

**Steps for registration for attending the 2024 Annual General Meeting of Shareholders via Electronic Means (E-AGM)**

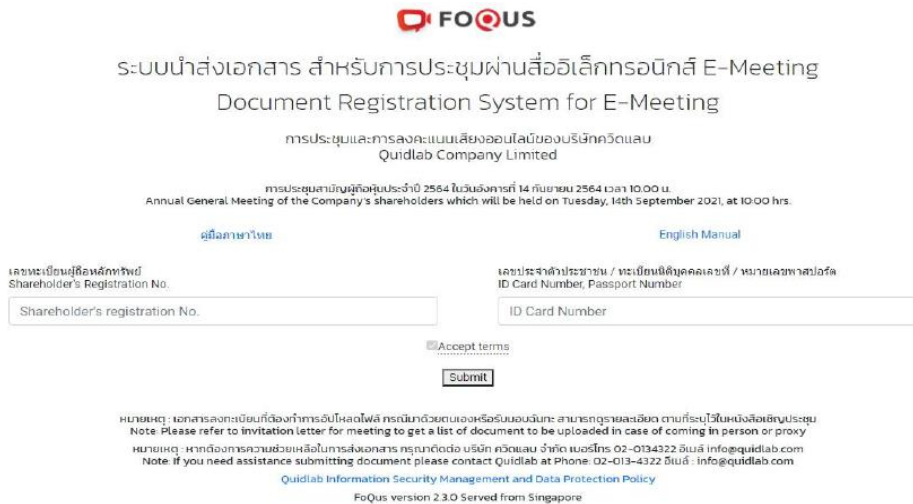
**Process prior the meeting date**

1. Any shareholder or proxy who would like to attend the E-AGM are required to submit application form for attending the E-AGM by scanning QR Code or access via URL as linked below;



<https://osp.foqus.vc/registration/>

It will take you to the below sample screen. **The Company shall grant the registration during 16-24 April 2024 at 8.00 a.m. - 5.00 p.m. (only on business days, excluding weekends and public holidays) until the meeting is adjourned.**



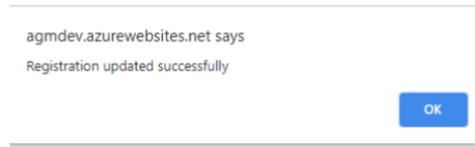
2. Once login to the system, the shareholder or proxy must prepare the information to fill in the system, details as follow;
  - Securities holder registration number;
  - Identification card number / Passport number / Registration number for juristic person;
  - E-mail address for receiving weblink, username and password to attend the E-AGM;
  - Mobile phone number; and
  - Identification document to verify the right to attend the E-AGM. Please study the information in case of natural person, both Thai and non-Thai shareholder and juristic person who wish to attend the meeting in person and proxy as specified in **Attachment No.6**.

For shareholder who authorizes one of the Company's Independent Directors to attend and vote by proxy, please submit the proxy form together with supporting documents to the following Company's address within 22 April 2024 at 5.00 p.m. without registered in the system. The vote casting shall be as indicated in the proxy.

**Company Secretary Department, 10th Floor, Building 5  
348 Ramkhamhaeng Rd., Huamak, Bangkok 10240, Thailand.**

3. The system is maximized to upload the document up to 5 files per 1 submission, each file must not exceed 5 MB and files type extensions are jpg, png, gif, pdf (You can check your file type extensions at the dot at the end of your file's name).

- When you finished filling in the information, you can send the information by clicking on “Submit” button. Once the information was submitted, there would be pop-up screen informed that the registration upload was succeeded.



In case the registration upload is not succeeded, the screen will pop-up to inform the reason why the document cannot be uploaded. If the reason provided is not clear, please contact **Quidlab Company Limited (“Quidlab”)**, **Tel: 02-013-4322, 080-008-7616** or email: [info@quidlab.com](mailto:info@quidlab.com)

Once the registration upload is completed, please click “Logout” and you shall receive the confirmation email.

- After the Company has verified the submitted document, Quidlab will send username and password with weblink to attend the E-AGM including E-Meeting system manual and vote casting process to the shareholders.

**Kindly do not share username and password to other persons.**

In case of you do not receive your username and password by 22 April 2024 at 3.00 p.m., or you lost your username and password, please contact Quidlab immediately.

#### **Process on the meeting date**

- For attending the meeting, the shareholders can use any devices i.e., computer, laptop, tablet or smartphone. The shareholders are required to read through the manual thoroughly as sent to you via email. The E-Meeting System will be opened 60 minutes prior to the meeting at 1.00 p.m. to facilitate the shareholders to login the meeting. However, the live broadcast shall only begin at 2.00 p.m.
- For casting votes during the E-AGM, the shareholders may cast their votes in each agenda item to either “**Approve**” or “**Disapprove**” or “**Abstain**” from voting. For the shareholders who do not cast their votes in any agenda item, the system will automatically count your votes as “**Approve**”.
- In case the shareholders would like to ask questions during the E-AGM,
  - By message**, please click on “Ask Question” menu item, then type in the questions in chat box, and click “Send”. The questions will be automatically sent to the Company for addressing in relevant agenda items.
  - By voice**, please click on “Hand Symbol” and wait for the Company’s approval. Once the Company approved, the Company’s staffs will allow you to turn on your camera and microphone then you can ask questions (Remark: This option is only available to shareholder who consent for the system to access your camera and microphone.)
- For the questions that are not addressed during the meeting, the Company shall provide the answers in the appendix of the minutes of the meeting.

**Scan QR Code for the invitation letter for the 2024 Annual General Meeting of Shareholders, Supporting documents and Form 56-1 One Report**



**For further information or any problems related to E-Meeting System please contact 02-013-4322, 080-008-7616 or email: [info@quidlab.com](mailto:info@quidlab.com) during 16-24 April 2024 at 8.00 a.m. – 5.00 p.m. (open only business days, excluding weekends and public holidays until the meeting is adjourned)**