Guidelines for attending the Annual General Meeting of Shareholders by Electronic Means

HaadThip Public Company Limited

Since the COVID-19 situation in Thailand is still continuous spreading with a lot of uncertainty, HaadThip Public Company Limited ("the Company") therefore is concerned for the safety of Shareholders, and in order to prevent the spread of COVID-19 infection, the Company decided to hold the 2022 Annual General Meeting of Shareholders by Electronic Means on Tuesday, 26th April 2022 at 14.30 hrs. according to the relevant announcements and regulations, in which the Company will not provide onsite registration or voting on the meeting day. Therefore, all Shareholders or proxies are requested to attend the Meeting by Electronic Means only in accordance to the following guidelines:

Guidelines to attend the Meeting by Electronic Means

1. The Shareholders must submit a request (e-Request) to attend the Meeting by Electronic Means via Web Browser at https://app.inventech.co.th/HTC164521R or scan QR Code:

2. The Shareholders must prepare the following information/document to fill-in through the system:
   (1) Identification Card Number/Passport Number for foreigner
   (2) Shareholders Registration Number (Appear on a notification of meeting)
   (3) Name and Surname
   (4) Amount of Shares
   (5) Email Address
   (6) Mobile Number
   (7) Attachments
   - For Shareholders who wish to attend the Meeting by Electronic Means themselves, please attach the copy of Identification Card /Passport for foreigner and certified true copy (photo is also applicable).
   - For Shareholders who wish to attend the Meeting by Electronic Means with proxies who are not Independent Directors of the Company, please also attached the proxy forms with required documents (photo is also applicable).

3. After that please proceed on the following procedures:
   (1) After clicked URL or scanned QR Code, please choose to file a request form.
   (2) Fill-in the information as asked on the registration page.
   (3) Click ☑ to agree with the Requirements for Meeting Attendance via the Inventech Connect.
   (4) Click "Request" button.
   (5) Then, please wait for an email from the officer informing on Meeting details and Username & Password.

4. For Shareholders who would like to attend the Meeting through the Electronic Means by yourself or by proxy, please register through the provided system in accordance to the guidelines. The e-Request system will be opened on **19th April 2022 at 8:30 a.m. and shall be closed when the meeting adjourned on 26th April 2022.**

5. The electronic conference system will be available on 26th April 2022 at 12.30 hrs. onward (2 hours' prior the meeting). The Shareholders or proxies shall use the provided Username & Password and follow the instruction to access the system.

6. For Shareholders who would like to attend the Meeting through the Electronic Means by proxy, please appoint any person to act as your proxy or authorize one of the Company's Independent Directors to attend and vote on your behalf.

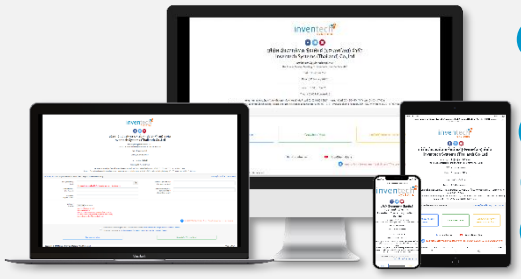
7. For Shareholders who authorize one of the Company's Independent Directors to attend and vote on his or her behalf, please submit the proxy with the Shareholder's power of attorney by **22nd April 2022** by post, using the envelope enclosed with this letter and send to the Company.

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://app.inventech.co.th/HTC164521R or scan QR Code and follow the steps as shown in the picture



** 1 email account per 1 shareholder ID**

1. Click link URL or scan QR Code in the letter notice Annual General Meeting.
2. Shareholders choose to file a request form.
3. Fill in the information shown on the registration page.
4. ☑ agree to the Requirements for Meeting Attendance via the Inventech Connect.
5. Click "Request" button.
6. Please wait for an email from the officer informing you of meeting details and Username & 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 19th April 2022 at 8:30 a.m. and shall be closed on 26th April 2022 Until the end of the meeting.

3. The electronic conference system will be available on 26th April 2022 at 12:30 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 system.

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, please submit the proxy form together with required documents to the Company by mail to the following address. Such proxy form and required documents shall be delivered to the Company by Friday 22nd April 2022 at 5.00 p.m.

