



Guidelines for Attending the 2021 Annual General Meeting
of Shareholders via Electronic Means (E-AGM)

**Guideline for Attending the AGM via Electronic Media via
Conference Webex System and Inventech Connect**

For any shareholders or proxies who wish to attend the 2021 Annual General Meeting of Shareholders, via electronic means, please proceed as follows;

Steps for submitting a request to attend the AGM via Electronic Media (E-AGM)

1. The Shareholders must submit a request to attend the meeting by Electronic Means via Web Browser

at <https://app.inventech.co.th/VGI131601R>
or scan QR Code:



2. The Shareholders must prepare the following information to fill-in through the system:
 - Identification Card Number/Passport Number for foreigner
 - Shareholders Registration Number (Appear on a notification of meeting)
 - Name and Surname
 - Amount of shares
 - E-Mail Address
 - Mobile Number
 - Additional 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, and a photo is also applicable to upload into the system.
 - For Shareholders who wish to attend the meeting by Electronic Means with proxies, please also attached the proxy forms with required documents as detailed in **Enclosure 6.2**.
3. After completely filled-in all required information and attachment, please select "I have read and agreed to comply with meeting attendance requirements, and meeting attendance requirements through Inventech Connect" then click "accept on the term of service".
4. Then click to "submit the request".
5. After completing the fourth step: An assigned administration team will proof the document. Once your request is approved, the Shareholders will receive an email to notify on the followings:
 - 1) Link of Registration for the meeting
 - 2) Username and Password for e-Voting
 - 3) Link for download and installation of Cisco WebEx Meeting Application
 - 4) Link for user manual. The Shareholders can access the system to attend the meeting on the date specified in the notice of the shareholders' meeting. In case the request is rejected, shareholders will receive an email to notify them on the details and the reason for rejection, then the shareholders can resubmit through the system.
6. For Shareholders who would like to attend the Meeting through the Electronic Means by proxy, please appoint any person to act as your proxy or authorize one of the Company's Independent Directors to attend and vote on your behalf.

7. 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 29 June 2021 at 8:30 a.m. and shall be closed on 8 July 2021, until the end of the meeting.
8. For Shareholders who authorize one of the Company's Independent Directors to attend and vote on his or her behalf, please submit the proxy form together with required documents to the Company by mail to the following address. Such proxy form and required documents shall be delivered to the Company **by Monday, 5 July 2021 at 6.00 p.m.**

Company Secretary Division
VGI Public Company Limited
21 TST Tower, 9th Floor, Viphavadi-Rangsit Road,
Chomphon, Chatuchak, Bangkok 10900

Manual to attend the Meeting by Electronic Means and login for Inventech Connect

1. Cisco WebEx Meeting and Inventech Connect for e-voting systems support Web Browser for PC, iOS and Android. To access Cisco WebEx Meeting and Inventech Connect, please follow the installation procedure and operation manual as below:

1.1 Using Cisco WebEx Meeting

Installation Manual for Cisco WebEx Meeting can be study via this link:-
<https://qr.go.page.link/Cgv2B> or QR Code:







- **Cisco WebEx Meeting installation instruction via PC or Laptop**





- 1) Go to website: <https://www.webex.com/downloads.html> scan QR Code:
- 2) Choose download Cisco WebEx Meetings by clicking "Download for Windows" button.
- 3) Double click the webexapp.msi (can be found at Folder Download) to enter the Installation page;
- 4) Enter the installation page, then click "Next";
- 5) Select "I accept the terms in the license agreement" and then click "Next";
- 6) Click the "Install" button, then wait for the installation for a moment, and then click "Finish";
- 7) When the installation is completed, the "Cisco WebEx Meetings" icon will appear on Desktop's screen.



