

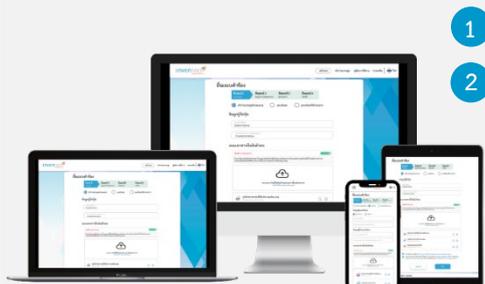
## Guidelines for attending of Electronic Meeting by Inventech Connect

Shareholders and proxies wishing to attend the meeting can proceed according to the procedure for submitting the request form to attend the meeting via electronic media as follows:

### Step for requesting Username & Password from via e-Request system

1. The Shareholders must submit a request to attend the meeting by Electronic Means via Web Browser at

<https://con.inventech.co.th/ITC172384R/#/homepage> or scan QR Code  and follow the steps as shown in the picture



1 Click link URL or scan QR Code in the letter notice Annual General Meeting

2 Choose type request for request form to 4 steps

Step 1 Fill in the information shown on the registration

Step 2 Fill in the information for verify

Step 3 Verify via OTP

Step 4 Successful transaction, The system will display information again to verify the exactitude of the information

**\*\* Merge user accounts, please using the same email and phone number \*\***

3 Please wait for an email information detail of meeting and Password

2. For Shareholders who would like to attend the Meeting either through the Electronic Means by yourself or someone who is not the provided independent directors, please note that the electronic registration will be available from 29 March 2024 at 8:30 a.m. and shall be closed on 5 April 2024 until the end of the meeting.

3. The electronic conference system will be available on 5 April 2024 at 12:00 p.m. (2 hours before the opening of the meeting). Shareholders or proxy holders shall use the provided Username and Password and follow the instruction manual to access the

### Appointment of Proxy to the Company's Directors

For Shareholders who authorize one of the Company's Independent Directors to attend and vote on his or her behalf, The Shareholders can submit a request to attend the meeting by Electronic Means of the specified procedures or send the proxy form together with the identification documents of the shareholder to the Company by mail to the following address. The proxy form and required documents shall be delivered to the Company by 1 April 2024 at 5.00 p.m.

Company Secretary office

i-Tail Corporation Public Company Limited

979/92-94, 29th Floor, S.M. Tower, Phaholyothin Road, Phayathai Sub-District, Phayathai District,

Bangkok Thailand, 10400

### If you have any problems with the software, please contact Inventech Call Center



02-931-9137



@inventechconnect



The system available during 29 March – 5 April 2024 at 08.30 a.m. – 05.30 p.m.

(Specifically excludes holidays and public holidays)

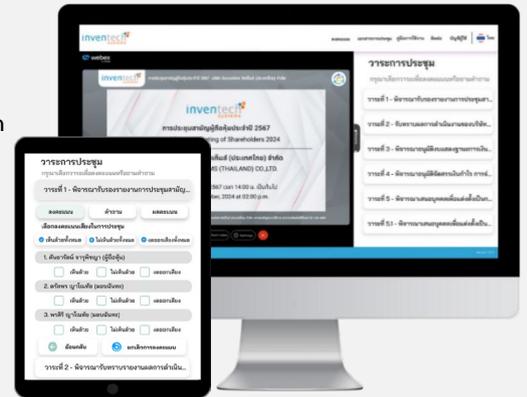


Report a problem

@inventechconnect

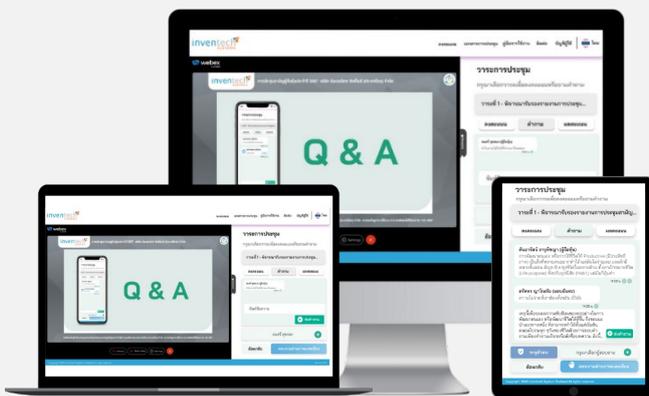
## Step voting process (e-Voting)

