

**Documents verifying eligibility to attend the e-EGM**

**Attendance Registration**

Please follow “Guidelines for Attending of Electronic Meeting by Inventech Connect” as per Enclosure 4 and provide the documents verifying eligibility to attend the e-EGM as follows:

**1) Attendance e-EGM in person**

**1.1) For an individual shareholder**

<b>Thai citizen</b>	<b>Non-Thai citizen</b>
1. I.D. card; or 2. Government officer I.D. card; or 3. State enterprise employee I.D. card; or 4. Driver’s license which is still valid	Passport (still valid)

In case the shareholder has changed the name/last name, the evidence of the name/last name change must also be provided.

**1.2) For a juristic entity shareholder (attending by its authorized director)**

<b>Juristic entity incorporated in Thailand</b>	<b>Juristic entity incorporated outside Thailand</b>
1. The Affidavit of such entity issued within 1 (one) year by the Department of Business Development, Ministry of Commerce; <b><u>and</u></b> 2. I.D. card, or a government officer I.D. card, or a state enterprise employee I.D. card, or a driver’s license, or passport (in case of a foreigner) which is not yet expired of the authorized director who attends the Meeting	1. The Affidavit of such entity issued within 1 (one) year, stating information of entity’s name, address of headquarter and statement showing that the attending director is the authorized director of such entity; <b><u>and</u></b> 2. I.D. card, or a government officer I.D. card, or a state enterprise employee I.D. card, or a driver’s license, or passport (in case of a foreigner) which is not yet expired of the authorized director who attends the Meeting

**2) Attendance by proxy**

**2.1)** In the case that the shareholder wishes to appoint a proxy to attend the e-EGM on her/his/its behalf, the said shareholder shall fill out and sign on the Proxy Form enclosed with this Meeting notice as follows:

**2.1.1) In case of the shareholder is an individual:**

- (a) a copy of an I.D. card, or a government officer I.D. card, or a state enterprise employee I.D. card, or a driver’s license, or a passport (in case of a foreigner) of the shareholder which is not yet expired and certified by the shareholder; and
- (b) a copy of an I.D. card, or a government officer I.D. card, or a state enterprise employee I.D. card, or a driver’s license, or a passport (in case of a foreigner) of the proxy which is not yet expired and certified by the proxy.

**2.1.2) In case of the shareholder is a juristic entity:**

- (a) Juristic entity incorporated in Thailand: The Affidavit of such entity issued within 1 (one) year by the Department of Business Development, Ministry of Commerce, or
- (b) Juristic entity incorporated outside Thailand: The Affidavit of such entity issued within 1 (one) year, stating information of entity's name, address of head quarter and statement showing that the name(s) of the authorized person(s) to sign on behalf of such entity together with any restrictions on or conditions attached to the person(s) signing power (if any);

A copy of an I.D. card, government officer identification card, state enterprise employee card, driver's license, or passport (in case of foreigner) of the authorized person(s), which is not expired and signed/certified a copy the above documents.

a copy of an I.D. card, a government officer I.D. card, a state enterprise employee I.D. card, a driver's license; or a passport (in case of a foreigner) of the proxy which is not yet expired and certified by the proxy.

In case the original document is not in English, it shall be translated into English and certified correct translation by the authorized person(s) of such juristic person.

In the case that the **foreign institution shareholder appoints a commercial bank in Thailand as its custodian**, the documents in 2.1.2 (a) and (b) may not be required, given that the custodian has provided sufficient proof already. However, additional document includes a letter certifying that the person signing the proxy form is authorized to engage in custodian business shall be provided. The Company reserves the right to request any further documents as it deems appropriate.

- 2.1.3)** In order to encourage all shareholders to execute their rights to attend the e-EGM, in the event that any shareholder is unable to attend the Meeting in person and unable to find a proxy, such shareholder may appoint one of the designated Independent Directors of the Company as her/his/its proxy to attend and vote on her/his/its behalf, by submitting the completely filled out and signed Proxy Form together with the supporting documents to the Company Secretary in advance by 24 November 2023.

- 2.2)** All photocopies must be certified true and correct by the relevant shareholder on each and every page of the photocopies. In the case of document produced or executed outside Thailand, such documents must be notarized by a notary public.

- 2.3)** Each Proxy Form must be affixed with duty stamp(s) for the value of THB 20.

