

**Guidelines and Document as a Proof for attending the Annual General Meeting of Shareholders by Electronic Means (E-AGM)**

The Annual General Shareholder Meeting Year 2023 of HaadThip Public Company Limited ("the Company"), shall take place on Friday 21<sup>st</sup> April 2023 at 14:00 hours by Hybrid Meeting (Shareholders and proxy holders having the right to attend the meeting can either attend via electronic means (E-AGM) or physical meeting at Ballroom 1, 5<sup>th</sup> Floor, Hyatt Regency Bangkok Sukhumvit Hotel, 1 Soi Sukhumvit 13, Khlong Toei Nuea, Watthana, Bangkok 10110.

**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/HTC141520R/#/homepage> or scan QR Code through the system



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 (Attachment 7) with required documents (photo is also applicable).
3. After that please proceed on the following procedures:
  - 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 page
    - 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
  - 3) Please wait for an email information detail of meeting 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 12<sup>th</sup> April 2023 at 8:30 hours and shall be closed when the meeting adjourned on 21<sup>th</sup> April 2023.
5. The electronic conference system will be available on 21<sup>st</sup> April 2023 at 12.00 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 (Attachment 6) 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 within 20<sup>th</sup> April 2023 at 17.00 hours by post, using the envelope enclosed with this letter and send to Company Secretary, Haadthip Public Company Limited, 36/6 Ramkhamhaeng 21 Alley, Lane 5, Phlabphla, Wang Thonglang, Bangkok 10310.

Document or Evidence as a Proof of Shareholding or a Proxy of a Shareholder for registration to attend the  
Annual General Meeting of Shareholders via electronic means (E-AGM)

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1. Shareholders who attend the meeting by means of electronic must

1.1 Present valid official Identification Card, Government Identification Card or Passport (for non-Thais) for registration. In case of any changes of name and/or surname, evidence of such changes, certified as true and correct copy, shall be presented.

2. Proxy must

2.1 Proxy holder to sign the proxy form (Attachment 7) with required document (photo is also applicable).

2.2 Submit the proxy form (Attachment 7) for registration as follows:

(1) Precisely fill in and sign the proxy form (Attachment 7) and specify your vote (s) for each item. HTC will be responsible for the Duty Stamp of Baht 20 to be affixed to the proxy form.

(1.1) If the appointing shareholder in an ordinary person,

(a) Please enclose a copy of the valid Identification Card or Government Identification Card, or Passport (for non-Thais), certified as true and correct copy by the grantor. In order to comply with Personal Data Protection Act B.E. 2562, we would request the grantor to cross out, conceal, or do anything to conceal certain data namely Religions and/or Blood Type (the "Required Document"). In case that the grantor does not cross out, conceal, or do anything to conceal such data, HTC reserves the right to do the aforementioned.

(b) In case Shareholders are minors, their father, mother or guardians shall attend the meeting in person or by proxy. The aforementioned persons shall certify and submit a copy of house registration of the minor, a copy of marriage certification, a copy of certificate of legitimation of child, or a copy of court order with regards to an appointment of guardian (if any) as additional evidence.

In case of proxy, a copy of any of the Required Documents of grantor with cross-out or concealed data as specified in 1.1 (a) shall be required.

(c) In case Shareholders deceased, the administrator of the deceased's estate shall attend the meeting in person or by proxy. The aforementioned persons shall certify and submit a copy of court order with regards to an appointment of administrator of the deceased's estate as additional evidence.

In case of proxy, a copy of any of the Required Documents of grantor with cross-out or concealed data as specified in 1.1 (a) shall be required.

(d) In case Shareholders are incompetent persons or quasi-incompetent persons, the guardian or curator shall attend the meeting in person or by proxy. The aforementioned person shall certify or submit a copy of court order with regards to an appointment of guardian or curator as additional evidence.

In case of proxy, a proxy of any of the Required Documents of grantor with cross-out or concealed data as specified in 1.1 (a) shall be required.

(e) Proxy holder shall present valid official Identification Card or Government Identification Card, or Passport (for non-Thais) for registration.

(1.2) If the appointing shareholder is a juristic person or a custodian:

(a) The proxy form shall be signed by the authorized person(s), according to its Affidavit with the seal of the juristic person being affixed (if any), and by the proxy.

(b) Juristic Persons incorporated in Thailand,

- Please enclose a copy of the latest version of the Affidavit of the juristic person, issued by the Ministry of Commerce or the relevant government authority (not longer than 60 days prior to the meeting date). Such document must be certified as true and correct copy by the authorized person(s), with the juristic person's seal affixed (if any) and a copy of any of the Required Documents of the authorized person(s) with cross-out or concealed data as specified in 1.1 (a) shall be required;
- Proxy holder shall present valid official Identification Card, Government Identification Card, or Passport (for non-Thais) for registration.

