.com)**

## **Attachment 8**

The Article of Association of the Company in  
relation to the Shareholder's Meeting

**Article of Association**  
**of**  
**Double A (1991) Public Company limited**  
**Section 5 Shareholder Meeting**

Article 34. The Board of Directors must hold a shareholder meeting as an Annual General Meeting within 4 months since the end date of the company's fiscal year. Other Shareholder meetings shall be called Extraordinary General Meeting. The Board of Directors shall call for an Extraordinary General Meeting whenever deems appropriated.

Article 35. Shareholder holding shares amounting not less ten percent of the total number of shares sold may submit their names in a written request directing the Board of Directors to call an extraordinary general meeting at any time, but the reasons for calling such meeting shall be clearly stated in such written request. In this case the Board of Directors shall proceed to call a shareholder meeting to be held within 45 days of the date of receipt of such written request from the said shareholders.

In case where the Board of Directors does not cause such meeting within the period mentioned in paragraph 1, the shareholders making the request or any shareholders holding shares not less than the specified amount may call the meeting by themselves within 45 days from the expiration of the period mentioned in paragraph 1. In this case such meeting shall be deemed to be the meeting called by the Board of Directors and the Company shall be responsible for necessary expenses arising out from arranging the meeting and shall reasonably facilitate.

In case of shareholders meeting was called by shareholders according to paragraph 2, if the number of shareholders attending the meeting was not sufficient to form a quorum as set out in the Article 37 of this Articles of Association, the Shareholders specified in paragraph 2 shall jointly be responsible to the Company for expenses arising out from arranging such meeting.

Article 36. To call a meeting of shareholders, the Board of Directors must prepare a notice indicating the place, date, time, agenda and matters to be proposed at the meeting together with any other appropriate details. The notice must clearly specify the matter for acknowledgment, approval or consideration (as the case may be), together with the opinion of the Board of Directors on those agenda. The notice must be sent to the shareholders and the Public Companies Registrar not less than seven (7) days in advance before the meeting date. The notice must also be published

in a newspaper at least three (3) days consecutively and three (3) days prior the meeting date. The location for the meeting as indicated in paragraph one must be in the locality where the principal business office or the branch office of the company is located or in a nearby province, in accordance with the resolution of the Board of Directors Meeting to decide the meeting place deems appropriated.

Shareholder meeting can be held via electronic media in accordance to the conditions procedure and instruction as stipulated by laws.

Article 37. In shareholder meeting, there shall be shareholders and/or proxies from shareholders attending the meeting, not less than 25 persons or not less than half of the total number of shareholders, whichever with the smaller number, and together with the total number of shares not less than one-third of the total number of sold shares. Therefore, a quorum will be reached, unless the laws stipulated otherwise.

In the event that a shareholder meeting, after the appointed time has passed for an hour, the number of shareholders attending the meeting does not meet the quorum, if the meeting is called as per the shareholders requested, the meeting shall be cancelled. If the shareholder meeting is not the meeting at the request of shareholders, the meeting shall be called again, and the notice shall be sent to shareholders not less than 7 days before the meeting date. In this latter meeting, there is no requirement of meeting the quorum.

Article 38. Unless otherwise stipulated by the Articles of Association or the laws, the decision or resolution of the shareholders meeting shall require the majority vote of shareholders who attend the meeting and cast their votes.

In voting, one share equal to one vote. Any shareholder who has special interest in any matter to be resolved by the meeting shall not be entitled to vote for such matter except for the vote to elect the Board of Directors. The resolution of the shareholders meeting shall consist of the following votes:

- (1) In general cases, a majority vote of shareholders who attend the meeting and is entitled to vote. If in case of a tie vote, the chairman of the meeting shall have a casting vote.
- (2) In the following cases, a vote of not less than three-fourth of the total number of votes of shareholders who attend the meeting and is entitled to vote:
  - (a) selling or transferring the entire or some of the important part of business to another person;

- (b) buying or accepting transfer of a business of another private company or public company to be owned by the Company;
- (c) entering into, amending, or terminating contract regarding the leasing out the entire or important part of the Company's business. Assigning any other person to manage the Company's business, or merging the business with other person for the purpose of sharing of profits and losses.
- (d) amending of Memorandum of Association or Article of Association of the Company;
- (e) increasing or decreasing of registered capital of the Company;
- (f) winding-up of the Company;
- (g) issuing the debentures and other securities under the law governing securities and stock exchange.
- (h) merging the Company's business with other company;
- (i) any other actions required by law to have a vote of not less than three-fourth of all of the total number of votes of shareholders attending the meeting and is entitled to vote.

Article 39. The business to be conducted in annual ordinary general meeting of shareholders are as follows:

- (1) to acknowledge an annual report of the Board of Directors with respect to the performance made during the past one year and comments or further actions;
- (2) to consider approval of the balance sheet and the statement of profit and loss;
- (3) to consider approval on appropriation of profit;
- (4) to consider appointment of a director who shall replace the director retiring by rotation;
- (5) to determinate remuneration of directors;
- (6) to consider selection and determination of remuneration of an auditor;
- (7) to discuss and consider other business.

Article 40. Chairman of the Board of Directors shall be chairman of the shareholder meeting. In the event that the chairman of the Board of Directors is not present in the meeting or unable to perform the duty, if there is vice chairman of the Board of Directors, the vice chairman shall be the chairman. If there is no vice chairman or there is vice chairman but incapable to perform the duty, the shareholders attending the meeting may choose one of shareholders as chairman of the meeting.

Article 41. Chairman of the shareholder meeting is responsible for controlling the meeting to be in accordance with the Company's regulations. In this regard, the meeting must be conducted in accordance with the sequence of agendas set forth in the notice of the meeting. Unless the meeting resolves to change the order of agendas with a vote of not less than two-thirds of the number of shareholders attending the meeting.

