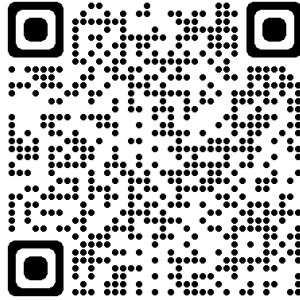


Guidelines for attending the AGM through Electronic Media (E-AGM) and the Appointment of Proxies

The Shareholders or proxies who would like to attend the E-AGM must submit an application to attend the meeting by Electronic Method via the Link at <https://add.fokus.vc/registration/> or scan this QR Code.



The system will be available to access from 23 March 2023 to 19 April 2023.

1. After logging into the system, the shareholders or proxies must prepare the following information (which should be in line with the shareholders information determined as at the Record Date from 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 Web Link, Username and Password for attending the meeting
- Mobile Phone Number

2. When the Company receives the documents according to item 1 from shareholders or proxies. The Company will check the documents to confirm the right to attend the meeting. After that, shareholders or proxies will receive an email with the following details.

- Username and Password
- Web Link for attending E-AGM system
- User manual

In case the request is rejected, the Shareholders will receive an e-mail to notify on the details and reason for rejection, then the Shareholder can resubmit through the system.

3. Please keep your username and password confidential. Do not disclose it to others and in case your username and password are lost or not received by 20 April 2023, please contact the Company immediately.
4. Please study the manual on how to use the E-AGM meeting system that the Company has sent to you by e-mail carefully. The system will allow you to register for the meeting 1 hour before the start of the meeting. However, the live broadcast of the conference will only start at 10:00 hrs.
5. For the voting method during the E-AGM meeting, you can vote on each agenda by voting "Agree" or "Disagree" or "Abstain". In case you do not vote for any agenda, your vote will be counted as "Agree" automatically.
6. In case you encounter technical problems while using the E-AGM meeting system before the meeting or during the meeting, please contact Quidlab Co., Ltd., the E-AGM conference system provider of the Company. The channel to contact Quidlab Co., Ltd. can be found in the email that has sent username and password to you.

#### Guidelines for attending the AGM through Electronic Media (E-AGM)

##### 1. In case the shareholders attending the E-AGM by themselves

1.1 Please fill the registration form for attending the AGM through Electronic Media (E-AGM) attached to this guideline. Kindly fill email and your mobile phone number clearly in order to be used for the meeting registration and attach identification document to confirm the attendance of E-AGM as follows:

- **In the event that the shareholder is an ordinary person**  
a valid certified true copy of ID card, passport, or other official documents issued by government authority.
- **In the event that the shareholder is a juristic person**  
an executed version of the power of attorney or a proxy and supporting documents as per the detail in item "supporting documents for the appointment of proxy" below.

Please submit the registration form for the meeting through electronic media (E-AGM) and such identification document to the Company within 19 April 2023 via the following channels:

- Via Email address: [secretary@addtechhub.com](mailto:secretary@addtechhub.com) or

- Via Registered Mail

Company Secretary  
AddTech Hub Public Company Limited  
Empire Tower, Unit 4106-7, 41<sup>st</sup> Floor,  
1 South Sathorn, Yannawa, Sathorn,  
Bangkok 10120

1.2 When the Company receives document as per item 1.1 from you, the Company will proceed with inspecting document for confirming the meeting attendance. Once the inspection is completed, the Company will send username and password, together with WebLink for attending the E-AGM.

Kindly refrain from giving your username and password provided for the shareholder to another person. In the case that your username and password are lost or you have **not received it within 20 April 2023**, please immediately contact the Company.

1.3 The Company will send details such as username and password to you and also send a manual for using the E-AGM system at the same time. Please read the manual thoroughly from the email that the Company sends to you. The system will be opened 1 hour prior to the meeting so that the shareholder can register for attending the meeting. However, the live broadcast will only begin at 10.00 hrs.