- 2.4)** Proxy Form B and Form C is enclosed with this Meeting notice and are available for downloading from the Company's website at [www.thoresen.com](http://www.thoresen.com) or downloading from the following QR Code.



- 2.5)** Each Shareholder may appoint one of the Independent Directors of the Company to attend and vote on her/his/its behalf. Profiles of Independent Directors to serve as a proxy for shareholders are shown in Enclosure 5.

## Voting Method

1. Each agenda would be considered in order as set out in the invitation letter to this Meeting. The details of each agenda would be presented and then shareholders would be granted opportunities to raise questions thereafter and the Company would announce the result of voting to the Meeting after vote counting finished.
2. Each shareholder had one vote for each share. Shareholders might vote for or against or abstain from voting on any agenda based on the full number of votes they had. Shareholders could not divide their votes, except for custodians who were proxy holders of foreign shareholders.
3. Proxy holders with the votes cast by their shareholders as specified in the Proxy Form submitted to the Company prior to the commencement of the Meeting do not have to vote during the Meeting. Such votes had already been collected and counted by the Company as indicated in the Proxy Form received during registration.
4. In the vote-counting process for each agenda, the votes cast in disapproval or abstention would be deducted from the total votes of the shareholders in attendance and eligible to vote to such agenda. The remaining votes, apart from the votes in disapproval or abstention and the invalid votes, would be considered as votes of approval for such agenda.
5. To vote, shareholders or proxies who wish to vote must vote in the Inventech Connect (e-Voting) system. Choose the agenda you want to vote for and then press the "Vote" button, and the system will display all 3 options, namely agree, disagree, and abstain.

If you want to cancel your vote, press the "Cancel Vote" button. You can edit your vote until the system closes the result. The Company gives you 1 minute to vote. For any shareholders or proxies who do not vote within the specified time, the Company will consider that you agree with that agenda and when the voting for each agenda has been closed the result of that agenda will be announced to the Meeting later. In the case of shareholders or proxies accepting proxies from many shareholders, the system will display the names of all proxies. Voting shall be done separately for each user account. You can click on the "Change Account" button to access other shareholders' accounts. The previous account will still be counted as the basis for the Meeting.

6. In case a participant wants to leave the Meeting, you can press the button "Register to leave the quorum". Your votes will not be counted as a quorum and will be removed from the vote base for all unprocessed agenda items. However, leaving the Meeting during any agenda will not deprive shareholders or proxies of their rights to return to the Meeting and vote on the agenda that has not yet been implemented.
7. Asking questions or expressing opinions in the Meeting room

Before voting on each agenda, the Chairman of the Meeting will give the Meeting attendees the opportunity to ask questions or express their opinions on issues related to that agenda. You can select the agenda on which you want to ask questions or express your opinion, then press the "Question" button, in which you can ask via 2 channels:

- Inquire via message: You can type your desired inquiry, then press the "Send" button, whereby the Company will answer questions in the Meeting room on the agenda related to that question. However, if there is a great number of questions sending in, the Company reserves the right to select questions as appropriate, or
- Inquire via video and audio (VDO conference): You can press the button "Conference", then press "OK" to confirm the queue booking. Once authorized by the staff, turn on your camera and microphone. The attendees are required to state their names and surnames and their status as shareholders or proxies before asking questions every time so that the Company can record them in the minutes of the Meeting accurately and completely.

However, the Company reserves the rights to cut the video and audio of the shareholders or proxies who ask or make impolite questions/comments, defame others, or violate any laws, including by infringing on the rights of others or disturbing the Meeting or causing trouble for other attendees.

8. In case there are shareholders or proxies who want to ask a lot of questions via video and audio, in order to maintain the duration of the Meeting, the Company would ask the shareholders to ask questions via message. The Company reserves the rights to select questions as appropriate and related to the agenda of this Meeting. For other questions and suggestions that have not been answered at the Meeting, the Company would record the questions and answers as part of the minutes of this Meeting, which will be published on the Company's website within 14 days from the completion of the Meeting.
9. In case of failure system during the Meeting, shareholders will receive an email to return to the Meeting through the backup system.

In case of any problem joining the electronic Meeting or using vote counting system, please contact

- Inventech Call Center at Tel: 02-931-9130 or
- Line Official: @inventechconnect

(on business day during 22 - 29 November 2023 at 08:30 – 17.30 hours or until the end of the e-EGM)