- Step to install Cisco WebEx Meeting using Mobile Device

<u>For iOS (Version iOS 10.0 up)</u>	<u>For Android (Version Android 6.0 up)</u>
<ol style="list-style-type: none"> 1) Assess App Store  2) Go to the search icon or the “magnifying glass” symbol and type “Cisco WebEx Meeting” and click “search” button. 3) Then click the “Accept” button on the right to install the Cisco WebEx Meetings Application or the symbol as shown in the picture  4) Specify a password or Touch ID to confirm application installation. 5) Then wait for a moment for installation. 6) When the installation is completed, the “WebEx Meet” icon will appear on the phone’s screen. 	<ol style="list-style-type: none"> 1) Access Play Store  2) Go to “Search for apps & games” and type “Cisco WebEx Meetings” and click “Search”. 3) Then click “Install” button on the right to install Cisco WebEx Meetings Application on symbol as shown in the picture  4) Click “Accept” to confirm Application installation. 5) Then wait for a moment for installation. 6) When the installation is completed, the “WebEx Meet” icon will appear on the phone’s screen.

1.2 Using Inventech Connect System

<p>Manual for PC / Laptop</p>  <p>https://qrgo.page.link/KqnoP</p>	<p>Manual for iOS</p>  <p>https://qrgo.page.link/pgvit</p>
<p>Manual for Web Browser</p>  <p>https://qrgo.page.link/iZ3ka</p>	<p>Manual for Android</p>  <p>https://qrgo.page.link/vZ4rZ</p>

- Steps for using Inventech Connect via PC/Laptop are as follow:

- 1) Shareholders click the link to enter Registration for the meeting in the approval notification Email for Inventech Connect.
- 2) Then the system will display information for e-Register. Fill-in the Username and Password that received by email, then click “sign-in” button.
- 3) The system will display the Shareholders’ registration information. (*At this procedure, it will be considered that the Shareholders has already registered to attend the meeting and the number of shares of the Shareholder to be counted as a quorum.*) Then click “Go to the registration page to watch the live broadcast via Application Cisco Webex Meeting”.

- 4) The system will display the "Event Information": The Shareholders must fill-in the information on the right side of "Join Event Now" with the following details:
 - The system will display the Shareholders' name or proxies name for First Name.
 - The system will display the Shareholders' registration number (in case of proxy it will display * after the registration number).
 - Fill-in email address (*email address must be the same email that register via e-Request).
 - In the "Event Password" the system will set the default value for Shareholders. There is no need to make any changes.
 - Then click "Join Now" button.
- 5) After that, click "Run a temporary application" to access the Cisco WebEx Meeting application.
- 6) Click the "Join Event" button (green colour) to join the meeting via Cisco WebEx Meeting Application.
- 7) The system will display 2 operation screens; one on the left showing live broadcast and the right showing Q&A and Multimedia Viewer functions with the login page of Inventech Connect for e-Voting.
- 8) Then click the "Continue" button (blue colour) on the right hand side of the Multimedia Viewer function. The system will display the login screen for Inventech Connect and click "Sign in" button.
- 9) The system will display on Select Agenda, and Shareholders may view which agenda may be voted by clicking the "Select Agenda" (green colour) in corner on the left and bottom.
- 10) The system will display the status of each agenda – voting status: pending.
- 11) When Shareholders wish to vote, choose the agenda to vote. Then the system will show all voting buttons 1. Agree (green colour), 2. Disagree (red colour) and 3. Abstain (orange colour). To cancel the last vote, press the blue button. "Do not submit vote" (blue colour)

*If selecting "Do not submit vote" or "Abstain", the Company will put your votes into the scores determined by the meeting. And voting may be changed until that agenda ends voting results submission.
- 12) Shareholders can conduct a review of the votes on an agenda basis. When the voting results are closed, select the agenda you want to review, and then the system will display a graph and a table showing voting information of the selected session.
- 13) * In the event that a Shareholder has been authorized by multiple accounts, select "User Icon" and click on the "Switch Account" button to access other accounts. Votes and quorum will not be removed from the meeting.
- 14) *Shareholders may leave the meeting by selecting the "User Icon" and click "Leave Meeting" button.

