


## **ATTACHMENT 1**

### **Guidelines and document as proof for attending the Annual General Shareholders' Meeting by Electronic Means (E-AGM)**

The Annual General Shareholders' Meeting 2026 of HaadThip Public Company Limited ("the Company"), shall take place on Thursday, 23<sup>rd</sup> April 2026 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 Fuji 1 Room, 4<sup>th</sup> floor, Hotel Nikko Bangkok, 27 Soi Sukhumvit 55 (Thonglor), Sukhumvit Road, Klongtan Nua, Wattana, Bangkok 10110.

#### **Guidelines to attend the meeting by Electronic Means**

1. The Shareholders must submit a request to attend the meeting by electronic means via web browser at <https://fort.inventech.co.th/HTC265283R/#/homepage> or scan below QR Code
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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 Form (Attachment 7) with the required documents (photo is also applicable).
  3. After that please proceed with the following procedures:
    - 1) Click URL link or scan QR Code printed on the Invitation Letter
    - 2) Select a request type to process with 4 steps:
      - Step 1 Fill in the required information
      - Step 2 Fill in the information for identity verification
      - Step 3 Verify via OTP
      - Step 4 Upon completion, the system will display the shareholder's information again for verification
    - 3) Please wait for an email for the details of meeting and login credentials (Username & Password)
  4. For Shareholders who would like to attend the Meeting via the Electronic means, either by themselves or by proxy, please register through the provided system in accordance with the guidelines. The e-Request system will open on 16<sup>th</sup> April 2026 at 08:30 hrs. and will be closed when the meeting is adjourned on 23<sup>rd</sup> April 2026.
  5. The electronic meeting system will be accessible on 23<sup>rd</sup> April 2026 at 12.00 hours (2 hours before the meeting starts). Shareholders or proxy holders shall use the provided Username & Password and follow the instructions to access the system.
  6. For Shareholders who would like to appoint a proxy via Electronic Means may submit a request following the specified procedures. Shareholders may appoint an individual as their proxy or authorize one of the Company's Independent Directors (Attachment 6) as their proxy. The designated Independent Director will cast votes on each agenda as instructed in the proxy form.
  7. For Shareholders who authorize one of the Company's Independent Directors to attend and vote on their behalf, please submit the proxy form along with the Shareholder's power of attorney by post, using the enclosed envelope. The documents must arrive **no later than 22<sup>nd</sup> April 2026 at 17.00 hrs.**, and be sent to:

**HaadThip Public Company Limited**  
**Company Secretary Office**  
**36/6 Ramkhamhaeng 21 Alley, Lane 5, Phlabphla, Wang Thonglang, Bangkok 10310.**

**Document or evidence as proof of a Shareholder or Proxy holder for registration to attend  
the Annual General Shareholder's Meeting 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 holders 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 the 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 the 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 persons shall certify or submit a copy of the court order with regard to an appointment of the 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 holders shall present valid official Identification Card, Government Identification Card, or Passport (for non-Thais) for registration.

(c) Foreign Juristic Persons,

- Please enclose 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 holders 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 a 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 appoint any of the following persons:
- |                             |  |
|-----------------------------|--|
| 1. Mr. Prakit 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 Committee /<br>Member of the Corporate Governance and Risk Management<br>Committee |
| 3. Mr. Swin Chatsuwana      | Independent Director / Member of the Audit Committee   |

2.3 For your convenience, please submit the proxy form and supporting documents to Company Secretary Department, HaadThip Public Company Limited, 36/6 Soi Ramkhamhaeng 21 (Navasri) Yaek 5, Phlabphla, Wang Thonglang, Bangkok 10310, Thailand, for document verification prior the meeting by 22<sup>nd</sup> April 2026.


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

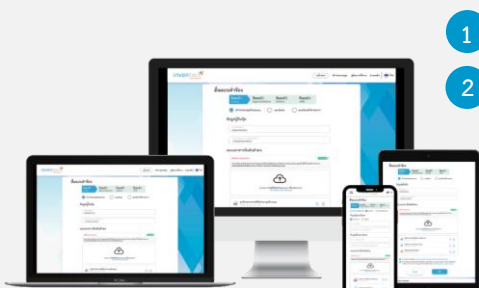
Please present the support document to verify that change.

## Guidelines for attending

➤ 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://fort.inventech.co.th/HTC265283R/#/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 step
  - 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
- 3 Please wait for an email information detail of meeting and Password

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

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 **April 16, 2026 at 8:30 a.m.** and shall be closed on **April 23, 2026** Until the end of the meeting.

3. The electronic conference system will be available on **April 23, 2026 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 22<sup>nd</sup> April 2026 at 5.00 p.m.

HaadThip Public Company Limited


Company Secretary Office

36/6 Ramkhamhaeng 21 Alley, Lane 5, Phlabphla, Wang Thonglang, Bangkok 10310.

