

**Clarifications and guidelines for attending shareholder meetings via electronic media
(E-Meeting)**

Shareholders or proxies wishing to attend the meeting can submit a request to attend the meeting as specified to the company no later than 26th April 2024 or via website not later than date 28th April 2024. When the company has checked the information of shareholders who have the right to attend the meeting. The service provider will send the link for meeting participation and user manual to the email that you submitted. The link will be sent 1-2 days before the meeting date.

Notification of intent to attend the meeting via electronic media

Shareholders who wish to attend the meeting via electronic media choose type request for request form as 3 methods as follows.

1. Attend the meeting by sending a meeting attendance receipt via email
2. Attend the meeting by sending a meeting attendance receipt by mail
3. Attend the meeting via the website ; <https://www.affinityrelation.com/service/>



By selecting the AGM of Shareholders of Cho Thavee Public Company Limited and registering and attaching files according to the steps in the system.

In the case of attend the meeting via electronic media by sending request to attend via email or post

1. Please fill out the meeting attendance via electronic media by asking you to specify your email and your mobile phone number clearly, for use in registering to attend meetings.
2. Attach documents showing proof of identity to confirm the right to attend the E-Meeting

2.1. Individual

- 2.1.1. In case that shareholders wish to attend the meeting in person via electronic media.
 - 2.1.1.1 Certified copy of a government-issued document that has not expired, such as a national ID card or government official identification card driver's license or passport in the event of a change in name or surname, please attach the said documents.
- 2.1.2. In the case of a shareholder appointing a proxy to another person to attend the meeting on their behalf through electronic media
 - 2.1.2.1 Proxy form as attached with the meeting invitation letter, fill message correctly and completely with signed the name of the proxy grantor and proxy and complete with stamp duty.
 - 2.1.2.2 Copy of the proxy grantor's identification document. Government issued documents that have not expired, such as national identification cards or government official identification of driver's license or passport in case of name-surname change, please attach the said document as well with signed and certified as a true copy of the proxy.
 - 2.1.2.3 Copy of the proxy holder's identification document. Government issued documents that have not expired, such as national identification cards or government official identification of driver's license or passport, In the event of a change in name or surname, please attach the said documents with signed and certified true copy of the proxy.

2.2. Juristic person

- 2.2.1. In case of person authorized to sign on behalf of the juristic person (director) wishes to attend the meeting in person via electronic media
 - 2.2.1.1. Copy of shareholder's certificate of legal entity registration. Issued no more than 1 year before the date of the shareholder meeting that certified as a true copy by the representative of the juristic person (director) who has the authority to sign on behalf of the juristic person.

- 2.2.1.2. Copy of the identification document of the juristic person's representative (director) issued by the government that has not expired, such as a national ID card or government official identification of driver's license or passport in the event of a change in name or surname, please attach the said documents with signed and certify that it is a true copy.
- 2.2.2. In the case where a proxy is given to the proxy Attend the meeting instead via electronic media
- 2.2.2.1. Proxy form as attached with the meeting invitation letter. Fill in the message correctly and completely and signed by the grantor and the proxy.
- 2.2.2.2. Copy of shareholder's juristic person registration certificate. Issued no more than 1 year before the date of the shareholder meeting that certified as a true copy by the representative of the juristic person (director) who has the authority to sign on behalf of the juristic person.
- 2.2.2.3. Copy of a document showing the identity of the juristic person's representative (director) issued by the government that has not expired, such as a national ID card or government official identification of driver's license or passport in the event of a change in name or surname, please attach the said documents with signed and certify that it is a true copy.
- 2.2.2.4. Copy of the proxy holder's identity document, same as in the case of natural persons as mentioned above.

Remark; In case of the documents or evidence mentioned above not Thai or English version of the document. Shareholders must present an English translation of the document with signed to certify the translation by shareholders or by the person authorized to sign to bind that juristic person (In the case of a juristic person)

3. Register or send documents requesting to attend the meeting via electronic media and proof of identity along with various supporting documents by sending them to the company. Through the following channels:
- E-mail: info@cho.co.th (within 28/04/2024)
 - Postal channel: Company Secretary, Cho Thavee Public Company Limited, No. 265 Moo 4, Klang Muang Road, Mueang Khon Kaen District Khon Kaen Province 40000 (documents must receive by 26/04/2024)
 - Website channels: <https://www.affinityrelation.com/service/> (within 28/04/2024)
 - Ask for additional information. Investor Relations Department, Cho Thavee Public Company Limited, telephone numbers 093-329-4103 and 043-043888 ext.1120

Registration steps to attend the meeting using the AFF E Meeting system

1. Register to attend the meeting via the link sent by the company or enter the website, to proceed with registration or through the QR Code channel below

via website



<https://www.affinityrelation.com/service/>

Via QR Code channel

2. Select an extraordinary meeting of shareholders of the company in which you will attend the meeting
3. Complete the registration according to the information on the website along with attaching a copy of the shareholder's ID card.
4. For registration in the case of proxy Documents must be attached to the proxy form and a copy of the identification card of the proxy grantor and the proxy into the system for the officials to check your documents.
5. After the company has received the registration information and has checked the details and confirmed the rights in the list of shareholders. The company will send an e-mail link to join the meeting to the e-mail address specified in the registration information.
6. When the scheduled meeting date arrives, log in using Shareholder account number (**Security registration number**) and reference number (**Shareholder's ID card number**)
7. Meeting attendance will be counted as a quorum only when: Shareholders press the link and log in to the meeting system only on the day the meeting opens. (not including whether you will join the meeting via Join Zoom meeting or not)

Participating in meetings via electronic media AFF E-Meeting via the Zoom Meeting system

1. When the shareholder or proxy has completed the registration to inform of the intention to attend the Extraordinary General Meeting of Shareholders. After the company has received the documents and verified all information. Through the meeting organizer On behalf of Affinity Relations Company Limited, we will send an E-Mail which will be a link for attending the meeting to you via the email that shareholders have specified in the registration document. 2 days before the meeting date
Please study the manual for how to use the electronic conferencing system in detail. In the event that you have not received the said E-Mail, please contact the company through the channels previously notified immediately.
2. Meeting participation and voting via electronic media can be used on all devices such as computers, notebook computers, tablets, and mobile phones via Web Browser: Chrome.
3. If you want stability in viewing the meeting. It is recommended that you use the service using 4G speed internet or basic home internet or via Wi-Fi.
4. Because the meeting is organized via the AFF E-Meeting system of Affinity Relations Company Limited, the meeting is combined with the Zoom Meeting program. Therefore, in the event that shareholders have never used the Zoom system or Zoom has not yet been installed on any device. You can download and install it from below.

iOS system	Android system
	
https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307	https://play.google.com/store/apps/details?id=us.zoom.videomeetings

5. The system will allow you to join the meeting 1 hour or 60 minutes before the meeting starts. The live broadcast of the meeting will begin only when the meeting appointment time has arrived.
6. Attendee login information is required. Shareholder account (shareholder registration number) and reference number (shareholder ID card number) and shareholders must attend the meeting by logging in via the link sent to you via the email that you have already registered only. The link cannot be shared with other shareholders. You can log in with another account.
7. Voting through the AFF E meeting system, you will be able by voting "Agree", "Disagree" or "Abstain" only. In the case of not voting on any agenda, the system will immediately assume that you voted as agreeing. (Use the vote counting method by pouring the votes towards agree)
8. In the event that attendees have problems using the AFF E meeting system, you can contact Affinity Relations Company Limited (Tel. 099-2653563 or 061-7641234 or 087-6965429).