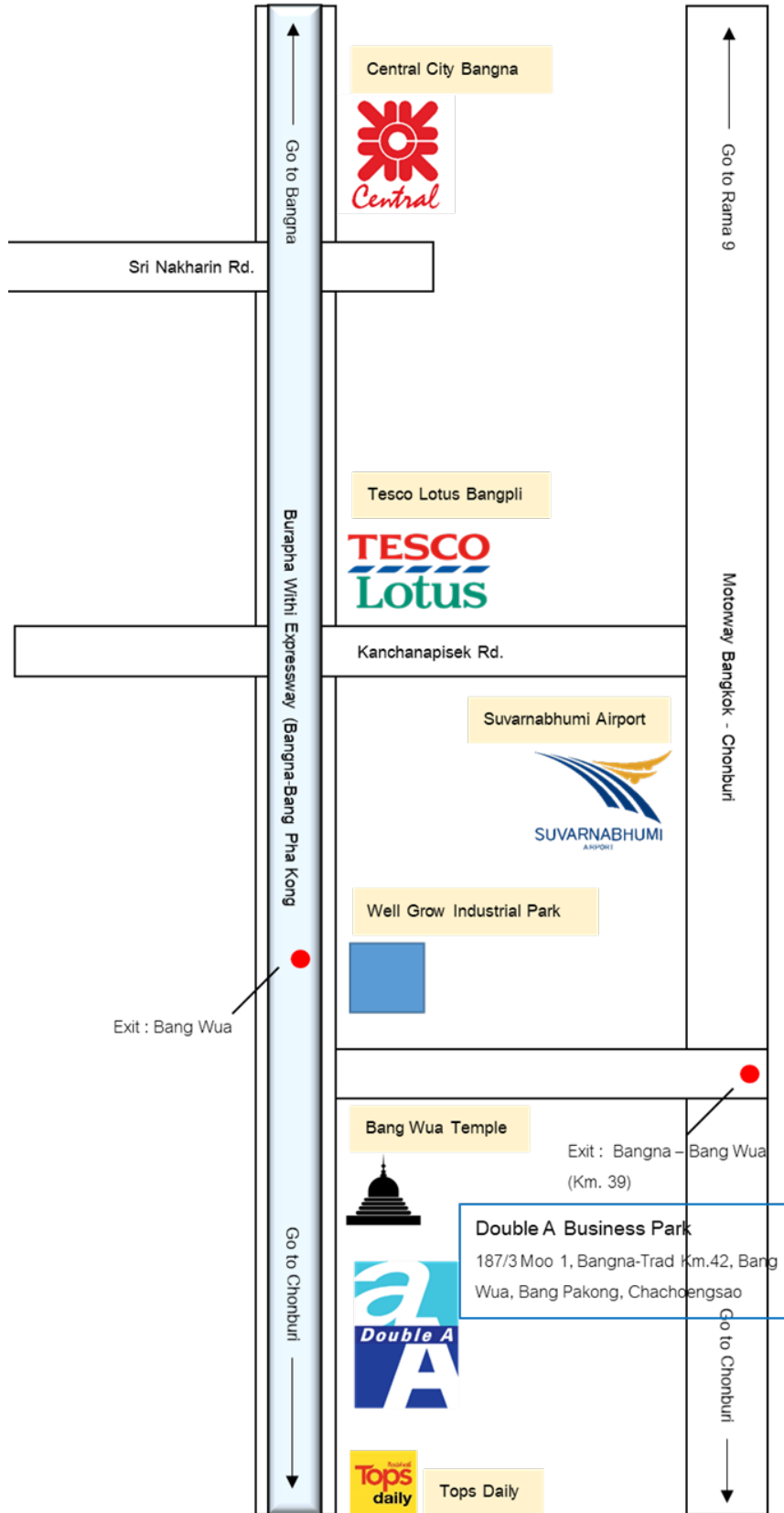
Article 42. Shareholders may authorize other persons to attend the meeting and vote on his/her behalf by submitting a proxy form to the Chairman or the person designated by the Chairman at the meeting place before the proxy attends the meeting. The proxy form must be made in accordance to the form prescribed by the registrar.

## **Attachment 9**

Map of Venue of the Annual General Meeting of  
Shareholders for the year 2024

### Map of Venue of the Annual General Meeting of Shareholders for the year 2024

Meeting Room No. 2115 Double A Business Park, 187/3, Bangna – Trad KM.42 Rd., Bangwua Sub-District, Bangpakong District, Chachoengsao



## **Attachment 10**

Usage Manual of Zoom Meeting Application, for attending the Meeting via Electronics Platform



# Zoom User Manual



# Zoom User Manual

## How to Join a Meeting

- [Via Desktop \(Windows or Mac\)](#)
- [Via Mobile Phone \(iOS or android\)](#)

## Zoom Meeting Tool Bar

- [Via Desktop \(Windows or Mac\)](#)
- [Via Mobile Phone \(iOS or android\)](#)

# Join a Meeting - Via Desktop (Windows or Mac)

## 1. Join a meeting using one of these methods:

Way 1: Join by clicking “Meeting URL” that has been provided by organizer, or copying “Meeting URL” to open in Web Browser.

Or

Way 2: Join by entering your meeting ID and Password provided by host/organizer via <https://zoom.us/join> and click **Join**.