If the Shareholder leaves the meeting during the meeting, the system will remove the right to vote of such a shareholder from the meeting on the agenda that has not yet been processed.

- **Steps for using Inventech Connect for e-Voting via Mobile Device**

>>Screen 1: Live Broadcast by the Company

- 1) Shareholders click the link to enter Registration for the meeting in the approval notification Email for Inventech Connect.
- 2) After that the system will display the e-Register page, the Shareholders must fill-in Username and Password that received by email, then click "Sign-in".
- 3) Upon successful registration, the system will display shareholder registration information. (**At this procedure, it will be considered that the Shareholders has already registered to attend the meeting and the number of shares held by such shareholders shall be counted as a quorum.**) Then click to registration page to join the meeting via Cisco WebEx Meeting Application.
- 4) The system will display Event Information, then click "Join"
- 5) Then fill-in information in Display Name and Email Address, then click "OK"
- 6) Click "Join" (green) to attend the meeting via Cisco WebEx Meeting Application.

*****If Shareholders wish to use Inventech Connect, switch the browser to use 2nd Screen as below:***

>>Screen 2: Using Inventech Connect

- 1) Shareholders must click the link for registration (For Shareholders who do not want to view the live meeting) from the notification email for Inventech Connect or URL for e-Voting function which was sent from Administrator via "Chat" function in application Cisco Webex Meeting.
- 2) Enter Username and Password from the request approval notification email, then click "Sign in" button.
- 3) The system will display "Select Agenda" icon, and Shareholders may view which agenda may be voted by clicking the "Select Agenda" (green) in corner on the left and bottom.
- 4) The system will display the status of each agenda – voting status: pending.
- 5) When Shareholders wish to vote, choose the agenda to vote. Then the system will show all voting buttons 1. Agree (green colour), 2. Disagree (red colour), and 3. Abstain (orange colour). To cancel the last vote, press the blue button. "Do not submit vote" (blue colour).

(This means that your most recent vote will be equal to not voting, or your vote will be determined by the agenda result)
- 6) Shareholders can conduct a review of the votes on an agenda basis. When the voting results are closed, select the agenda you want to review, and then the system will display a graph and a table showing voting information of the selected session.
- 7) ***In the event that a Shareholder has been authorized by multiple accounts, select "User Icon" and click on the "Switch Account" button to access other accounts. Votes and quorum will not be removed from the meeting.

- 8) *Shareholders may leave the meeting by selecting the “User Icon” and click “Leave Meeting” button.

*At this step, if the Shareholder leave the meeting during the meeting, the system will remove the right to vote of the Shareholders from the meeting on the agenda that has not yet been processed.

- 9) The electronic conference system will be available on 8 July 2021 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.

- 10) The functionality of the electronic conferencing system (Cisco Webex Meeting) and Inventech Connect is dependent on the internet system supported by shareholders or proxies. Including equipment and/ or program of the device. Please use the device and/or the following programs to operate the system.

- Recommended internet speed should be at least 4 Mbps;
- Mobile phones/tablet devices with Android operating system that supports android 6.0 version or above, or mobile phones/tablet devices with IOS operating system that supports IOS 10.0 version or above;
- Desktop computer/notebook with Window operating system that supports Window 7 or above, or desktop computer/notebook with MAC operating system that supports OS X 10.13 or above.;
- Internet Browser: Firefox or Chrome (recommended) or Safari.

How to check the operating system version

- For Android: Choose settings or additional settings > About Phone > Software or Android version information;
- For iOS: Selecting Settings > General > About > Version

Remark:

1. The Shareholders must fill-in the Username and Password that received via email for register and join the meeting, at this procedure, it will be considered that the Shareholders has already registered to attend the meeting, (if Shareholders do not register to attend the meeting, your shares will not be counted as a quorum, and you cannot vote or watch the live meeting). Also, if the Shareholders leave the meeting during the meeting by pressing the “leave the meeting” button, the system will remove the votes of the Shareholders from the quorum of the meeting.
2. The Shareholders must prepare the Email Address for e-Request to obtain 1. Link of Registration for the meeting 2. Username and Password for attending the meeting.
3. The required information must be aligned with the information as of the record date that provided by Thailand Securities Depository Co., Ltd (TSD).

