

Steps for registration for attending the Annual General Meeting of Shareholders No. 1/2022 via Electronic Means (e-AGM)

Process before the meeting date

- The Shareholders or their proxies who would like to attend the e-AGM, are required to submit an application for attending the e-AGM via the QR Code or the Link provided below:



<https://ivl.fokus.vc/registration/>

The registration will open from 11th April 2022 (10.00 a.m.) until 24th April 2022 (6.00 p.m.).

However, those Shareholders who have already appointed the Company's Independent Directors as their proxies and sent the required documents to the Company, **are NOT required to register again.** Voting will be as specified in the proxy form.

- Once you have logged in, you must have the following information (matching the shareholders' information given at the Record Date by the Thailand Securities Depository Co., Ltd.) to fill in through the system:
 - Securities holder registration number;
 - Identification Card Number/ Passport Number/ Registration Number for juristic person;
 - E-Mail address for receiving the weblink, username and password for attending the e-AGM;
 - Mobile Phone Number; and
 - Required identification documents for verification of the right to attend as follows:

<u>In case of attending the e-AGM <u>in person</u></u>	<u>In case of attending the e-AGM <u>by a proxy</u> who is not the Company's Independent Director</u>
<p>(i) Individual Submit a copy of a valid, original, official document e.g., Thai citizen identification card, official government identification card, driving license, or passport (in case of a foreigner), in which a photograph is shown (hereinafter referred to as the "Valid Official Document")</p>	<p>(i) Individual To submit documents as specified in Annex 13 – Guidelines for Proxy Appointment</p>
<p>(ii) Juristic Person attending through its Authorized Person</p> <ol style="list-style-type: none"> a. A Valid Original Official document of the authorized representative(s) of the Shareholder; and b. For Thai legal entities: A certified true copy of the affidavit issued by the Ministry of Commerce for a period of no longer than 1 year prior to the meeting date, duly signed by the authorized signatory(ies) and affixed with the seal of such legal entity (if any) 	<p>(ii) Juristic Person To submit documents as specified in Annex 13 – Guidelines for Proxy Appointment</p>

In case of attending the e-AGM <u>in person</u>	In case of attending the e-AGM <u>by a proxy</u> who is not the Company's Independent Director
<p>For Non-Thai legal entities: A certified true copy of the certificate of incorporation and/or affidavit of such legal entity, duly signed by the authorized signatory(ies) and affixed with the seal of such legal entity (if any). Such documents which are certified true copy by the authorized signatory(ies) also require a notarization by a notary public no longer than 1 year prior to the meeting date.</p>	
<p>3. When the Company receives the documents stated in item 2 above, to confirm e-AGM attendance, the Company will proceed with verification of the records in accordance with the shareholders' list on the record date. Once the inspection is satisfactorily completed, a username and password will be sent, together with the weblink for attending the e-AGM. Kindly refrain from giving your username and password as provided for shareholders to any other person. In the case your username and password are lost or you have not received it within 25th April 2022 (3.30 p.m.), please immediately contact our service provider, Quidlab Company Limited ("Quidlab"), at 02-013-4322 or email: info@quidlab.com. The Company at the time of sending the username and password through its service provider Quidlab will also send a <u>manual describing the steps for using the E-Meeting System including voting process.</u></p> <p><u>Process on the meeting date</u></p> <p>4. The Shareholders are requested to read the manual thoroughly from the email sent by Quidlab. The online E-Meeting System will be opened 60 minutes prior to the meeting i.e. at 1.00 p.m. to facilitate the login for attending the meeting. However, the live broadcast will begin at 2.00 p.m. only.</p> <p>5. For casting a vote during the e-AGM, a shareholder may cast his or her vote in each agenda item to either "approve", "disapprove", or "abstain" from voting. For the shareholders who do not vote in any agenda, the system will automatically count your vote as "approved".</p> <p>6. In case the Shareholder would like to ask questions during the e-AGM, please click on the "Ask Question" menu item, then type in the questions in the box stating the agenda item for such questions, and click "send" icon. The questions will be automatically sent to the Company for addressing in the relevant agenda item. For any questions that are not addressed during the meeting, the Company will post the answers on their website soonest.</p> <p>7. If Shareholders encounter any technical problems while using the e-AGM system before or during the meeting, please contact our service provider as mentioned in item 3 above.</p>	