Enter Meeting ID →

Join a Meeting

Meeting ID or Personal Link Name

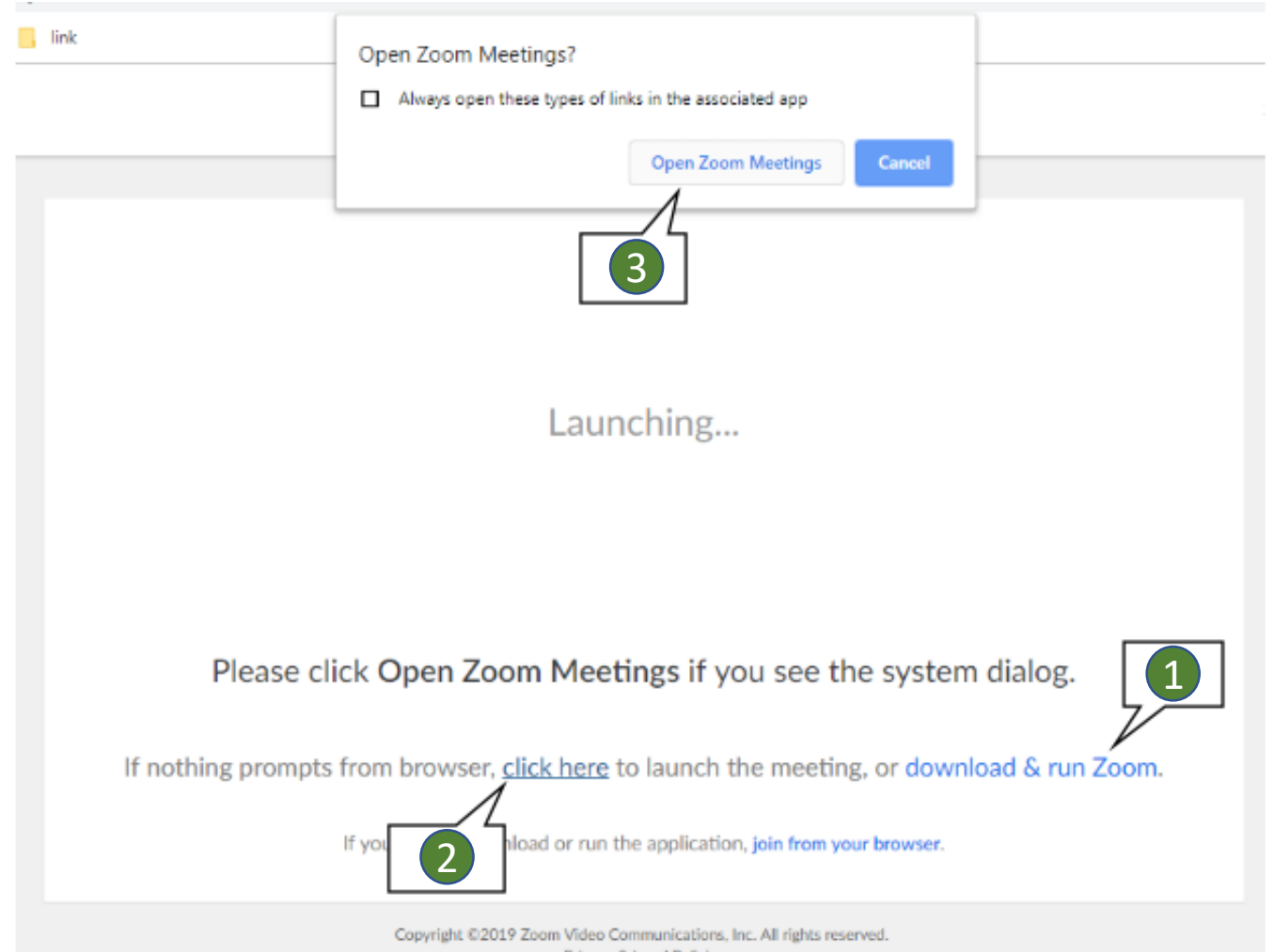
Join

[Join a meeting from an H.323/SIP room system](#)

# Join a Meeting - Via Desktop (Windows or Mac)

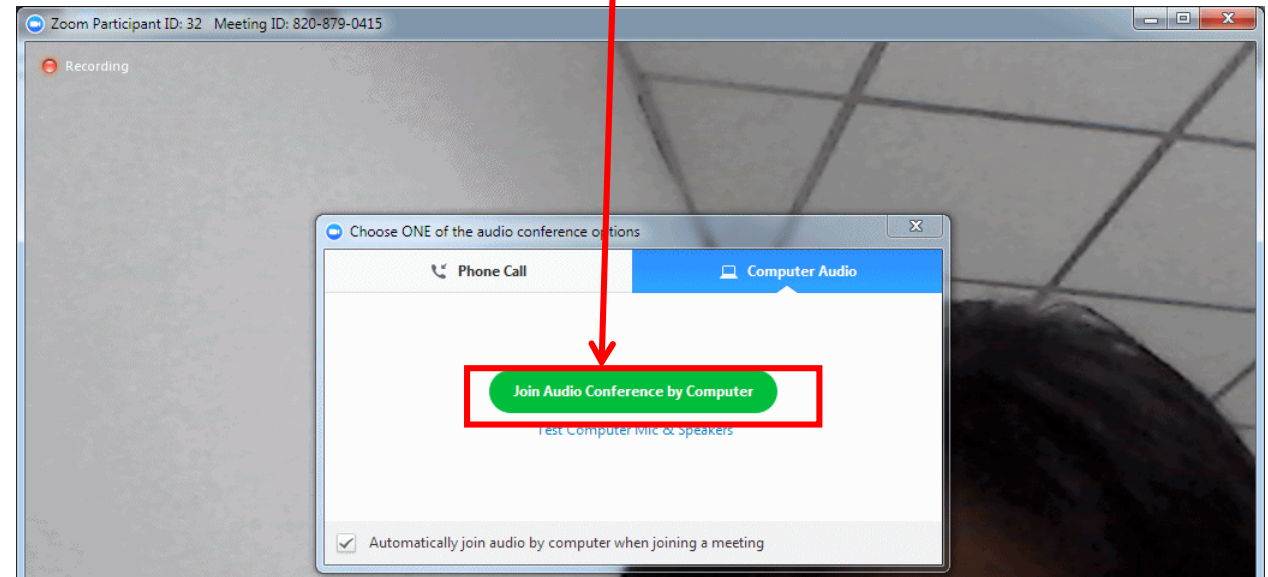
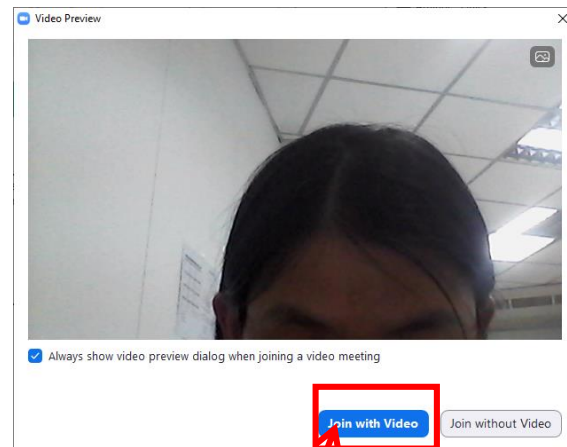
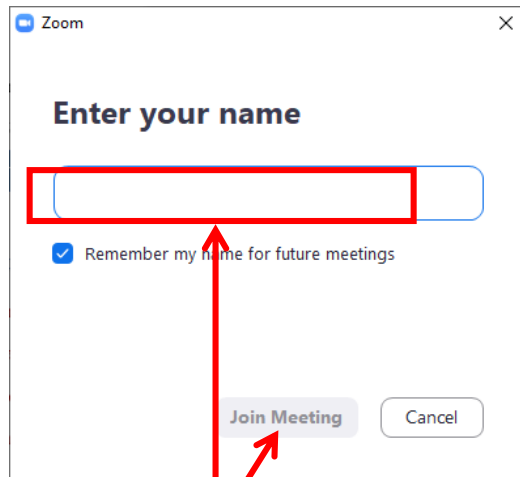
2. Then you will be navigated to launch Zoom program.

