

**Guideline for attending the 2024 Shareholders' Annual General Meeting  
in the format of electronic meeting (E-Meeting)  
on Tuesday 23 April 2024 at 2.00 p.m.**

**A. Registration process and guideline for using Inventech Connect system**

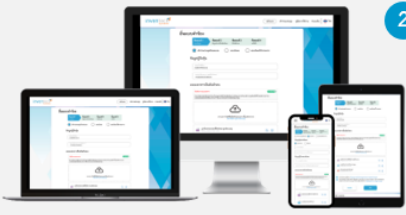
The shareholder who wishes to attend the Meeting via electronic means in person or by proxy may proceed according to the following procedures:

**Steps for submitting request to attend the electronic meeting (e-Request)**

1. Submit the request through web browser at <https://serv.inventech.co.th/RATCH100200R/#/homepage> or scan this QR Code



to get to the system then follow the steps as shown in the picture.



- 1 Click URL or scan QR Code from the Notice of the Meeting
- 2 Choose type of request to proceed with the following 4 steps:
  - Step 1 Fill in the information, shareholder's information<sup>41</sup>
  - Step 2 Fill in the information to verify shareholder's identity
  - Step 3 Verify via OTP
  - Step 4 The transaction is successful, the system will display the information again to verify the exactitude of the information
- 3 Please wait for an email notifying details of the Meeting and password<sup>42</sup>

**\*\* To merge user accounts, please use the same email and phone number \*\***

<sup>41</sup> National identification number/passport number (for foreign shareholder), shareholder identification number, name-surname, number of shares, email, telephone number. In the event that the shareholder wishes to attend the Meeting via electronic means in person, please attach a photocopy of the national identification card/passport (for foreign shareholder) which is certified (a photo of the photocopy may be attached). In case of proxy appointment, please attach the proxy form with the required documents. **\*The information filled in the registration page must be in accordance with the information on the Record Date (Monday 18 March 2024) from Thailand Securities Depository Company Limited or "TSD".**

<sup>42</sup> **In the event that the request is approved**, the shareholder will receive an email regarding the details of the Meeting which contains 3 details as follows:

1. Link to register to attend the Meeting
2. Username and Password to access the system
3. Link to the manual of the system so that the shareholder may attend the Meeting on the date and time as indicated in the Notice of the Meeting.

**In case that the request is rejected**, the shareholder will receive an email stating the reason for such rejection, and the shareholder may proceed to file additional documents.

2. In the event that the **shareholder does not wish to attend the Meeting**, he/she may appoint a person as he/she wishes or appoint one of the Company’s Independent Directors (Mr. Praphaisith Tankeyura or Mr. Panuwat Triyangkulsri) as proxy. In case that the Independent Director is appointed as proxy, the appointed Independent Director shall vote as the shareholder indicated in the proxy form.

3. In the event that the shareholder **wishes to attend the Meeting by his/her self** or by **appointing a person that is not the Company’s Independent Director as proxy**, the registration **will be open from** Wednesday 10 April 2024 at 08.30 a.m. onward **until** the Meeting is closed on Tuesday 23 April 2024.

4. In the event that the shareholder **wishes to appoint the Company’s Independent Director as proxy**, please send the proxy form along with the required documents to the following address by attaching in the postal envelope which is enclosed herewith as **Enclosure No. 11**, and **send to the Company prior to the Meeting date**.

Company Secretary  
RATCH Group Public Company Limited  
72 Ngam Wong Wan Road, Bangkok,  
Muang Nonthaburi, Nonthaburi, 11000 Thailand

5. In the event that the shareholder prefers to use e-Proxy Voting system of Thailand Securities Depository Co., Ltd. (“TSD”), the shareholder can vote via Investor Portal provided by TSD starting from Tuesday 2 April 2024 at 08.30 a.m. until Monday 22 April 2024 at 04.30 p.m. (Bangkok Time).

6. The electronic **meeting system will be open on Tuesday 23 April 2024 at 12.00 p.m.** (2 hours before the Meeting starts) **until the end of the Meeting**. The shareholder or the proxy may use the provided Username and Password and follow the system user manual.

