

Documents and evidence that attendees must present in order to register for the meeting
and the process of using the electronic conferencing system.

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In registering the meeting, shareholders are required to present the following documents:

1. attending the meeting in person

Copy of ID card or a copy of any other government-issued card that must include a photo of the shareholder or copy of passport (In the case of foreign shareholders) with a signature certifying true copy In the case of name-surname changes, evidence certifying such change must also be presented.

Please see the details of how to participate in electronic meetings via Inventech Connect as attached herewith.

2. Appointment of Proxy (It is recommended to use Proxy Form B and specify the vote in each agenda)

Proxy (The shareholder appointing a proxy must appoint only one proxy to attend the meeting and vote according to the Proxy Form B. or Form C. (According to Attachment 1 1)) Please fill out the information and sign your name. The proxies and the proxies in their entirety in both the proxy form and the extension certificate if there is any amendment or deletion of important information. The proxy grantor must sign it everywhere. The proxy form must be affixed with 20 baht stamp duty.

Documents required for proxy.

1. In the case of the proxy be an individual

(1) Copy of ID card or a copy of any other government-issued ID card, which must include a photo of the proxy grantor or a copy of the book travel of the proxy (In the case that the grantor is a foreigner) with a signature certifying true copy by the grantor.

(2) Copy of ID card or a copy of any other government-issued ID card, which must include a photo of the proxy grantor or a copy of the proxy's passport (In the case that the proxy grantor is a foreigner) with a signature certifying true copy by the proxy.

2. In the case of the proxy be a legal entity. The proxy grantor must submit the following documents:

(1) Proxy form signed by the authorized signatory to bind the juristic person according to the juristic person's certificate issued by the Ministry of Commerce or related agencies, not older than 30 days, with the corporate seal (if any).

(2) In the case that the proxy grantor is a juristic person registered in Thailand, a copy of the juristic person certificate issued by the Ministry of Commerce must be submitted or related agencies, not

older than 30 days, which has been duly certified by the authorized signatory to bind the juristic person with the corporate seal (if any)

- (3) In the case that the proxy grantor is a juristic person registered in a foreign country, a copy of the juristic person certificate issued by the competent government agency of the country where the juristic person is located. by such juristic person certificate Must be certified by a notary public or a competent government agency, not older than 1 year for foreign juristic persons Any document that is not original in English A translation into English must be attached at the same time and the authorized signatory to bind the juristic person to certify the correctness of the translation
- (4) The proxies must submit a copy of their identification card or a copy of another government-issued card that must include a photo of the proxy or copy of passport (In the case that the proxy is a foreigner) with a signature certifying true copy In the case of shareholders who wish to exercise their voting rights but not convenient to attend the meeting Able to consider appointing a proxy to 1 independent director who has been assigned to act as a proxy from the Extraordinary General Meeting of Shareholders No. 1/2022 as follows:

Mr.Sutee Phongpaiboon Independent Director/ Chairman of the Audit Committee


Assigning a proxy to the independent directors of the companies listed above or assign a proxy to another person to attend the meeting instead. Please fill in the details in the proxy form sent by the company together with the meeting invitation and ask you to send such proxy form along with a copy of your identification card return to the company by 20 December 2022 at 5.00 p.m.

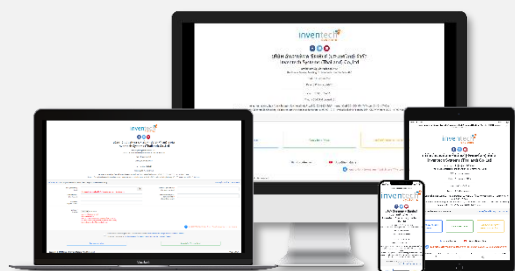
Remark: For shareholders who wish to attend the meeting in person or by a proxy who is not a director of the Company which this meeting will meet through electronic media. The registration system for submitting petitions will be open from 16 December 2022 at 8.30 a.m. and shall be closed on 23 December 2022 until the end of the meeting.