- If not installed Zoom before, please click "**download & run Zoom**" (number 1) to download and install Zoom. After installation, please click "**click here**" (number 2) and "**Open Zoom Meetings**" (number 3) respectively.
- If already been installed Zoom, please click "**Open Zoom Meetings**" (number 3).



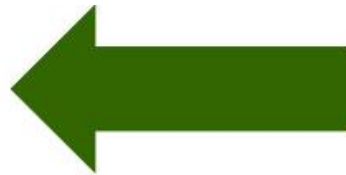
# Join a Meeting - Via Desktop (Windows or Mac)

- Once Zoom app has completed installation, you'll see the pop-up box asked to enter your name (it will be shown to all participants while meeting) and click **Join**.
- Click **"Join with Video"** to show your video on the meeting.
- After joining or starting a meeting, click **"Join Audio by Computer"** to connect your computer's speaker and microphone to the Zoom Meeting.
- Finally, you can participate a Zoom Meeting now!!



# Join a Meeting - Via Mobile Phone (iOS or android)

For Android, visit Google Play and search "zoom".  
Click **Install**.




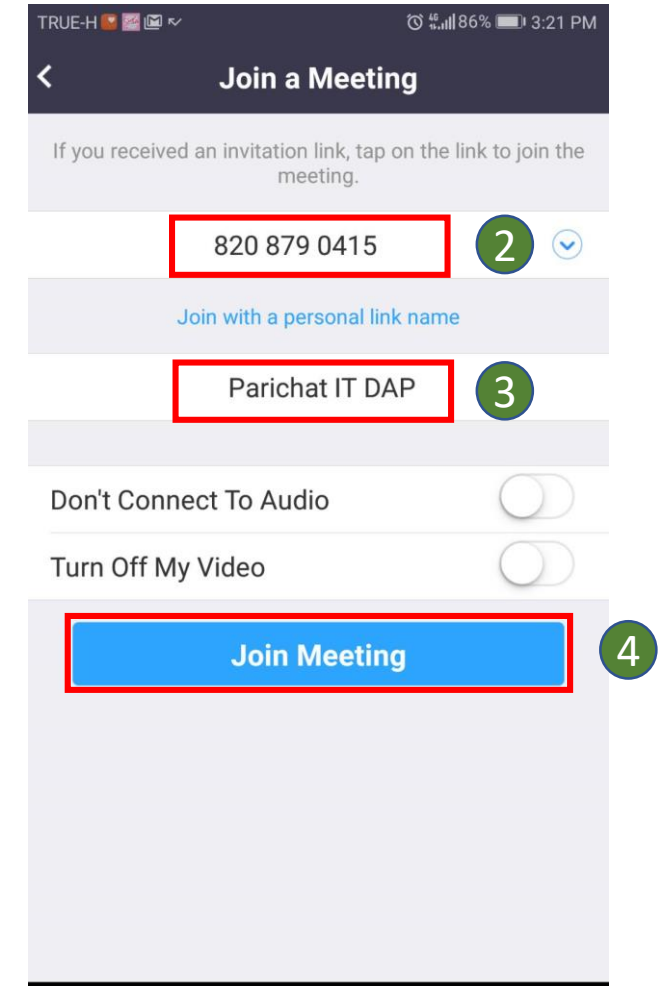
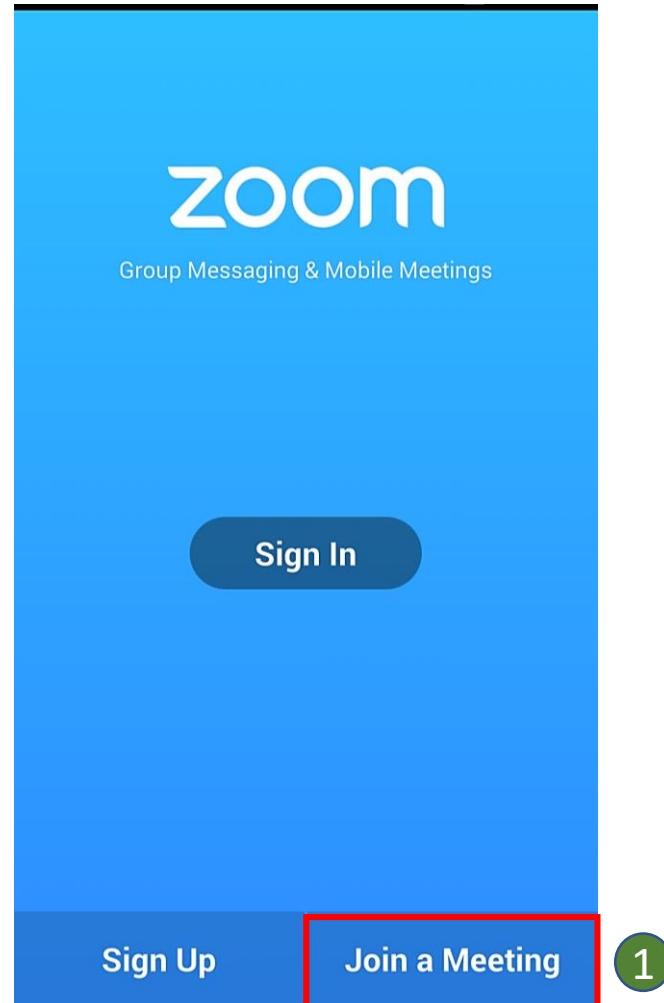
For iOS, visit the Apple App Store and search "zoom".  
Click to download. Click **Join**.