1.4 For casting the vote during the E-AGM, a shareholder may cast his or her vote in each agenda 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 “approve”.

1.5 If you have encounter with any technical problem in using the E-AGM system before or during the meeting, please contact Quidlab Co., Ltd. who will be the Company's service provider for the Company's E-AGM meeting. The Company will specify a contact channel to Quidlab Co., Ltd. in the email sending username and password to you.

## **2. In case the shareholders appointing proxy to attend the E-AGM**

In case that a shareholder is unable to attend the meeting, he/she may authorize another person or the Company's independent director to attend and vote on his/her behalf, the names are listed in the details of [Attachment 5](#).

In this regard, the Company would like to request shareholders to fill statement and sign in the proxy, details of which appear in [Attachment 8](#) of the invitation letter or can be downloaded from the Company's website at

www.addtechhub.com and send the proxy together with supporting documents for the appointment of proxy (as specified below) to the Company **within 19 April 2023** via the following channels:

- Via Email address: [secretary@addtechhub.com](mailto:secretary@addtechhub.com) or
- Via Registered Mail

Company Secretary  
AddTech Hub Public Company Limited  
Empire Tower, Unit 4106-7, 41<sup>st</sup> Floor,  
1 South Sathorn, Yannawa, Sathorn,  
Bangkok

**Supporting documents for the appointment of proxy**

**Shareholder appoints a proxy:**

1. Proxy Form A or Proxy Form B, correctly and completely filled in, and signed by the shareholder and the proxy.
2. A copy of a valid identification document of the grantor, certified a true copy by the grantor; and
3. A copy of a valid identification document of the proxy, certified a true copy by the proxy:

**Juristic person:**

1. Proxy Form A or Proxy Form B, correctly and completely filled in, and signed by the representative of the juristic person and the proxy:
2. A copy of the affidavit of the juristic person, issued by the Department of Business Development, Ministry of Commerce, which shows that the representative of the juristic person (authorized director) attending the meeting in person, is authorized to act on behalf of the juristic person, which is a shareholder, issued no earlier than six months prior to the meeting, and certified a true copy by the representative of the juristic person (authorized director), with the company seal affixed (if any).
3. A certified true copy of a valid identification document of the representative of the juristic person (authorized director); and
4. A copy of a valid identification document of the proxy, certified a true copy by the proxy.

**Non-Thai nationals or foreign registered juristic persons**

In the event that the documents or evidence mentioned above not a Thai or English version of the document. Shareholders are required to present English translations of documents, which is signed to certify the translation by the shareholder or by an authorized signatory of the juristic person that is the shareholder.

**In the case of a shareholder who is a foreign investor and appoints a custodian in Thailand to be a stock depository and keeper:**

Please submit the following information:

1. The Proxy Form C (attached with the invitation letter) is filled in all information signed by the proxy grantor and the proxy correctly and entirely together with a 20-baht duty stamp affixed.
2. Custodian juristic person registration certificate (Custodian) with a signature certifying true copy by the authorized signatory on behalf of the juristic person of the Custodian or the attorney with the corporate seal (if any).
3. A power of attorney from the shareholders for the Custodian to be authorized to sign the proxy form.
4. A letter confirming that the person signing the proxy form is authorized to operate a custodian business.
5. A copy of ID card, or a copy of government official ID card, or a copy of passport (in the case of foreigners) of the proxy and signed to certify the true copy.

6. Submit information via the following channels:

- By Email : [secretary@addtechhub.com](mailto:secretary@addtechhub.com) or
- By postal mail : Company Secretary  
AddTech Hub Public Company Limited  
Empire Tower, Unit 4106-7, 41<sup>st</sup> Floor,  
1 South Sathorn, Yannawa, Sathorn,  
Bangkok

**3. Channel for shareholders to send comments or questions related to business, industry and business operation of the Company or any relevant agenda to be considered in this E-AGM**

During the E-AGM meeting, the shareholder attending the meeting can submit comments or questions through E-AGM system.