### Steps for registration for attending the Meeting (e-Register)

- 1 Click the link to register received by the email
- 2 Fill in the Username and Password **or** request for OTP
- 3 Click “Register” button to be registered and counted
- 4 Click “Join Attendance” button
- 5 Click “Allow” or “OK” button to have access to camera and microphone
- 6 Click “Join Meeting” button

## Steps for voting (e-Voting)

- 1 Select the agenda for voting
- 2 Click "Vote" button
- 3 Cast your vote
- 4 The system will display the status of your latest vote



To cancel the latest vote, please press "Cancel latest vote" button (This means that your most recent vote will be equal to not voting, or your vote will be set to default vote value of the Meeting), shareholders can conduct a review of the votes on an agenda basis until the voting results are closed.

Shareholders may review their votes for each agenda after such agenda is closed by selecting the agenda that they wish to review and pressing "Result" button. Afterward, the system shall display the voting data of the selected agenda.

In case the shareholder has multiple proxy accounts, please select the symbol ☰ and select "Account" then press "Change account" button to access other accounts without the vote and quorum being removed from the Meeting.

When the shareholder wishes to leave the Meeting, please select the symbol ☰ and select "Account" then press "Register to leave the quorum" button. *At this process, if the shareholder leaves the Meeting during the Meeting, the system will remove the vote of the shareholder for such agenda and other agendas that are not processed. In this regard, the shareholder may return to the system and vote for the agendas that are still in process. The shareholder may cast his/her vote until the voting for such agenda is closed.*

## Asking questions via Inventech Connect

### Steps for asking questions via Inventech Connect



- Select the agenda for asking
  - Click "Question" button
- 1 Asking a question
    - Type a question then click "Send"
  - 2 Ask a question via video record
    - Click "Conference" button
    - Click "OK" button to confirm to be in the queue
    - Queue for asking the question before enabling microphone and camera



The operation of the electronic meeting system and the Inventech Connect depends on the internet system of the shareholders or proxies **as well as** the device and/or the program of the device. **Please use the following devices and/or programs to access the system.**

1. Recommended internet speed
  - High Definition Video: internet speed should be 2.5 Mbps (recommended internet speed)
  - High Quality Video: internet speed should be 1.0 Mbps
  - Standard Quality Video: internet speed should be 0.5 Mbps