For a troubleshooting related to the system, please contact: 02-021-9122 (3 lines), the service will be available from 29 June 2021 at 8:30 a.m. onward until 8 July 2021 Until the end of the meeting (Only on business days).

The identification document and proxy

The Company will open for the shareholders and/or proxy holder to register and verify the documents from 12.00 p.m. onwards through electronic media (E-AGM) according to the Emergency Decree on Electronic Meeting B.E. 2563. Guideline for attending the AGM via electronic media via Conference Webex System and Inventech Connect can be found in the **Enclosure 6.1**.

The Company reserves the rights to refuse the shareholders' and/or proxy holders' requests to withdraw the registration after the commencement of the meeting, or to register after the meeting is adjourned.

Appointment of Proxy

In the event any shareholder is unable to attend the meeting in person, the shareholder can appoint any person or an independent director of the Company to attend the meeting and cast the votes on his/her behalf. The Company has prepared proxy forms in accordance with the Notification of the Department of Business Development Re: Proxy Forms (No. 5) B.E. 2550 (2007) which prescribes 3 types of proxy form to be used for the meeting of shareholders:

- Proxy Form A is a general form that is simple and uncomplicated;
- Proxy Form B is an explicit form that sets out specific details of authorization;
- Proxy Form C is a form to be used specifically by shareholders who are foreign investors and have appointed a custodian in Thailand to be their share depository.

In this regard, the Company has enclosed Proxy Form B. with this invitation. Shareholders can download Proxy Form A, Form B and Form C from the Company's website at <http://investor.vgi.co.th/en/downloads/shareholders-meeting>

The appointment of proxy can be done as follows:

1. Shareholders (other than shareholders who are foreign investors and have appointed a custodian in Thailand to be their share depository) may choose to use Proxy Form A or Form B. In any case, only one type of the proxy forms may be chosen. The Company recommends that shareholders use Proxy Form B. and instruct the vote casting for each agenda item;
2. Shareholders who are foreign investors and have appointed a custodian in Thailand to be their share depository may choose Proxy Form A, Form B or Form C In any case, only one type of the proxy forms can be chosen;
3. A shareholder who appoints a proxy shall appoint only one proxy to attend and vote at the meeting and may not split his/her votes to multiple proxies to vote separately;
4. The shareholders can appoint either one of the Company's independent directors whose profiles set forth in **Enclosure 5**. If the shareholders appoint the Company's director as their proxies, we recommend that the shareholders shall use Proxy Form B attached herewith and instructed their voting intention in each agenda. For an efficiency of document verification, the Company kindly requests all shareholders to submit the complete proxy form and the relevant documents required for attendance registration to the Company using a business reply envelope enclosed herewith (no postal stamp required) or send them directly to the following address by **Monday, 5 July 2021 at 6.00 p.m.:**

Company Secretary Division
VGI Public Company Limited
21 TST Tower, 9th Floor, Viphavadi-Rangsit Road,
Chomphon, Chatuchak, Bangkok 10900

5. A proxy form must be correctly and completely filled in, signed by a grantor and a proxy holder(s), and affixed with THB20 stamp duty, which must be crossed out and dated upon appointment of the proxy. For convenience, the Company will provide duty stamps for those who attend the meeting by proxy; and
6. A proxy holder must present a registration form, a proxy form and other documents for registration to attend the meeting.

Documents for Registration

1. Individual Shareholder

1.1 Attendance in person:

- (a) Notice of Meeting with barcode
- (b) A valid photographic identification document issued by a government agency, e.g., Thai nationality identification card, government identification card, driving license, or a passport. In case there is any change in name or surname, documentary evidence to such effect must also be presented.