(c) Foreign Juristic Persons,

☐ Please enclose the documents as follows:

- A copy of the latest version of the Affidavit of the juristic person, issued by the relevant government authority of the country where the juristic person is incorporated which has been notarized by a notary public or competent government authority. The date of issue shall not exceed 6 months from the date of the meeting.
- A copy of any of the Required Documents of the authorized person(s) with cross-out or concealed data as specified in 1.1 (a) shall be required.
- If the copy of the latest version of the Affidavit that has been notarized by the notary public or the competent government authority is presented, such document must be certified as true and correct copy by the authorized person(s) of that juristic person, together with its seal being affixed (if any).

☐ Proxy holder shall present valid official Identification Card, Government Identification Card, or Passport (for non-Thais) for registration.

(d) For foreign juristic persons, unless the original document is in English language, the English translation certified as true and correct translation by the authorized person(s) shall also be presented.

(e) If the grantor is a custodian, please enclose the power of attorney of such grantor authorizing the custodian together with the evidences of the grantor and custodian in accordance with (1.1) or (1.2) (as the case may be) and a copy of the confirmation letter or business license showing that it can act as the custodian.

(2) Each copy of the document must be certified as true and correct copy.

(3) In case of sub-attorney, all complete copies of power of attorney authorizing the attorney to attend the meeting and sub-attorney must be submitted. In any case, the Required Documents of grantor(s) and attorney(s) as specified in (1.1) (a) shall be required.

(4) If shareholder prefers to appoint HTC's independent directors to be his or her proxy, please appoints any of the following persons:

- |                             |  |
|-----------------------------|--|
| 1. Mr. Prakrit Pradipasen   | Independent Director/ Chairman of the Audit Committee  |
| 2. Mr. Yanyong Maethapanich | Independent Director/ Member of the Audit Committee/<br>Chairman of the Nomination and Remuneration<br>Committee / Member of the Risk Management and<br>Corporate Governance Committee |
| 3. Mr. Swin Chatsuwan       | Independent Director/ Member of the Audit Committee  |


2.3 For your convenience, please submit the proxy form to Company Secretary Department, HaadThip Public Company Limited, 36/6 Soi Ramkhamhaeng 21 (Navasri) Yaek 5, Phlabphla, Wang Thonglang, Bangkok 10310, Thailand, for examination by 20<sup>th</sup> April 2023.

### **3. Change of Title/Name/Surname of a Meeting Attendee**

Please present the evidence to verify that change.

➤ In case shareholders and proxies 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/HTC141520R/#/homepage> or scan QR Code  and follow the steps as shown in the picture



**\*\* Merge user accounts, please using**

- 1 Click link URL or scan QR Code in the letter notice Annual General Meeting
- 2 Choose type request for request form to 4 step
  - Step 1 Fill in the information shown on the registration page
  - 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
- 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 12<sup>th</sup> April 2023 at 8:30 hours and shall be closed on 21<sup>st</sup> April 2023 Until the end of the meeting.

3. The electronic conference system will be available on 21<sup>st</sup> April 2023 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 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, 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 required documents to the Company by mail to the following address. The proxy form and required documents shall be delivered to the Company by 20<sup>th</sup> April 2023 at 17.00 hours.

Company Secretary Department

Haadthip Public Company Limited

Address 36/6 Soi Ramkhamhaeng 21 (Navasri), Yaek 5 Phlabphla, Wang Thonglang, Bangkok, Thailand 10310

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



02-931-9130



@inventechconnect



The system available during 12 – 21 April 2023 at 08.30 – 17.30 hours

(Specifically excludes holidays and public holidays)




Report a problem

@inventechconnect

## Installation Guide for Webex Meetings


For Shareholders use via PC/Laptop is not install application, for use via Mobile are install steps as follows.

### For IOS Operating System

- 1 Go to Application **App** 
- 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



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

- 1 Click registration link URL for join meeting from email approve
- 2 Get Username and password or request OTP to login
- 3 Click **"Register"** button the system has already registered and counted .as a quorum
- 4 Then click **"Join Attendance"** button
- 5 Click **"Watch Meeting"** button



- 6 Click **"Open Webex"** button
- 7 Use Cases PC/Laptop: Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows
  - 7.1 Fill in the Name and Email Address to match the information you submitted the request form.
  - 7.2 Click on **"Next"** button
- 8 Click on **"Join"** button to get in to meeting.

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

6. Fill in the Name and Email Address to match the information you submitted the request form.
6. Click on **"OK"** button
- 7 Click on **"Allow"** for accept access for application
- 8 Click on **"Join"** button to get in to meeting.




## Step voting process (e-Voting)

## Use Cases PC/Laptop

- 1 Click "Continue" button on menu
- 2 Get email and password that you received from your email or request OTP
- 3 Click on "Login" button
- 4 Then click on "Join Attendance" button
- 5 Select which agenda that you want to vote
- 6 Click on "Vote" button
- 7 Click the voting button as you choose
- 8 The system will display status your latest vote



## Use Cases Mobile/iPad

- 1 Click on "Participants" or symbol 
- 2 Click on menu "Chat" and choose message from Inventech Connect (Android) or click on "Chat" or Symbol (iOS)
- 3 Click link in the chat message.
- 4 Click on "Continue" button
- 5 Get email and password that you received from your email or request OTP
- 6 Click on "Login" button
- 7 Then click on "Join Attendance" button
- 8 Select which agenda that you want
- 9 Click on "Vote" button
- 10 Click the voting button as you choose
- 11 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

- 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 your can
- open microphone and camera





## Installation Guide for Webex Meetings and How to use Inventech Connect



User Manual e-Request



User Manual e-Vote

\* Note 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.

