

**TWZ CORPORATION Public Company Limited's Guideline  
for processing of personal information for the Shareholders' Meeting**

The Company realizes the importance of personal information protection and has prepared a guideline for processing of personal information of the Company for an annual general meeting and an extraordinary general meeting (collectively referred to as the "Shareholders' Meeting"), described as follows.

**Collected personal information**

The Company will collect your personal information being name-surname, date of birth, identification number, securities number, address, telephone number, email (if any), photo, or video from the meeting's recording, and health information (only as necessary for disease screening of those attending the meeting).

Remark: Identification documents submitted to the Company, e.g., a copy of an identification card, or other governmental documents, may feature sensitive data, e.g., race, blood type, and religion. These types of information are not necessary for the purpose of a Shareholders' Meeting. You can conceal them before handing the documents to the Company. In case you do not conceal these sensitive data, the Company reserves the right to conceal these data without being deemed to have collected your sensitive data.

**Sources of personal information**

The Company may receive your personal information from the following sources.

1. The Company may receive your personal information directly from yourself, through your meeting's attendance registration, proxy (if any), heal inquiries (if any), a copy of an identification card or document for which you submitted as part of the attendance registration.
2. The Company may receive your personal information from the Company's shareholders' book on the record date that the Company will have received from Thailand Securities Depository Co., Ltd. or TSD as the Company's securities registrar.
3. On the shareholders' meeting date, the Company will arrange for a recording of photos and videos to collect the ambience within the meeting's area and of those attending it. You may appear in these photos and/or videos. If you do not wish for the Company to publish them, you may notify the Company for suspension of the photos' and videos' publication that features you.

**Information processing**

Upon receipt of your personal information, the Company will:

1. Collect your information both in the form of document and electronic data, whether locating onshore or offshore (shared drive/cloud) as may be necessary for the purpose of the Shareholders' Meeting, including other relevant activities.

2. Use your collected personal information to convene a meeting, register an attendee, count a quorum, count votes, pay dividends (if approved in that respective meeting), proceed in those matters to which the shareholders are entitled as a result of the Shareholders' Meeting (if any), contact and deliver documents to the shareholders, and proceed in those activities for which the Company has arranged for the shareholders.
3. Disclose your collected personal information to information technology service providers for processing data as pertains to registration of attendees, counting of quorum, and counting of votes, including for serving as a backup information in case of necessary inspection. The Company will also disclose your personal information to a live broadcast service provider so as to enable the relevant system and broadcast meeting's photos (if any), and an organizer relevant to the Company's activities conducted for the shareholders, to the extent relevant and necessary. The Company will also disclose the personal information (to the extent necessary) of those who are infectious, or reasonably suspected to be infectious, of severe contagious disease (if found) to the Department of Public Health, Ministry of Health, or other governmental organizations as required by law.

For shareholders who inquire during the meeting, there might be the recording of your name or surname in minutes of the meeting. These minutes will be disclosed in the Company's website and will be submitted to the Stock Exchange of Thailand (SET) and the Department of Business Development, Ministry of Commerce as required by law.

#### **Objectives of and bases in processing personal information**

Objectives of processing personal information

The Company stores, uses, and discloses your personal information for the following objectives: determining rights of shareholders who are entitled to attend the Shareholders' Meeting; convening the meeting; registering attendees; counting quorum; paying dividends (if approved in that respective meeting); proceeding in those matters to which the shareholders are entitled as a result of the Shareholders' Meeting (if any); and contacting and delivering documents to the shareholders, e.g. 56- 1 One Report and financial report.

#### **Bases in processing personal information**

Complying with legal obligations. The Company processes the personal information to ensure compliance with legal obligations as a listed company, a securities issuing company, or in other capacities, including obligations under the Public Limited Companies Act B.E. 2535 (1992), the Securities and Exchange Act B.E. 2535 (1992), and other laws, regulations, articles, and notifications that are relevant.

Legitimate interest. The Company processes the personal information for enabling legitimate interests that are reasonable and within boundaries reasonably expected by the owner of the personal information, or for other objectives for which the laws allow, e.g. voice recording, taking photographs, video recording, or CCTV to record required information for public relations and for security reasons or conducting of the Company's activities for the shareholders.

#### **Storing of personal information and timeline**

There of The Company stores your personal information in a hard copy format at the Company's office, or at other locations which the Company rents, or other places, used to store documents, of those contractors the Company hires to store important documents. The Company also stores your personal information in an electronic format in the Company's database, including the databases of information technology service providers hired by the Company, whereas the information will be stored throughout the time length that is necessary for the purpose of using the information in accordance with the objectives prescribed earlier. The Company also stores the personal information for the purpose of reference and inspection as may be necessary, for the 10 years period as from the date on which the Company receives the personal information, except for the case in which the laws provide otherwise, or the Company still retains the right or is entitled to process your information pursuant to the permissible bases. When the eligible timeframe has lapsed, the Company will destroy the information within 90 days.

#### **Rights of the personal information's owner**

The owner of the personal information is entitled to revoke consent for processing of personal information, which he or she has given. However, the revocation does not affect the collection, use, or disclose of the personal information that has already been conducted on the basis of the prior given consent. Moreover, the owner retains the right to access the personal information, to demand for a copy of the personal information, to request for the disclose of an improper acquire of personal information that the owner does not consent to, to rectify the inaccurate information, to delete the personal information, to suspend the use of the personal information, to transfer the personal information, including the rights to object to the processing of the personal information.

The owner of the personal information may exercise the above rights by submitting a request in writing to the Company or through electronic mail pursuant to the form and details prescribed in <https://www.twz.co.th> The Company will consider and notify the result of the consideration within 30 days as from the date on which the Company receives the request. The Company may decline the rights of the owner of the personal information in case the laws allow it to do so.

**Revisiting and modifying of the personal information protection guideline**

The Company may modify this guideline to ensure compliance with relevant laws and to ensure compatibility with the Company's change in operation. The Company will publish a notification of such change for your information before proceeding to affect the change.

**Contact information**

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