1.2 Attendance by proxy:

- (a) A Proxy Form A, or Form B, that has been correctly and completely filled in, signed by the grantor and the proxy(ies), and affixed with THB 20 duty stamp, which must be crossed out and dated upon appointment of the proxy;
- (b) A copy of an identification document of the grantor issued by a government agency as referred in Clause 1.1(b), which has been certified as true and correct by the grantor;
- (c) A copy of an identification document of the proxy issued by a government agency as referred in Clause 1.1(b).

2. Juristic Person Shareholder

2.1 Attendance in person by authorized representative(s):

- (a) Notice of Meeting with barcode
- (b) A copy of an identification document of the authorized representative(s) issued by a government agency as referred in Clause 1.1(b);
- (c) A copy of the shareholder's affidavit, issued no later than 6 months prior to the meeting date, containing a statement showing that such authorized representative(s) who attends the meeting is empowered to act on behalf of the juristic person, and which has been certified true and correct by the authorized representative(s).

2.2 Attendance by proxy:

- (a) Notice of Meeting with barcode
- (b) A Proxy Form A or Form B, that has been correctly and completely filled in, shall be signed by the grantor and the proxy(ies), and affixed with THB20 duty stamp, which must be crossed out and dated upon appointment of the proxy;
- (c) A copy of the shareholder's affidavit, which must be issued no later than 6 months prior to the meeting date, containing a statement showing that the person who signs the proxy form is the authorized representative(s) of the juristic person, and which has been certified as true and correct copy by such authorized representative(s);

- (d) A copy of an identification document of the authorized representative(s) of the shareholder, who signs the proxy form, issued by a government agency as referred in Clause 1.1(b), which has been certified as true and correct by such authorized representative(s);
 - (e) An identification document of the proxy issued by a government agency as referred in Clause 1.1(b).
3. Shareholders who are foreign investors and have appointed a custodian in Thailand to be their share depository:
- 3.1 Documents from custodian:
- (a) Notice of Meeting with barcode
 - (b) A Proxy Form C that has been correctly and completely filled in, signed by the custodian's authorized representative(s) as the grantor and the proxy(ies), and affixed with THB20 duty stamp, which must be crossed out and dated upon appointment of the proxy;
 - (c) A document confirming the license to engage in the custodian business;
 - (d) A copy of the custodian's affidavit, which must be issued no later than 6 months prior to the meeting date, containing a statement showing that the person who signs the proxy form is empowered to act on behalf of the custodian, and which has been certified as true and correct copy by the custodian's authorized representative(s);
 - (e) A copy of an identification document of the custodian's authorized representative(s), who signs the proxy form, issued by a government agency as referred in Clause 1.1(b), which has been certified as true and correct by such custodian's authorized representative(s);
 - (e) A copy of an identification document of the proxy issued by a government agency as referred in Clause 1.1(b).
- 3.2 Documents from shareholder:
- (a) A copy of a power of attorney from the shareholder authorizing the custodian to sign the proxy form on his/her behalf;
 - (b) In the case of an individual shareholder:
 - A copy of an identification document of the shareholder issued by a government agency as referred in Clause 1.1(b), which has been certified as true and correct by the custodian's authorized representative(s).
 - (c) In the case of a juristic person:
 - A copy of the shareholder's affidavit, which must be issued no later than 6 months prior to the meeting date, containing a statement showing that the person who signs the power of attorney in Clause 3.2(a) is empowered to act on behalf of the juristic person, and certified as true and correct by the custodian's authorized representative(s);
 - A copy of an identification of the authorized representative(s) of the shareholder, who signs the power of attorney, issued by the government agency as referred in Clause 1.1(b), which has been certified as true and correct by the custodian's authorized representative(s).

Should any document presented not be made in Thai or English, a Thai or English translation must be provided together with such document. The translation must be certified correct translation by the shareholder or the authorized representative(s) of the shareholder (as the case may be).

The Company reserves the rights to make an exception for any of the documents or evidence above as the Company deems appropriate.