

**Guidelines for attending the Extraordinary General Meeting of Shareholders  
via electronic media (E-EGM)**

Shareholders who would like to attend the meeting via electronic media can proceed as follows:

**Procedure for submitting a request to attend the meeting via electronic media (A request should be submitted by December 9, 2021 at 5:00 p.m. to allow time for receiving a confirmation e-mail and contacting system administrator. for registration troubleshooting)**

1. The Shareholders must submit a request to attend the meeting by Electronic Means via Web Browser at: <https://app.inventech.co.th/CHO183520R> 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.
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 meeting
  - (2) Username and Password for e-Voting

- (3) 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 3 December 2021 at 8:30 a.m. onward until 13 December 2021 until the end of the meeting (Please pre-register before the meeting date).
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 10 December 2021 at 5:00 p.m.

**“Company Secretary, Cho Thavee Public Company Limited  
265 Moo 4 Muang Kao Subdistrict Mueang Khon Kaen  
District Khon Kaen Province 40000”**