# Join a Meeting - Via Mobile Phone (iOS or android)

## Getting Started with Mobile Phone

1. Open the Zoom app , click **Join a Meeting**.
2. Enter the Meeting ID of the meeting you want to join.
3. Enter your name
4. Click **Join Meeting**.

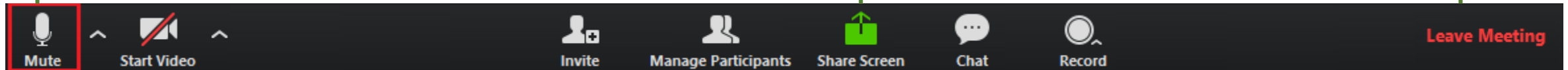


# Zoom Meeting Tool Bar - Via Desktop (Windows or Mac)

You can **Mute and Unmute** yourself by clicking on **the microphone** icon.

To start "**Screen Sharing**" select **the Share Screen** icon.

To leave the meeting, select **Leave Meeting** icon.



You can **Turn on and Turn off your video** by clicking on **the video** icon.

When you click the **Chat** icon, you can **start a new chat or start or establish a new group chat**.

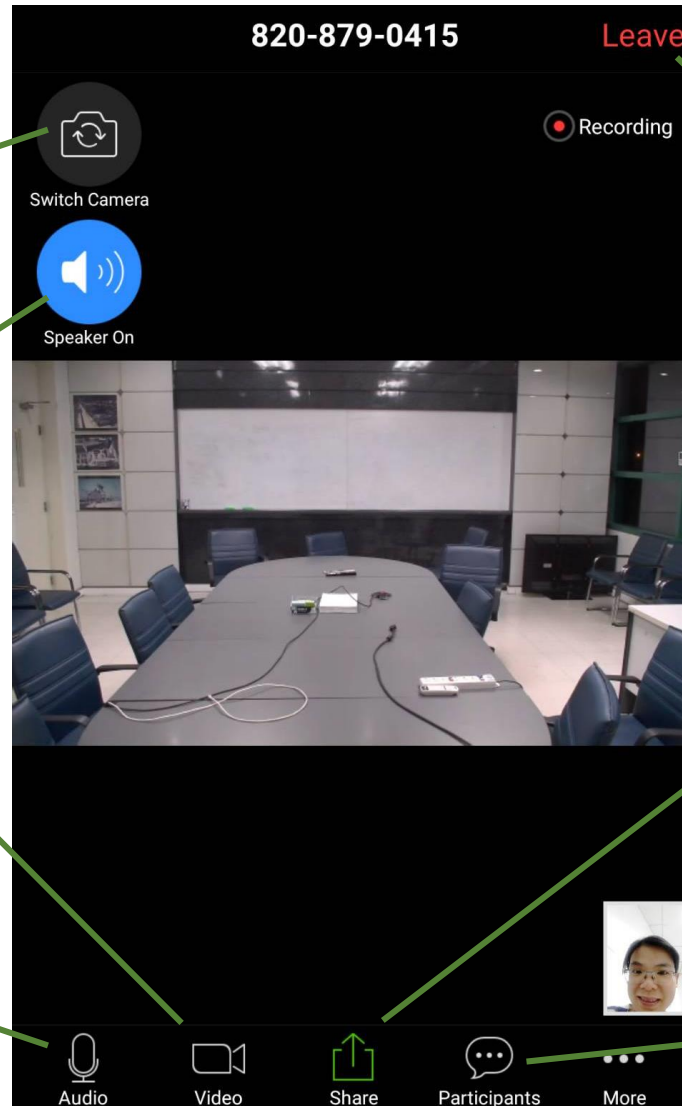
# Zoom Meeting Tool Bar - Via Mobile Phone (iOS or android)

You can **Switch your front/rear camera** by clicking on **the Switch Camera** icon.

You can **Turn on and Turn off your speaker** by clicking on **the Speaker** icon.

You can **Turn on and Turn off your video** by clicking on **the video** icon.

You can **Mute and Unmute** yourself by clicking on **the microphone** icon.



To leave the meeting, select **Leave Meeting** icon.

To start "**Screen Sharing**" select **the Share Screen** icon.

When you click the **Chat** icon, you can **start a new chat or start or establish a new group chat**.

## **Attachment**

**Privacy Notice for Directors, Executive and  
Shareholders**

## Privacy Notice for Directors and Shareholders

We, **Double A (1991) Public Company Limited** (hereinafter referred to as “**the company**”, “**we**”, “**us**”, “**our**” or “**ours**”, depending on the context) take the privacy and protection of Personal Data of our shareholders, directors, any other individuals acting on their behalf (such as, proxies of shareholders), transferees of shares and other relevant individuals with whom we interact or we collect personal data via our shareholders, directors, any other individuals acting on their behalf and whose personal data we handle in the course of our businesses operation (together, “**you**”, “**your**” or “**yours**”, depending on the context) seriously.

