



Enclosure No. 7

- Requirement for Shareholders attend E-EGM No. 1/2022
- Guideline for Mobile Application IR Plus AGM / Video Application IR PLUS AGM (Scan QR Code)

**Requirement for Shareholders attend E-EGM No. 1/2022**

The Company facilitates and provides the optional attendance for shareholders to attend the Meeting via electronic media the IR Plus AGM Application and vote in the E-Voting system (E-EGM) in accordance with the laws related to electronic conferencing. Therefore, before to register for E-EGM meetings through the aforementioned IR Plus AGM application system, please read, understand and agree to terms/conditions, including the Mobile Application IR Plus AGM Guideline (User Manual) for which Shareholders / proxies may scan QR Code in the invitation letter of the Annual General Meeting of Shareholders for the year 2021 of the Company.

**1. Shareholders and Proxies please note**

- 1.1 Shareholder who has the right to attend the Meeting is the shareholders whose name appeared on the share registration of shareholders 23 December 2021, which is the date to determine the rights of shareholders to attend and vote in the Meeting (the Record Date) as announced on the Stock Exchange of Thailand only.
- 1.2 For smoothly conducting the Meeting, when shareholders / proxies wish to attend an E-EGM, for which shareholders / proxies register E-EGM and receive E-EGM attendance confirmation from the system, it shall be noted that the voting must be casted via IR Plus AGM application system only.

**2. Installing the IR Plus AGM Application and Authentication (KYC)**

**2.1 Install the IR Plus AGM application**

The Company provides the optional attendance the Meeting via application IR Plus AGM system. Shareholders / proxies who wish to attend the Meeting via the said IR Plus AGM application may install the application by searching for IR Plus AGM through Google Play Store for Android system and App Store for iOS system.

**2.2 KYC Verification**

Before participating the E-EGM, shareholders and proxies (in case of proxy), has to submit self-verification (KYC) via the IR Plus AGM application installed as mentioned in 2.1., filling in the personal information displayed on the screen accurately, and attach all documents as specified in the IR Plus AGM application, such as photocopy of National ID card, proxy form, invitation of the Meeting, and take a photo of yourself for authentication as instructed by the IR Plus AGM application. After that, the system will send One Time Password ("OTP") to the mobile phone number provided by the shareholder/proxy to verify the identity of the shareholder/proxy. In the E-EGM, the IR Plus AGM application system will enable shareholders and proxies to do KYC from 17 January 2022 at 10:00 hrs. to 26 January 2022 at 18.00 hrs. to be ready for registration to attend the E-EGM on the Meeting day.



### 2.3 Verification of information and documents via the IR Plus AGM application

Shareholders/Proxies agree and acknowledge that the Company has the right to verify the authenticity of documents and information provided by the shareholders/proxies in 2.2. and having verification, the documents and information provided by the shareholders/proxies in article 2.2, are true and accurate, the shareholders / proxies will received the confirmation of KYC completion via application IR Plus AGM and shareholders/proxies have to set a password (Pin Code) for Meeting attendance through the IR Plus AGM application. To protect personal information and rights of shareholders, shareholders/proxies, please keep the Pin Code confidential and do not disclose it to anyone. If the verification of document / information results incorrect and/or false, the Company may request additional documents for verification, or the Company may reject as incompleteness of KYC as the case may be. In case of rejection of KYC, the Shareholders/proxies may proceed to verify KYC again and have right to attend the Meeting at the Meeting venue.