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

 02-460-9222

 @inventechconnect

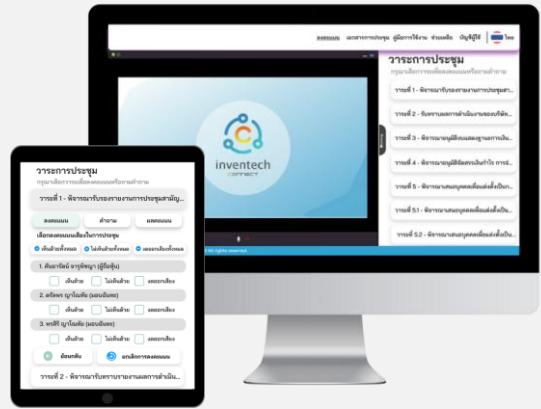
 The system available during April 16 - 23, 2026 at 08.30 a.m. – 05.30 p.m.  
(Specifically excludes holidays and public holidays)



Report a problem  
@inventechconnect

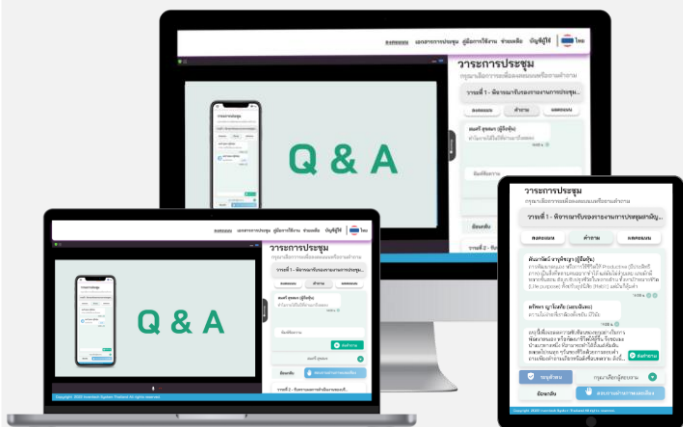
## Steps for registration for attending the meeting (e-Register) and voting process (e-Voting)

- 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 “Accept” 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



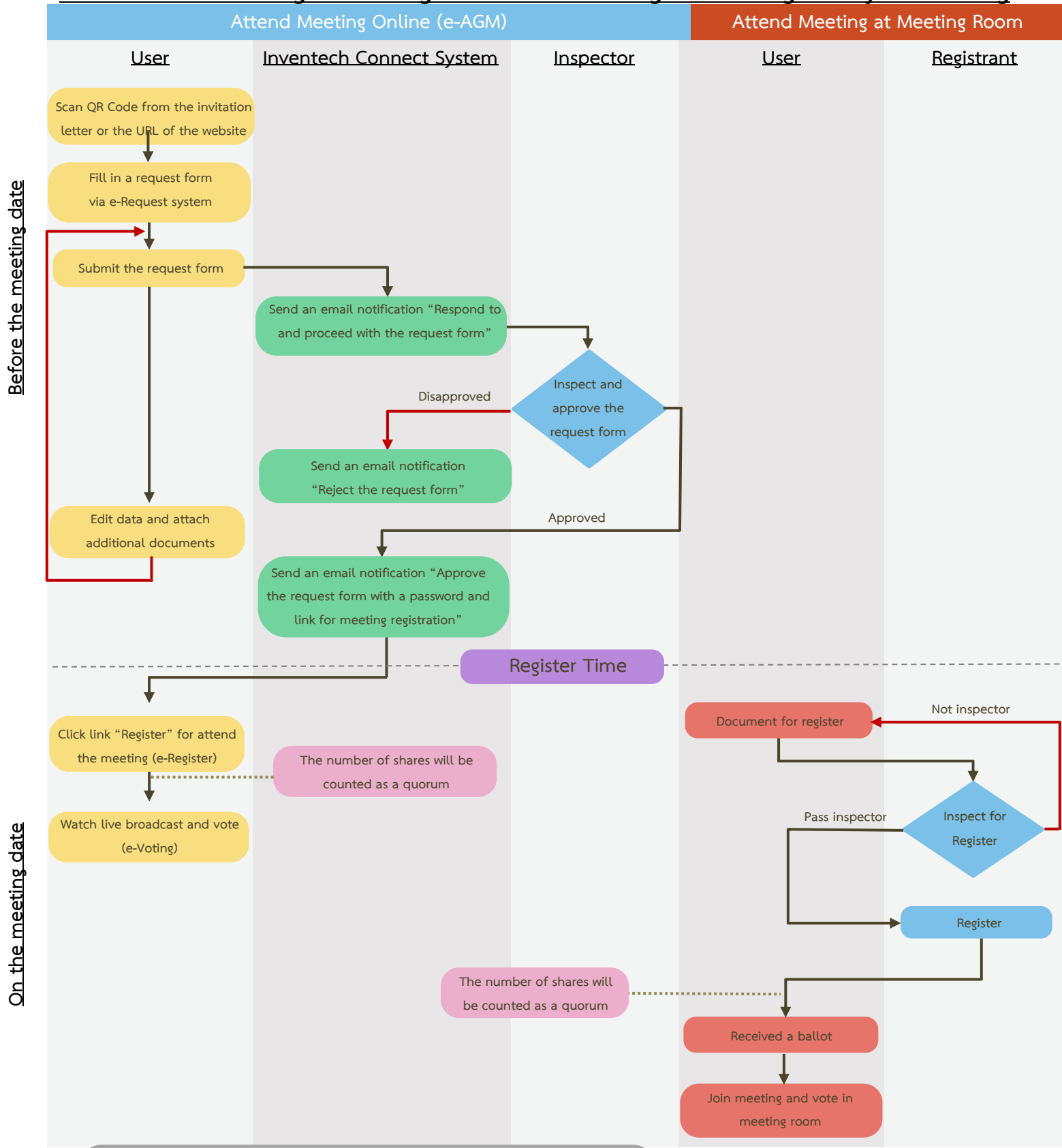
- Select which agenda
  - Click on “Question” button
- 1 Ask a question
    - Type the question then click “Send”
  - 2 Ask the question via video
    - Click on “Conference”
    - Click on “OK” for confirm your queue
    - Please wait for the queue for you then you can open the microphone and camera

\* 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**



# Guidelines for Attending the Meeting via Electronic Meeting or Attending the Physical Meeting



## System Usage Conditions via Electronic Meetings (e-Meeting)

### 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 to leave the quorum", the systems will be number of your shares out from the meeting base.