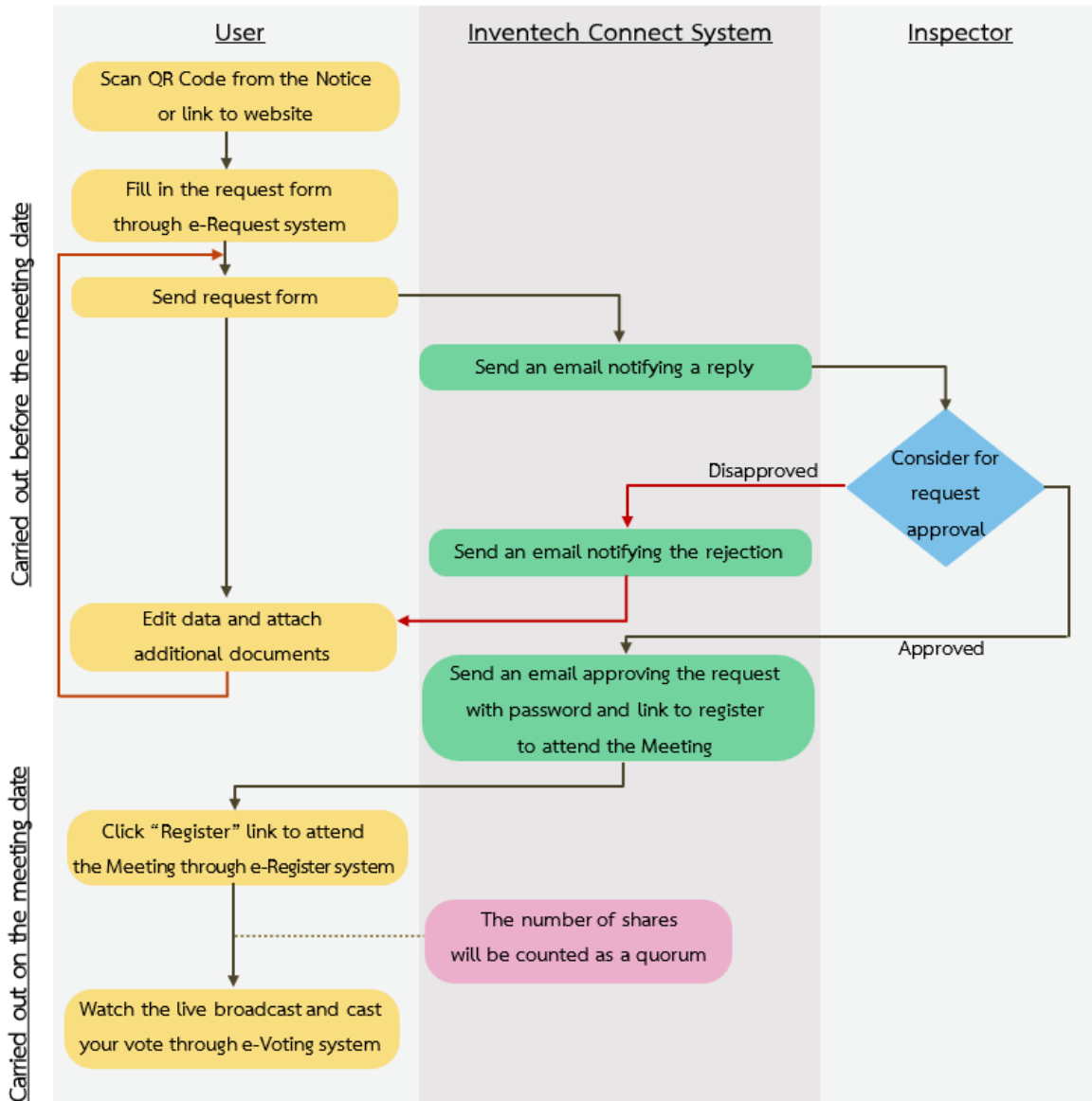
2. Supported Device

- Mobile phone / Tablet with iOS or Android operating system
- PC / Notebook with Windows or Mac operating system

The shareholder may check the support version at the following link: <https://help.webex.com/en-US/article/nk90t65/Webex-App-%7C-System-Requirements-and-Support-Policy>

3. Internet browser: Chrome (recommended browser) / Safari / Microsoft Edge (The system does not support Internet Explorer)

Flow chart of attending the electronic meeting (E-Meeting)



Conditions of use

**In case of merging account/changing account**

In case of filing multiple requests by using the same email and phone number, the system will merge account, or in case that a user has more than 1 account, please click "Change account" button to access other accounts. The previous account will still be counted as the base number of votes.

**In case of exiting the meeting**

Attendees can click "Register to leave the quorum" button, the system will remove your vote for all agendas that are not processed.

In the event that any problem occurs with the registration system and the meeting system,  
the system administrator may be contacted at



Telephone No. +66 2931 9130 or



@inventechconnect or scan this QR Code



The system will be open from Wednesday 10 April 2024 to Monday 22 April 2024 at 08.30 a.m. to 05.30 p.m. (workday only). As for **Tuesday 23 April 2024** (the date of the Meeting), the system will be open from 08.30 a.m. until the Meeting is closed.

## **B. Documents Required for Attending the Shareholders' Meeting**

The Meeting attendee must present the following documents in each case before attending the Meeting through electronic means (E-Meeting).

### **1. For the shareholder in person**

#### **1.1 The natural person shareholder (Thai or foreign nationality)**

The shareholder shall present a certified photocopy of his/her identification card such as a citizen identification card, a government officer identification card, a state enterprise officer identification card, a passport or any other identification card, which has his/her photograph and was issued by a government agency.

#### **1.2 The juristic person shareholder (Thai or foreign nationality)**

The authorized person of the juristic person shareholder shall submit a certificate of juristic person registration issued by the registrar of the companies or any other evidence (each certificate is valid for 6 months) or a photocopy of such certificate certified by the authorized person. The authorized person of the juristic person shall also submit evidence of his/her authorization and photocopy of identification card as stated in 1.1.