- 1 Get email and password that you received from your email or request OTP
- 2 Click on “Register” button, the system has already registered and counted as a quorum.
- 3 Click on “Join Attendance”, Then click on “Join Meeting” button
- 4 Select which agenda that you want to vote
- 5 Click on “Vote” button
- 6 Click the voting button as you choose
- 7 The system will display status your latest vote



To cancel the last vote, please press the button “Cancel latest vote (This means that your most recent vote will be equal to not voting, or your vote will be determined by the agenda result) Shareholders can conduct a review of the votes on an agenda basis. When the voting results for that agenda are closed.

## Step to ask questions via Inventech Connect



➤ Select which agenda

➤ Click on “Question” button

1 Ask a question

➤ Type the question then click “Send”

2 Ask the question via video

➤ Click on “Conference”

➤ Click on “OK” for confirm your queue

➤ Please wait for the queue for you then you can open the microphone and camera

## How to use Inventech Connect



User Manual e-Request



User Manual e-Voting



Video of using Inventech Connect

\* Note: The Operation of the electronic conferencing system and Inventech Connect systems. Check internet of shareholder or proxy include equipment and/or program that can use for best performance. Please use equipment and/or program as the follows to use systems.

1. Internet speed requirements

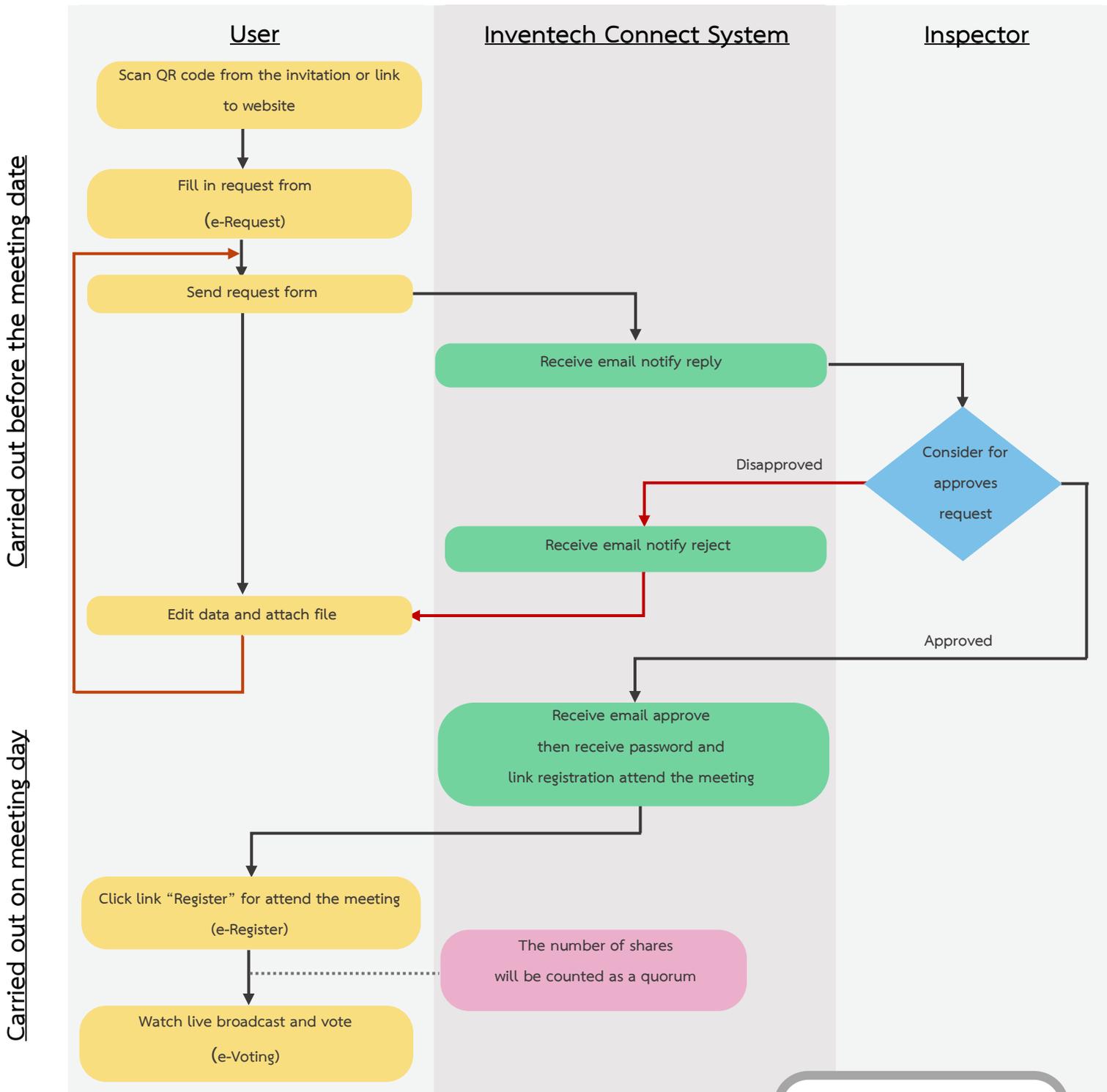
- High-Definition Video: Must be have internet speed at 2.5 Mbps (Speed internet that recommend).
- High-Quality Video: Must be have internet speed at 1.0 Mbps.
- Standard Quality Video: Must be have internet speed at 0.5 Mbps.