We have prepared this Privacy Notice for Director, Executive and Shareholder (“Privacy Notice”) to explain how your Personal Data will be collected, used, disclosed, and/or transferred to other countries by us. We and our affiliated companies will use the information you disclose to us for operational purposes in accordance with the relationship between you and the company appropriately.

We may change this Privacy Policy from time to time by updating our Privacy Policy page on our website. We encourage you to check our Privacy Policy from time to time on our website <http://corp.doublepaper.com/th> as the version of our Privacy Policy which is displayed on our website takes precedence over all previous versions of our Privacy Policy. We will notify you of any changes to this Privacy Policy and obtain your consent, to the extent applicable and if required.

Please read this Privacy Policy carefully to understand why and how we collect, use and/or disclose your Personal Data.

### 1. Personal Data we collect.

#### 1.1 Where we get your Personal Data

We may collect various types of Personal Data directly from you or indirectly from other sources based on your communication with the Company and your relationship with the Company in the following cases:

- (1) **In cases where the Company collects Personal Data directly from you**, such as documents you have filled out or provided to us, direct communication with the Company's personnel, recording of images and sounds through programs, emails, and online social media.
- (2) **In cases where the Company collects Personal Data indirectly from affiliated companies within the Company's group.**
- (3) **In cases where the Company collects Personal Data indirectly from third parties or other sources**, such as shareholders, business partners, consultants, government agencies, and public sources.

You are aware that the Company has established appropriate standards for the protection of Personal Data and has implemented measures to safeguard the rights, freedoms, and benefits of the data subject, as specified in the Privacy Notice.

#### 1.2 Type of Personal Data we collect

The Company may collect various types of your Personal Data, including but not limited to, the following information, depending on the relationship between you and the Company.

- (1) **Personal Data:** such as title, first name, surname, gender, signature, phone number, email, Line ID, social media user account name, date of birth, photograph, occupation, nationality, marital status, national ID number, address as per ID card, address as per household registration, current address, workplace address, copy of id card, copy of household registration, copy of passport;
- (2) **Directors' qualification Data:** such as education background (e.g., education level, education institution, education qualification, field of study, length of study, academic results), work history (e.g., company name, position job, length of time worked, salary, benefits and compensation received) skills and abilities;

- (3) **Information relating to shareholding:** such as shareholder registration number, number of shares, amount of dividends, information declared in the documents;
- (4) **Information relating to Bond holding:** such as type of shareholder, type of bonds, number of bonds, value of bonds, status of bonds;
- (5) **Information relating to Issuance of Securities business management:** such as ID cards, education profile, training history, employment history, information about securities holding, underwriter;
- (6) **Financial details:** such as bank account and payment information;
- (7) **Information relating to the meeting:** such as photography, motion picture, voice recording, computer information from the meeting registration and/or meeting minute;
- (8) **Information from CCTV:** please see the details of Personal Data collection, processing and/or disclosure from the our CCTV at the Privacy Notice for CCTV at [AnnouncementCCTV\\_Notice\\_2023.pdf\(doublepaper.com\)](#)
- (9) **Sensitive Data:** such as sensitive data contained in government records for identification (e.g., religion from ID card).

In case you provided third party Personal Data as specified in the above of other persons such as details of your family member, spouse, dependents, witness, and other person referred by you or other person in the course of directorship and shareholder.

If you provide Personal Data of others to us, you represent and warrant that you have the authority to do so by informing such other person about this Privacy Policy and/or obtaining consents where applicable or rely on other legal basis necessary to permit us to use such Personal Data in accordance to this Privacy Policy.

We will not collect Personal Data of Minors (those who have not reached the legal age, meaning under 20 years of age or have not reached legal age through marriage as stipulated by law), quasi-incompetent persons, or incompetent persons. Furthermore, we do not permit individuals mentioned above to enter into legal contracts with the company without obtaining consent or if they are unable to establish a legal basis in any other way. If the company becomes aware that it has unintentionally collected personal information from such individuals without consent or without relying on any other legal basis, the company will promptly delete the said personal information. In such cases, it may be necessary for the company to terminate its relationship with these individuals unless the company can rely on criteria or legal basis other than consent.

## **2. Objectives and Legal Basis to collect, use and/or disclose the Personal Data**

### **2.1 Objectives which the Company collects, use and/or disclose of your Personal Data by explicit Consent**

We do not engage in the collection, use, and/or disclosure of Sensitive Personal Data for any purposes that require your current explicit consent.

### **2.2 Other objectives which the Company collects, use and/or disclose of your Personal Data by Legal Basis**

We collect, use, and/or disclose your Personal Data on the legal basis of (1) contractual basis, for our initiation or fulfilment of a contractual performance with you or requested by you prior to engaging into a contractual performance with us; (2) legal obligation, for fulfilment of our legal obligations; (3) legitimate interest, for the purpose of our legitimate interests and those of third parties, proportionate to your interest and fundamental rights and freedoms to the protection of your Personal Data; (4) vital interest, for the prevention or suppression of danger to a person's life, body, or health; (5) public interest, for the performance of task carried out in the public interest or for exercising of official authorities or duties; (6) establishment compliance, utilization, or assertion basis, or any other legal basis as permitted by law regarding the protection of Personal Data and/or (7) consent basis in case of where other legal

basis cannot be invoked, as appropriate, for the collection, use, and/or disclosure of your Personal Data for the following purposes:

In this regard, some types of purposes may not be applicable to you. Please consider the relevant purposes based on your relationship with the Company.