### **2. For the proxy**

**2.1 The proxy of a natural person shareholder residing in Thailand shall submit the following documents** before attending the Meeting;

2.1.1 The proxy form (as attached to the notice of shareholders' meeting) containing accurate required data with signatures of the shareholder and the proxy. The proxy form shall be affixed with crossed out Baht 20 revenue stamp.

2.1.2 A certified photocopy of the shareholder's identification card (as stated in 1.1)

2.1.3 A certified photocopy of the proxy's identification card (as stated in 1.1)

**2.2 The proxy of a Thai natural person shareholder residing outside Thailand shall submit the following documents** before attending the Meeting;

2.2.1 The proxy form (as attached to the notice of shareholders' meeting) containing accurate required data with signatures of the shareholder and the proxy. The proxy form shall be affixed with crossed out Baht 20 revenue stamp.

2.2.2 A certified photocopy of the shareholder's identification card (as stated in 1.1)

2.2.3 A certified photocopy of the proxy's identification card (as stated in 1.1)

**2.3 The proxy of a foreign natural person shareholder residing outside Thailand shall submit the following documents** before attending the Meeting;

2.3.1 The proxy form (as attached to the notice of shareholders' meeting) containing accurate required data with signatures of the shareholder and the proxy. The proxy form shall be affixed with crossed out Baht 20 revenue stamp.

2.3.2 A certified photocopy of the shareholder's identification card (as stated in 1.1)

2.3.3 The signatures appeared in documents stated in 2.3.1 and 2.3.2 must be certified by Thai embassy or consul in that country or notary public or other authorized persons. Such certification should not be more than 1 year.

2.3.4 A certified photocopy of the proxy's identification card (as stated in 1.1)

**2.4 The proxy of a juristic person registered within Thailand shall submit the following documents** before attending the Meeting;

2.4.1 The proxy form (as attached to the notice of shareholders' meeting) containing accurate required data with signatures of the shareholder and the proxy. The proxy form shall be affixed with crossed out Baht 20 revenue stamp.

2.4.2 A photocopy of the certificate of juristic person registration issued by the registrar certified by an authorized person of the juristic person (each certificate is valid for 6 months).

2.4.3 A certified photocopy of the identification card (as stated in 1.1) of the authorized person of the juristic person

2.4.4 A certified photocopy of the proxy's identification card (as stated in 1.1)

**2.5 The proxy of a juristic person registered outside Thailand shall submit the following documents** before attending the Meeting;

2.5.1 The proxy form (as attached to the notice of shareholders' meeting) containing accurate required data with signatures of the shareholder and the proxy. The proxy form shall be affixed with crossed out Baht 20 revenue stamp.

2.5.2 A certified photocopy of the certificate of registration or other documents that identify the name of an authorized person

2.5.3 A certified photocopy of the identification card (as stated in 1.1) of the authorized person of the juristic person

2.5.4 The signatures appeared in documents stated in 2.5.1 to 2.5.3 must be certified by Thai embassy or consul in that country or notary public or other authorized person. Such certification should not be more than 1 year.

2.5.5 A certified photocopy of proxy's identification card (as stated in 1.1)

**2.6 In case of the foreign shareholder who appoints the Custodian in Thailand to be in charge of his/her shares, the following evidences shall be submitted with the proxy form.**

2.6.1 Evidence stating authorization from the shareholder to the Custodian to sign the proxy form on behalf of him/her

2.6.2 Evidence confirming that the person who signed on the proxy form is a licensed Custodian.

**2.7 For the proxy, especially of foreign shareholders, the proxy should submit the meeting registration request in advance to the Meeting date** to allow sufficient time for accurate document examination.

**2.8 In case that the attendee changed his/her title-name-surname,** please present the document certifying such changes for registration.

**2.9 The Company reserves the right to allow only the attendee whose documents are complete and accurate to participate in the Meeting.**

### **C. Attending the Meeting**

#### **1. For the shareholder in person**

Follow the registration process and guideline for using Inventech Connect system as described in Item A. In this regard, the Company would open the system for **the submission of registration request from** Wednesday 10 April 2024 at 08.30 a.m. onward **until** the end of the Meeting on Tuesday 23 April 2024.