HaadThip Public Company Limited
Company Secretary Department
36/6 Soi Ramkhamhaeng 21 (Navasri) Yaek 5, Phlabphla, Wang Thonglang, Bangkok 10310

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

+662 931 9134

@inventechconnect

The system available during 19th – 26th April 2022 at 08.30 a.m. – 05.30 p.m.
(Specifically excludes holidays and public holidays)

Report a problem

Installation Guide for Webex Meetings

For IOS Operating System

1. Go to Application App Store
2. Search Webex Meetings

3. Click "GET" for install application
4. Please wait until to download is complete
5. Finish the application has installed it will appear on your smart phone

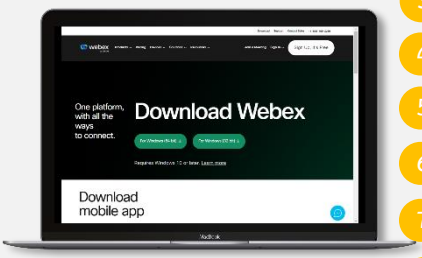
For Android Operating System

1. Go to Application Play Store
2. Search Webex Meetings

3. Click "INSTALL" for install application
4. Please wait until to download is complete
5. Finish the application has installed it will appear on your smart phone

For Windows Operating System

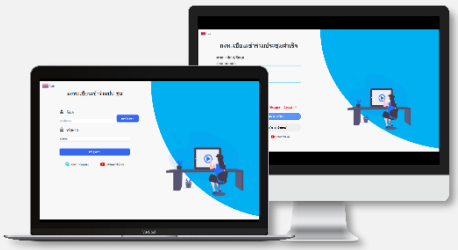
1. Go to website https://www.webex.com/downloads.html
2. Click "For Windows (64 bit)/For Windows (32 bit)" choose to the operating system on your computer.



3. Click the downloaded file "webexapp.msi" for installation Webex Meetings.
4. Click "Next" button for install program.
5. Please wait until to download is complete.
6. Click "Finish" button when the system finishes installation.
7. Click "Agree" button for accept the terms in the license
8. Enter "your email" and click "Next" button to get access.

Step for registration for attending the meeting (e-Register)

1. Click registration link URL from email approved.
2. Get Username and Password that you received from your email or request OTP to login.
3. Click "REGISTER" button the system has already registered and counted as a quorum.
4. Click "Live broadcast" button



5. Use Cases PC/Laptop : Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows

5.1 Fill in the email address in the Email Address field to match the email address you submitted the application form.

5.2 Click "Join Now" button

5.3 Click "Run a temporary application"

5.4 Click the downloaded file.

5.5 Click "Join Event" button to attend the meeting.

5 Use Cases Mobile/iPad : Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows

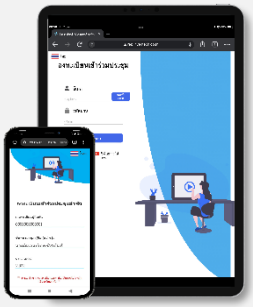
5.1 Click “Join” button

In case if never use Webex Meetings. In the first use it will have get popup, you must click "ACCEPT" (Android) or click "I Accept" (iOS).

5.2 Enter your name in the Name box, fill out email in an e-mail address box match the e-mail address for submitting the application.

5.3 Click “Accept” for accept access for application.

5.4 Click “Join” button to get in to meeting.



Step voting process (e-Voting)

Use Cases PC/Laptop

1 Click “Continue” button on menu “Multimedia Viewer”.

2 Get Username and Password that you received from your email or request OTP to login.

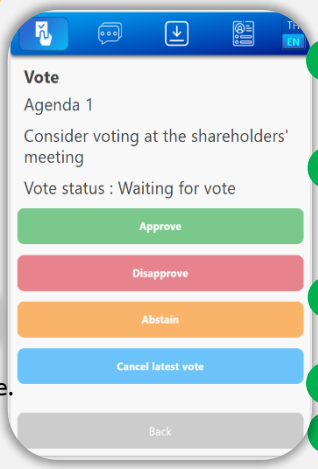
3 Click “REGISTER” button.

4 Click on menu “Voting” or symbol

5 Select which agenda that you want to vote.

6 Click the voting button as you choose.

7 The system will display status your latest vote.



Use Cases Mobile/iPad

1 Click on menu “Participants” or symbol

2 Click on menu “Chat” and choose message from Inventech connect (Android) or click on “Chat” or symbol (iOS)

3 Shareholders can click link in the chat message.

4 Then click on “Continue” button.

5 Get Username and Password that you received from your email or request OTP to login.

6 Click “REGISTER” button.

7 Click on menu “Voting” or symbol

8 Select which agenda that you want to vote.

9 Click the voting button as you choose.

10 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 are closed.

Step to ask questions via Inventech Connect

- Click "Ask a question" on menu or symbol

1. Ask a question via send the question.
   - Select which agenda that you want to ask.
   - Type the question then click "Send"
2. Ask the question via video record.
   - Select which agenda that you want to ask.
   - Click "Get queue ask the question via video" button or symbol Get queue ask the question via video
   - Fill out your name that show in Webex
   - Click ""Get the queue" button or symbol Get the queue
   - Please wait for the signal from the officer to ask questions in the Chat channel.