- (1) **Identity verification:** such as registration and identity verification;
- (2) **Directorship:** to select and appoint a director;
- (3) **Registration and meeting according to the legal requirements:** such as managing the registry related to shareholders or directors, conducting activities related to delegation of authority or power of attorney, organizing meetings and preparing meeting agendas, registering attendance at meetings, verifying and confirming Personal Data for meeting attendance, dispatching meeting-related documents, recording and processing resolutions or votes, preparing meeting records or reports (including board meetings, annual general meetings (AGM), extraordinary general meetings (EGM), and meetings for capital increase or reduction);
- (4) **Complying with any regulatory or other legal requirements:** to comply with our legal obligations, undergoing legal processes, or complying with the orders or decisions of government agencies, and/or cooperating with courts, regulatory authorities, and governmental agencies when the company has a credible reason to believe it is required to comply with the law, orders, or cooperate as mentioned. In such cases, the company may be required to disclose Personal Data of employees to comply strictly with legal provisions, legal processes, or orders of the mentioned governmental entities, including actions related to internal investigations, complaints, claims, inquiries, or the prevention of crimes, fraud, and/or for establishing legal claims;
- (5) **Other internal business administration and/or its affiliated companies:** such as verifying and confirming personal identity, conducting business operations and internal management, analyzing data, risk management, supervision, auditing, collecting and referencing evidence, including internal verification and management within the organization, communication and coordination activities, facilitating collaborative operations, receiving and handling complaints, inquiring further about requests or complaints, or the information provided, including considering and processing requests, transmitting information, verifying facts, recording for follow-up, fulfilling the company's regulatory and legal obligations, and delivering documents to relevant government agencies.
- (6) **Protection of our and/or affiliated companies interests and emergencies:** such as maintaining the security and integrity of the Company's business and/or affiliated companies, conducting analysis, assessment, management, and risk management, creating or considering legal review documents, exercising the rights of the company and protecting the interests of the company and/or affiliated companies when necessary and legally permissible, verifying and preventing conflicts of interest, creating and retaining documents related to the management of the company's business, undertaking operations related to approvals, permits, or legal registrations, ensuring compliance with agreements, investigating and preventing internal misconduct within the premises of the company and/or affiliated companies, reporting misconduct for management action, creating reports, implementing organizational policies within the scope of the company's operations, reconciling or limiting damages that may occur to the company and/or affiliated companies, initiating, using, or defending legal claims on behalf of the company and/or affiliated companies, and/or any other operations for the protection of customers, employees, other individuals, trade secrets, rights, and properties of the company and/or affiliated companies;
- (7) **System development and marketing purposes:** such as analyzing proposals for services, products, or investments, and/or improving services for service offerings;
- (8) **Sending news, organizing activities, or any offers for the benefit of shareholders and bondholders.**

In case if you do not provide your Personal Data to the company, refuse to give consent, or withdraw your consent, it may impact the company's ability to process your requests and may affect the performance of contracts that the company has with you. It could also result in the company being unable to provide certain benefits or affect the performance of obligations under agreements between

you and the company in some aspects. In some cases, the failure to provide such information may have legal consequences for both the company and you, as there may be legal obligations that the company or you are required to comply with, and there may be penalties associated with non-compliance based on the consent you refuse to give or withdraw.

### **3. Who we share your Personal Data**

We may disclose or transfer your Personal Data to the following third parties, who collect, use, and/or disclose Personal Data for the purposes specified in this Privacy Notice. Additionally, you may be subject to the Privacy Policies of these third parties. The company recommends that you read the Privacy Notices of these third parties for further information on how they collect, use, and disclose your Personal Data.

#### **3.1 Group Companies**

The Company may need to disclose or transfer your Personal Data to companies within the group, or authorize such companies to access your personal information for the purposes as specified in this Privacy Notice;

#### **3.2 Governmental Authorities and Third Parties involved by the legal requirements**

The Company may be required to disclose and/or transfer your Personal Data to government agencies or law enforcement agencies such as the court, the Office of the Attorney General, the Royal Thai Police, the Ministry of Digital Economy and Society, the Revenue Department, the Department of Intellectual Property, the Department of Business Development, the Department of Local Administration, the Customs Department, the Anti-Money Laundering Office, Embassies and Consulates in Thailand, the Board of Investment under the Office of the Prime Minister, the Office of the Consumer Protection Commission, the Securities and Exchange Commission (SEC), the Stock Exchange of Thailand, the Office of the National Anti-Corruption Commission, the Office of the Anti-Money Laundering Committee, as well as officers working in these organizations and other external individuals. This is in cases where the Company has reason to believe that it is necessary to fulfill legal obligations or legal regulations, or for any other necessary reasons, to protect the rights of the Company, the rights of other individuals, or for the safety of individuals, or for investigating, preventing, or managing issues related to corruption or security;

#### **3.3 Our Business Partners**

We may disclose and/or transfer your Personal Data to the Business Partners including but not limited to contractual parties of the Company, for the purposes stated in this Privacy Notice;

#### **3.4 Our Service Providers**

The Company may engage other companies, agents, or contractors to provide services related to its business operations. The Company may disclose your personal information to external service providers, including but not limited to (1) developers of infrastructure, internet, websites, and information technology service providers such as cloud system service providers and electronic signature system providers, (2) insurance companies, and (3) internal audit service providers.

However, in providing such services, the Service Providers may have access to your Personal Data. Nevertheless, the Company will only provide Personal Data to its service providers to the extent necessary for the provision of such services and will request that the service providers do not use your Personal Data for any other purposes;

#### **3.5 Consultants and/or expert advisors**

The Company may need to disclose Personal Data to consultants or experts hired by the Company, including but not limited to (1) independent consultants, such as project consultants, financial consultants, and accounting consultants; (2) legal consultants who provide assistance in the company's

business operations and legal services, including litigation and legal proceedings; and (3) accountants who provide accounting services or conduct audits for the company;

### **3.6 Assignee of Rights and/or Obligations**

In the event of organizational restructuring, business consolidation, sale, purchase, joint ventures, rights transfer, change of ownership, or similar transactions, whether in part or in whole, the transferee and/or assignee of rights and/or duties of the company will adhere to this Privacy Notice respecting your Personal Data;

### **3.7 Other Third Parties**

The Company may disclose your Personal Data to individuals or legal entities for the purposes stated in this Privacy Notice. The recipients of such Personal Data may include, but are not limited to, individuals or legal entities as requested, and individuals requesting access to records from CCTV.