## 2. For proxy appointment

### Proxy appointment method

The Company provides the following three proxy forms as prescribed by the Department of Business Development, Ministry of Commerce.

- Proxy Form A. by which the shareholder assigned the proxy to vote on his/her own opinion on behalf of the shareholder at the Meeting
- Proxy Form B. by which the shareholder made specific instructions on voting for each agenda
- Proxy Form C. that is used only in case of foreign shareholder who appoints the Custodian in Thailand to be in charge of his/her shares

Shareholder who cannot attend the Meeting in person **may appoint a person as his/her proxy as follows:**

(1) Complete **only one** of the above proxy forms. The foreign shareholder who appoints the Custodian in Thailand to be in charge of his/her shares may use any Proxy Form A. or B. or C. and other shareholders may use either Proxy Form A. or B.

(2) Authorize a person to attend and vote at the Meeting on his/her behalf by specifying the name with details of such person or authorize an Independent Director of the Company by making choice in front of a name of such Independent Director provided on the proxy form. Shareholder may appoint 3 proxies but **only one** of them shall attend the Meeting.

(3) Affix crossed out Baht 20 revenue stamp on the proxy form. The Company will facilitate in affixing the stamp duty.

(4) In case that the shareholder appoints the Company's Independent Director as proxy, **please return the completed proxy form and supporting documents to the Company before the date of the Meeting** by filling in proxy form with signature. If there are correction or deletion of important messages, the shareholder must sign at such places. The proxy form can be returned through the postal envelope that the Company had sent to the shareholder together with the Notice of the Meeting.

(5) In case that the shareholder appoints any person other than the Company's Independent Director as a proxy, please follow the registration process and guideline for using Inventech Connect system as described in Item A. In this regard, the Company would open the system for **the submission of registration request** from Wednesday 10 April 2024 at 08.30 a.m. onward **until** the end of the Meeting on Tuesday 23 April 2024.

(6) In the event that the shareholder prefers to use e-Proxy Voting system of TSD, the shareholder can vote via Investor Portal provided by TSD starting from Tuesday 2 April 2024 at 08.30 a.m. until Monday 22 April 2024 at 04.30 p.m. (Bangkok Time).

Split of shares to several proxies to vote in the Meeting **is not allowed**. The shareholder shall authorize the proxy to cast the votes equivalent to all shares held by him/her. **Authorization of less than the total number of the shares held is not allowed**. Except for the foreign shareholder who appoints the Custodian in Thailand to be in charge of his/her shares, such shareholder may partially appoint proxy to vote at less than the amount of shares he/she holds.

Shareholder may apply any other type of proxy form as convenient apart from the forms proposed above by the Company.

#### **D. Voting at the Meeting**

##### **1. General Agenda (Normal Case)**

(1) Each shareholder shall have a number of votes equivalent to a number of shares held by him/her where one share equals one vote.

(2) The voting shall be made by a show and one share equals one vote. Each shareholder or proxy shall vote in only one of the followings; Agree, Disagree or Abstain. **Split of votes is not allowed**. Except for the foreign shareholder who appoints the Custodian in Thailand to be in charge of his/her shares, such shareholder or proxy may split the votes.

(3) The proxy shall vote in accordance with the authorization prescribed on the proxy form. In case the shareholder does not specify his/her intentions in voting or the authorization is unclear, the proxy shall be authorized to consider and vote on such matter on behalf of the shareholder and a proxy shall vote in only one of the followings; Agree, Disagree or Abstain, **and the votes may not be split**. Except for the foreign shareholder who appoints the Custodian in Thailand to be in charge of his/her shares, such proxy may split the votes.

(4) A shareholder who has a special interest in the subject matter of the resolution cannot vote on such resolution, except for the election of directors.

(5) On general matters, a simple majority of vote by shareholders present and voting shall be counted as the meeting's resolution. In case of equality of vote, the Chairman of the meeting shall have a casting vote.

##### **2. In the Agenda to consider and determine the Director's remuneration**

A vote of at least two-thirds of the total votes of shareholders present is required.