



Regulations for attending the shareholders' meeting by electronic meeting (E-AGM) - Conference system

1. Shareholders or proxy holders who will attend the E-AGM, please fill the registration form for the E-AGM through Electronic Platform via <https://itc.foqus.vc/registration/> or scan QR Code below. The system will be available to access during 15 – 30 March 2023.
2. When logging into the system, the shareholders or proxy holders must fill out the following information on the system: (The information must be the same as that obtained from the Thailand Securities Depository Co., Ltd. as of the record date.)
 - Securities holder registration number
 - Identification Card Number/ Passport Number/ Registration Number for juristic person
 - E-Mail address for receiving the WebLink, Username and Password for attending the Meeting
 - Mobile Phone Number
 - Additional documents specified under topic **“Identification documents to confirm the shareholder or a representative of the shareholder must be attached into the system”**.
3. When the Company receives documents listed in item 2 and thoroughly verifies them, the Company will send a username and password, as well as a WebLink for Attending the E-AGM and user manual. In case the request is rejected, the shareholder will receive an e-mail with the details and reason for rejection, then the shareholder can resubmit the documents through the system.

Please keep your username and password confidential. In the case your username and password are lost or you have not received it by **April 3, 2023**, please immediately contact the Company.
4. Please read the manual for using the E-AGM meeting system that will be e-mailed to you, or scan the QR code below for such manual. The system will be available 60 minutes prior to the meeting so the shareholder can register to attend. However, the live broadcast will begin at 1.00 pm.
5. For casting the vote during the E-AGM, a shareholder may cast his or her vote in each agenda to either “approve”, “disapprove”, or “abstain” from voting. For the shareholders who do not vote in any agenda, the system will automatically count your vote as “approved”.
6. If you encounter with any technical problems in using the E-AGM system before or during the meeting, please contact Quidlab Company Limited who will be the Company’s service provider for the Company’s E-AGM. The Company will specify a contact to Quidlab Company Limited in the email that provides your username and password.



Registration form for the E-AGM



User Manual for Systems



IDENTIFICATION DOCUMENTS TO CONFIRM THE SHAREHOLDER OR A REPRESENTATIVE OF THE SHAREHOLDER

Documents required to attend the meeting

1. Shareholder being an individual

- 1.1 Shareholder attending the meeting by himself/herself is requested to provide a certified true copy of the documents of the shareholder issued by governmental authorities, e.g., identification card, government officer identification card, or passport (in case of a foreigner).
- 1.2 Proxy holder attending the meeting
 - a) The completed proxy form and duly signed by both shareholder and the proxy together with 20 Baht stamp duty;
 - b) A certified true copy of the document of the shareholder issued by governmental authorities e.g., identification card, government officer identification card, or passport (in case of a foreigner).
 - c) A certified true copy of the document of the proxy holder issued by governmental authorities e.g., identification card, government officer identification card, or passport (in case of a foreigner).
 - d) The completed proxy form together with required documents are required to submit to the system.

2. Shareholder being a juristic person registered in Thailand

- 2.1 Shareholder attending the meeting by themselves
 - a) A certified true copy of the document of the authorized signatory of the shareholder issued by governmental authorities e.g., identification card, government officer identification card, or passport (in case of a foreigner).
 - b) A copy of the corporate affidavit, issued within 30 days by Department of Business Development, the Ministry of Commerce not more than 3 months prior to the Meeting date and certified by the authorized signatory of such juristic person. Please see the remark for shareholder being a juristic person registered overseas.
- 2.2 Proxy holder attending the meeting
 - a) The completed proxy form and duly signed by both the proxy holder and the authorized signatory of the shareholder together with the company seal affixed (if any), and 20 Baht stamp duty.
 - b) A copy of the corporate affidavit, issued within 30 days by Department of Business Development, the Ministry of Commerce not more than 3 months prior to the Meeting date and certified by the authorized signatory of such juristic person. Please see the remark for shareholder being a juristic person registered overseas.
 - c) A certified true copy of the document of the authorized signatory of the shareholder issued by governmental authorities e.g., identification card, government officer identification card, or passport (in case of a foreigner).
 - d) A certified true copy of the document of the proxy holder issued by governmental authorities e.g., identification card, government officer identification card, or passport (in case of a foreigner).
 - e) The completed proxy form together with required documents are required to submit to the system.



Remark: Shareholder being a juristic person registered overseas

- A copy of the certificate of Incorporation issued by the regulatory body of the country where the juristic person is domiciled. The certification of Incorporation shall be notarized by a Notary Public no longer than 12 months.
- The document with the original copy written in the language other than English must be submitted together with the English translation. The translation copy must be certified by the juristic person's authorized person.