Installation Guide for Webex Meetings and How to use Inventech Connect

1. User Manual via e-Request
2. Installation Guide for Webex Meetings
3. User Manual Inventech Connect

Remark:

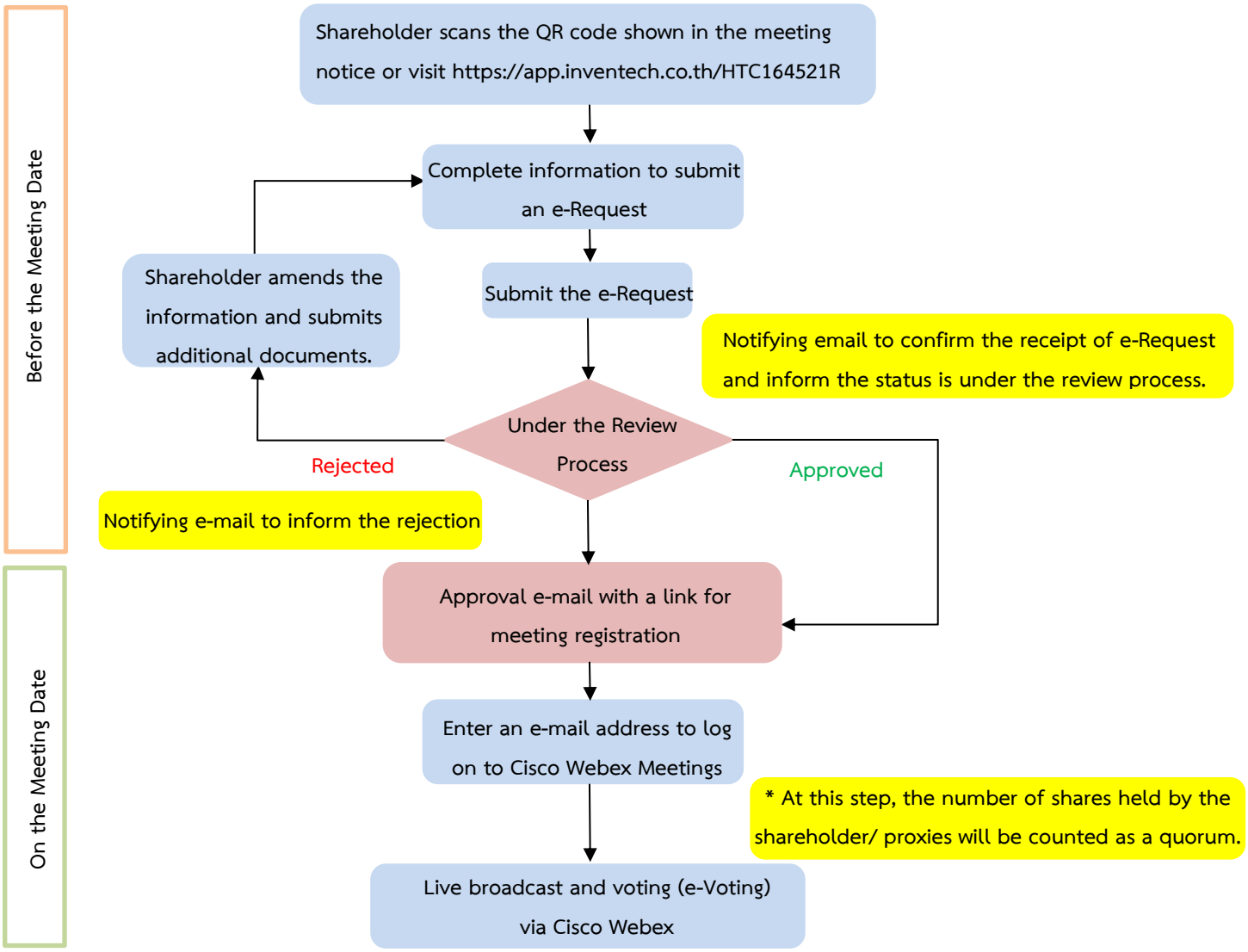
1. The shareholders must fill-in the Username & Password that was received via email for registration and Joining themeeting. At this procedure, it will be considered that the shareholders has already registered to attend the meeting and the number of shares of the shareholder to be counted as a quorum, (if the shareholders do not register to attend the meeting, your shares will not be counted, and the shareholders cannot vote or watch the live meeting). Also, if the shareholders leave the meeting during the meeting, the system will remove the votes of the shareholders from the meeting.

2. The shareholders must prepare the email address for e-request to obtain **1) Link for the meeting. and 2) Username & Password for attending the meeting by electronic means.**

3. The required information must be aligned with the information as of the record date that was provide by Thailand Securities Depository Co., Ltd. (TSD).

4. 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 Firefox or Chrome (Recommend) or Safari

Flowchart for the Meeting Attendance via e-Meeting



Note

1. For a proxy appointed by multiple shareholders:

- Such proxy may press the "Switch Account" button to log into other accounts, and the votes and the meeting quorums of previously used accounts will still be included as the base number of votes.

2. Leaving the meeting

- Meeting participants may press the "Leave Meeting" button to leave the meeting. As such, the votes of shareholders/proxies will be annulled for the remaining agenda items that have not yet been voted on.