2. Equipment requirements.

- Smartphone/Tablet that use IOS or android OS.
- PC/Laptop that use Windows or Mac OS.

3. Requirement Browser Chrome (Recommend) / Safari / Microsoft Edge **\*\* The system does not supported internet explorer.**

## Guidelines for attending of Electronic Meeting



### Condition of use

#### In case Merge account/change account

In case filing request multiple by using the same email and phone number, the systems will merge account or in case user has more than 1 account, you can click on "Change account" and the previous account will still count the base in the meeting.

#### In case Exit the meeting

Attendees can click on "Register for exit the quorum", the systems will be number of your shares out from the meeting base.



## IDENTIFICATION DOCUMENTS TO VERIFY RIGHT TO ATTEND

### THE SHAREHOLDERS' MEETING

#### Documents required to attend the meeting

#### 1. Shareholder as an individual

- 1.1 Shareholder attending the meeting in person is requested to provide a certified true copy of the valid documents of the shareholder issued by governmental authorities, e.g., identification card, government officer identification card, or passport (for foreigners).
- 1.2 Proxy attending the meeting
  - a) The completed proxy form, duly signed by both shareholder and the proxy, along with a 20 Baht stamp duty;
  - b) A certified true copy of the valid document of the shareholder issued by governmental authorities e.g., identification card, government officer identification card, or passport (for foreigners).
  - c) A certified true copy of the valid document of the proxy issued by governmental authorities e.g., identification card, government officer identification card, or passport (for foreigners).
  - d) The completed proxy form together with the required documents must be submitted to the system or by post.

#### 2. Shareholder as a juristic person registered in Thailand

- 2.1 Shareholder attending the meeting
  - a) A certified true copy of the valid document of the authorized signatory of the shareholder issued by governmental authorities e.g., identification card, government officer identification card, or passport (for foreigners).
  - b) A copy of the corporate affidavit, issued by the Department of Business Development, 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 shareholders being juristic persons registered overseas.
- 2.2 Proxy attending the meeting
  - a) The completed proxy form, duly signed by both the proxy and the authorized signatory of the shareholder with the company seal affixed (if any), and 20 Baht stamp duty.
  - b) A copy of the corporate affidavit, issued by the Department of Business Development, 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 shareholders being juristic persons registered overseas.
  - c) A certified true copy of the valid document of the authorized signatory of such juristic person issued by governmental authorities e.g., identification card, government officer identification card, or passport (for foreigners).
  - d) A certified true copy of the valid document of the proxy holder issued by governmental authorities e.g., identification card, government officer identification card, or passport (for foreigner).
  - e) The completed proxy form with the required documents must be submitted to the system or by post.



**Remark:** Regarding shareholders registered as juristic persons 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.

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