Guidelines for attending of Electronic Meeting by Inventech Connect

Shareholders and proxies wishing to attend the meeting can proceed according to the procedure for submitting the request form to attend the meeting via electronic media as follows :

Step for requesting Username & Password from via e-Request system

1. The Shareholders must submit a request to attend the meeting by Electronic Means via Web Browser at <https://app.inventech.co.th/AQUA132830R> or scan QR Code  and follow the steps as shown in the picture



- 1 Click link URL or scan QR Code in the letter notice Annual General Meeting.
- 2 Shareholders choose to file a request form.
- 3 Fill in the information shown on the registration page.
- 4 agree to the Requirements for Meeting Attendance via the Inventech Connect.
- 5 Click "Request" button.
- 6 Please wait for an email from the officer informing you of meeting details and Username & Password.

**** 1 email account per 1 shareholder ID****

2. 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 16 December 2022 at 8:30 a.m. and shall be closed on 23 December 2022 Until the end of the meeting.

3. The electronic conference system will be available on 23 December 2022 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.

Appointment of Proxy to the Company's Directors

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 20 December 2022 at 5.00 p.m.


Aqua Corporation Public Company Limited


Company Secretary Office

121/68-69 RS Tower, 21st Floor, Ratchadaphisek Road,

Din Daeng Subdistric, Din Daeng District, Bangkok 10400.

If you have any problems with the software, please contact Inventech Call Center

 02-931-9139

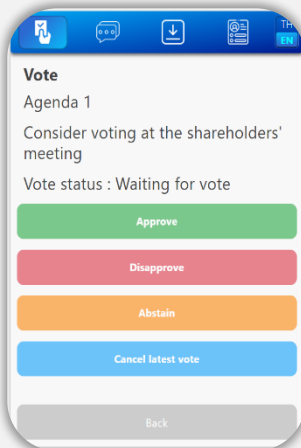
 The system available during 16-23 December 2022 at 08.30 a.m. – 05.30 p.m.
(Specifically excludes holidays and public holidays)


Step for registration for attending the meeting (e-Register)



- 1 Click registration link URL from email approved.
- 2 Get Username and Password that you received from your email or request OTP to login.
- 3 Click "Login" button
- 4 Click "REGISTER" button the system has already registered and counted as a quorum.

Step voting process (e-Voting)



- 1 Click on menu "Voting" or symbol 
- 2 Select which agenda that you want to vote.
- 3 Click the voting button as you choose.
- 4 The system will display status your latest vote.




To cancel the last vote, please press the button

[Cancel latest vote](#)

(This means that your most recent vote will be equal to not voting, or your vote will be determined by the agenda result) Shareholders can conduct a review of the votes on an agenda basis. When the voting results are closed.

Step to ask questions via Inventech Connect



- Click "Ask a question" on menu or symbol 
- 1 Ask a question via send the question.
 - Select which agenda that you want to ask.
 - Type the question then click "Send" 
- 2 Ask a question by recording
 - Select which agenda that you want to ask.
 - Click "Microphone" button or symbol 
 - Then say the question you want to ask.
 - When you want to stop record, press the sound recording symbol.
 - Click "Send" button or symbol [Send](#)