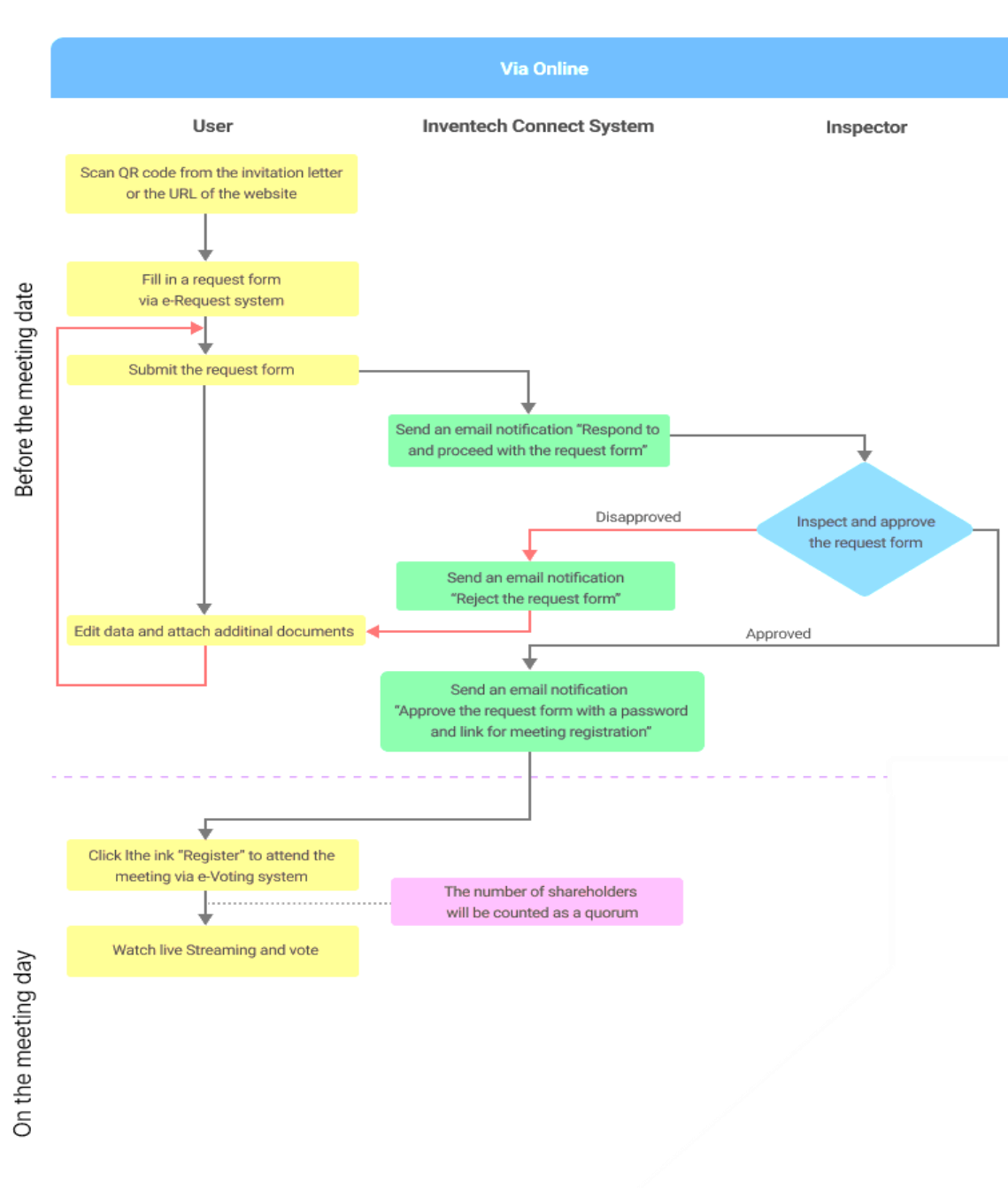
3. Requirement Browser Chrome (Recommend) / Safari / Microsoft Edge

**\*\* The system does not supported internet explorer.**

You can check the supported device versions at <https://help.webex.com/en-us/article/nki3xrq/Webex-Meetings-Suite-System-Requirements> or scan the QR Code



## Guidelines for attending of Electronic Meeting



### **In case of meeting / changing accounts**

In case of submitting multiple requests by using the same email and phone number, the systems will merge accounts or in case that user has more than 1 account, he/she can click on "Change account" to switch between accounts, will still be while counted as the base account in the meeting

### **In case of leaving the meeting**

Attendees can click on "Register for leaving the meeting", the number of your shares will be deducted from base votes in all unfinished agenda items meeting base.

System Usage Conditions