### 3. To attend the E-EGM and cast vote via IR Plus AGM application

- 3.1 Once the completion of KYC and shareholders / proxies set the Pin Code according to 2.3, shareholders / proxies shall attend the E-EGM via IR Plus AGM application by scanning barcode on the invitation letter which share registrar (Thailand Securities Depository Co., Ltd. : TSD) sent to all shareholders or shareholders may enter the national ID card number, username and password (Pin Code)
- 3.2 Right to attend the E-EGM and cast vote is the exclusive right of the shareholders. Thus, for attending the Meeting, one username can log-in IR Plus AGM application on one device only and **it is prohibited to log-in with the same username on many devices at the same time**. Therefore, shareholders / proxies shall self-log-in with username and password (Pin Code) to attend the Meeting and shall avoid disclosing the username and password to anyone.
- 3.3 In the event that being proxy of many shareholders, such **proxy shall attend the E-EGM on behalf of one shareholder on one device only**
- 3.4 For casting vote via IR Plus AGM application, shareholders / proxies may cast vote in advance before commencing the Meeting (please read manual of IR Plus AGM application for more understanding) or may cast vote for agenda which is under consideration of the Meeting. All votes cast by shareholders / proxies will be concluded after the agenda is closed.
- 3.5 For counting the votes, the system is set to default vote of agenda as “Approve”, and vote of “Disapprove” and “Abstain” shall be deducted from the total votes. Therefore, in the event that shareholders / proxies wish to vote “Disapprove” or “Abstain”, shareholders / proxies must choose (tick) “Disapprove” or “Abstain”. **In the event that shareholders / proxies do not choose (tick) “Disapprove” or “Abstain”, the system will automatically assume that such shareholders / proxies have cast vote in favor of such agenda**.
- 3.6 In the event that shareholders / proxies leave the E-EGM by log-out the IR Plus AGM application prior to conclusion and close of agenda, the number of shares held by shareholders / proxies will not be counted as a quorum for that agenda and the votes of such shareholders / proxies will not be counted in that agenda. However, leaving the E-EGM in the previous agenda, does not prejudice the right of shareholders / proxies to



log-in in order to attend the E-EGM and to vote in the next pending agenda consideration in the Meeting. The shareholders/proxies may check the voting details and vote-counting procedure in the Company's invitation to the 2021 Annual General Meeting of Shareholders.

#### 4. Question and express opinion in the Meeting

- 4.1 The Meeting will be broadcasted live via the IR Plus AGM application only. Shareholders/proxies who have questions or wish to express opinions in relevant agenda, Shareholders/proxies can choose “comment menu” icon microphone  displayed icon “microphone” on the screen to ask a question or comment. The system will arrange questions in chronological order (first-come, first-served basis) to allow shareholders/proxies to ask questions or express opinions at the Meeting on relevant agenda with video and audio. Questions and/or comments must be relevant to the agenda only.
- 4.2 For allowing the shareholders/proxies ask questions in the Meeting via video conference, the Company reserves the right to terminate the questions or comments of the shareholders/proxies if the questions or comments vulgar, threatening, obscene, defamatory, violating any law or violating the rights of other persons.
- 4.3 During the Meeting, if any shareholder/proxy acts in any way that interferes with the Meeting or causes annoyance to other attendees, the Company reserves the right to take any action in order to suppress the action that interferes with the Meeting or causing annoyance to other attendees.

#### 5. Personal Information

- 5.1 Shareholders and proxies agree that the Company can collect and process personal information of shareholders and proxies in order to verify their rights and to confirm the identity of the shareholders and the proxies as required by laws relating to the Meeting.
- 5.2 Personal Information means information about an individual that makes it possible to directly or indirectly identify that person, including but not limited to first name, last name, gender, national identification number, passport number, photo, and date of birth, nationality, and age.
- 5.3 The Company will keep such Personal Information for the period specified by law and not exceeding 10 years. After laps of such period, the Personal Information will be deleted / destroyed from the system.

#### 6. Other Requirements

- 6.1 Video and audio contents of the Meeting are the sole intellectual property of the Company and the Company does not permit any shareholders / proxies to record, modify or disseminate video and audio in the Meeting. The Company reserves the right to take legal action against those who act against this provision.
- 6.2 In the event that shareholders/proxies use any system related to the Meeting via IR Plus AGM in any way which does not comply with this requirement, or other manuals that the Company has provided to the shareholders for use in supporting the Meeting and it causes damage to the Company in any way, such shareholders and/or proxies shall indemnify and hold the Company harmless in full from and against the damages and costs resulting from claim and litigation by any third party, including claim and litigation by the Company against such shareholders and/or proxies who causes such damage.