## **4. International transfer of Personal Data**

The Company may disclose or transfer your Personal Data to external parties such as business partners, service providers, consultants, and experts located in other countries. The destination country may have data protection standards that are not equivalent to those in Thailand. In such cases, when it is necessary to transfer Personal Data to a country with lower data protection standards, the company will follow procedures and measures to ensure that the transferred Personal Data is adequately protected. Additionally, the company may seek your consent for the transfer of Personal Data to another country if required by law.

## **5. We keep your Personal Data for a set amount of time**

Your Personal Data will be stored for the period necessary to allow us to fulfil, satisfy or achieve the purposes specified in this Privacy Notice and to comply with contractual, legal, and regulatory obligations. The Company may extend the retention period if required or permissible by applicable laws, such as keeping Personal Data for the duration of the contract with you or for the specific period mandated by law.

## **6. You're in control**

Subject to the provisions of data protection law, you may have a number of rights regarding the collection, use, disclosure and/or transfer of your Personal Data, including:

- (1) **Access:** you can request a copy of your Personal Data which we collect, use and/or disclose;
- (2) **Rectify:** you can request that we correct anything that's wrong, or complete any incomplete Personal Data;
- (3) **Data Portability:** You may have the right to request Personal Data that the company holds about you in an organized, readable electronic format and to transmit this data to another Data Controller. This right applies to Personal Data you have provided to the Company and cases where the Company has obtained your consent to collect, use, and/or disclose your Personal Data or to fulfill the contract the Company has with you. However, the Company reserves the right to reject your request if it believes that fulfilling the request would violate the rights or freedoms of others, or if it needs to use your Personal Data for the public interest or to comply with legal;
- (4) **Objection:** you can object to the collect, use and/or disclose of your Personal Data based on legitimate interests;
- (5) **Restriction:** you can limit how we use your Personal Data in certain circumstances;

- (6) **Withdraw Consent;** for the purposes for which you have given consent to collect, use, and/or disclose your Personal data to the Company, you may have the right to withdraw your consent in some cases.

Nevertheless, withdrawing consent may impact the Company's ability to perform certain aspects of the contract it has with you or, in some cases, may have legal consequences for the Company or you, as it may relate to legal obligations that either the Company or you are required to fulfill. If you wish to gain a better understanding of the implications of withdrawing your consent or if you wish to exercise your right to withdraw consent, you can use the Company's Data Subject Rights Request Form. Please contact the Data Protection Officer (DPO) using the contact details provided below.

- (7) **Deletion or Destroy:** you may have the right to request that the company delete, destroy, or render your Personal Data held by the Company as non-identifiable, unless the retention of such Personal Data by the Company is necessary for legal compliance, establishment of legal claims, or for the exercise or defense of legal rights.
- (8) **Lodge a complaint:** you can complain to a data protection authority or the competent authority where you believe our collection, use and disclosure of your Personal Data is unlawful or noncompliant with applicable data protection law where applicable.

Before the Company proceeds with your rights request, it may be necessary for the Company to verify and confirm the identity of the rights holder. This is done for privacy and security reasons regarding your Personal Data. Therefore, the Company may request you to provide or disclose information for identity verification (e.g., a copy of your ID card, excluding any Sensitive Personal Data). Once the Company successfully verifies your identity, it will promptly proceed with your request. In cases where the Company deems the request to be manifestly unfounded or excessive, the Company may charge a fee for processing the request.

## 7. Data Security Measure

The Company has implemented appropriate security measures in accordance with applicable laws, including Data Protection laws, to safeguard the security of Personal Data. These measures encompass organizational, technical, and physical safeguards covering various components of information systems related to the processing of Personal Data. The Company considers factors such as risk levels and the nature and purposes of Personal Data processing to ensure that Personal Data remains confidential, accurate, complete, and available for use.

The security measures include controls over access to Personal Data and components of information systems, suitable user access management, assignment of user responsibilities, establishment of audit trails for retrospective examination of access, changes, modifications, or deletions of Personal Data, monitoring and surveillance of threats and Personal Data breaches, and maintenance and recovery of damages resulting from threats or Personal Ddata breaches.

Additionally, the Company has implemented efforts to enhance knowledge and understanding related to Data Protection and security for personnel involved. These measures aim to prevent loss, unauthorized access, use, alteration, modification, or disclosure of Personal Data without authorization and in compliance with the law.

## **8. Contact us**

If you wish to exercise your rights related to your Personal Data or if you have any concerns regarding your Personal Data under this Privacy Notice, please contact the Company or the Data Protection Officer (DPO) of the Company at the following address:

### **Double A (1991) Public Company Limited**

Address: Double A Business Park No. 187/3 Moo.1 Bangna-trad Km.42 Rd, Bangwua sub-district, Bangpakong district, Chachoengsao 24180

Tel: Call Center 1759 or 02-6591234

### **Data Protection Officer: DPO**

Tel: 085-835-4869

Email: [dpo@doublea1991.com](mailto:dpo@doublea1991.com)

Address.....

Date .....

Subject: Notifying Company to send letter or document through electronic communication

To: Board of Directors of Double A (1991) Company Limited

I/We, .....The Shareholder of Double A (1991) Public Company Limited (“Company”) Shareholder number..... held.....shares, desire Company to send letter or document to the electronic mail as following;..... by (date/month/year)..... onward.

If I/We desire to change electronic mail address or electronic communication as aforementioned or revoke consent to received letter or document through electronic communication. I/We shall notify Company not less than 30 days in advance through Company’s address or electronic email that is [legal\\_aa@doublea1991.com](mailto:legal_aa@doublea1991.com).

Company’s seal  
(If any)

Sign.....Shareholder  
( )

Remark: 1. In case of juristic person, please attach the certified true copy of company certificate issued by Ministry of Commerce and certified true copy of ID of authorized representative.

2. In case of natural person, please attach the certified true copy of ID of Shareholder.