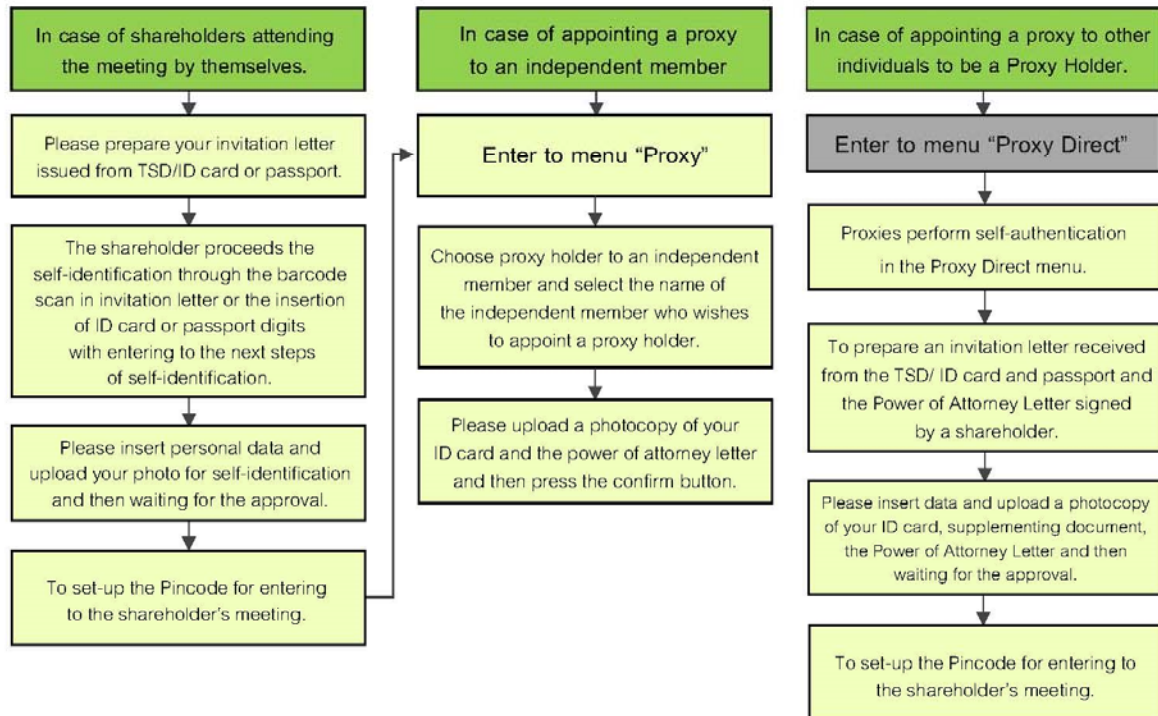


6.3 The Company reserves the right not to allow shareholders / proxies who disagree to comply with this requirement to attend the E-EGM, and may consider to suspend right to attend the Meeting via IR Plus AGM Application, if during the Meeting, the shareholders/proxies do not comply with this Meeting requirement.

**Note :** Please contact the administrator at +662 022 6200 for any problems or unable to access the IR Plus AGM Application.



## Processes of shareholder / proxy holder self-identification through the application IR PLUS AGM



On the date of meeting, all shareholders are encouraged to access to the Application IR PLUS AGM, and insert Pincode for registration with attending to the meeting.



Scan for download the Application IR PLUS AGM, iOS system, Version 13.6 upwards



Scan for download the Application IR PLUS AGM, ANDROID system, Version 8 upwards



Scan for download the Manual for Using Application IR PLUS AGM (Thai language)



Scan for download the Manual for Using Application IR PLUS AGM (English language)



Scan for download the Instruction VDO for Using Application IR PLUS AGM

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