How to use InvenTech Connect



- 1 User Manual via e-Request

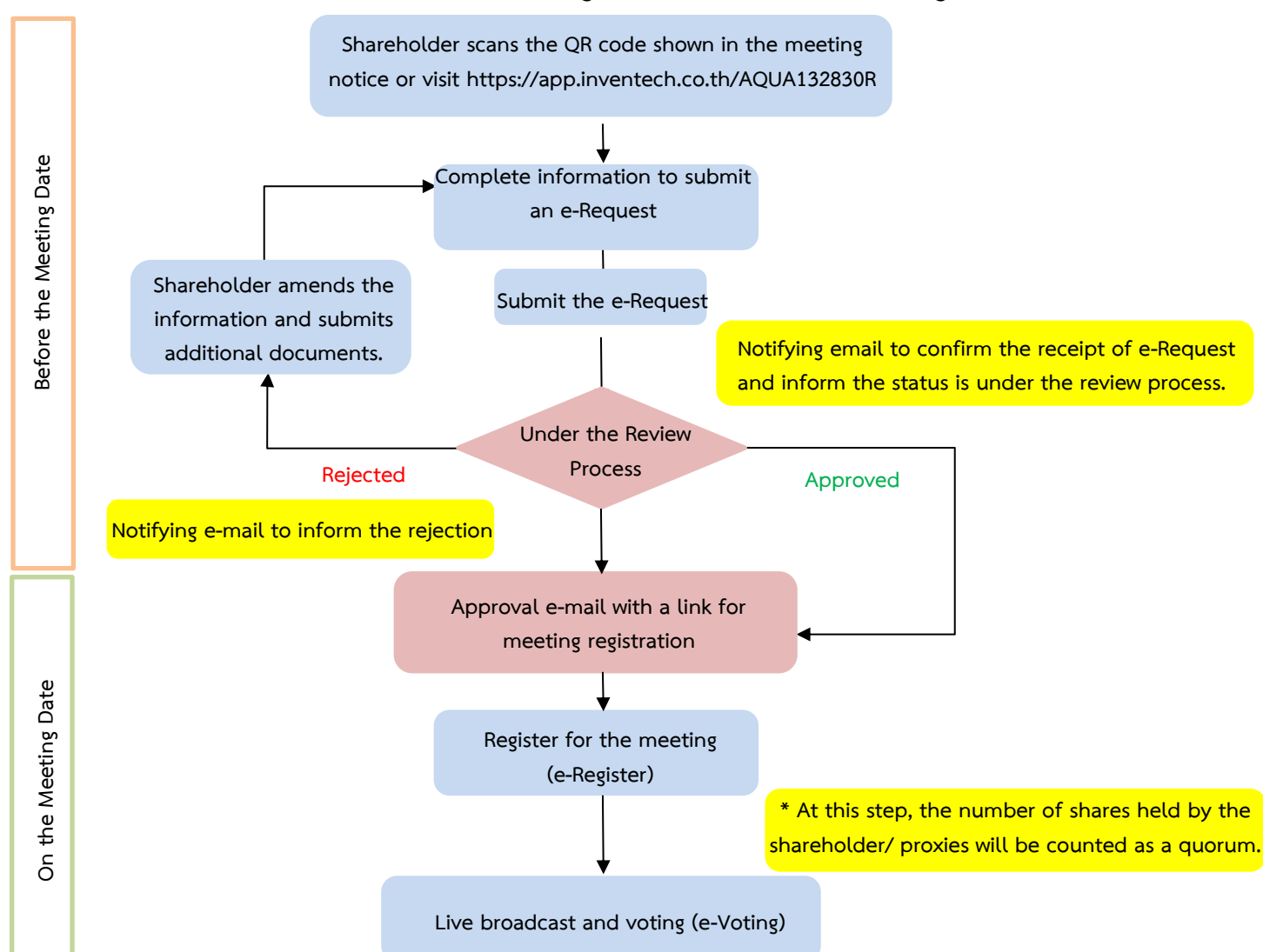


- 2 User Manual InvenTech Connect

Note Operation of the electronic conferencing system and Inventech Connect systems. Check internet of shareholder or proxy include equipment and/or program that can use for best performance. Please use equipment and/or program as the follows to use systems.

1. Internet speed requirements
 - High-Definition Video: Must be have internet speed at 2.5 Mbps (Speed internet that recommend).
 - High Quality Video: Must be have internet speed at 1.0 Mbps.
 - Standard Quality Video : Must be have internet speed at 0.5 Mbps.
2. Equipment requirements.
 - Smartphone/Tablet that use IOS or android OS.
 - PC/Laptop that use Windows or Mac OS.
3. Requirement Browser Firefox or Chrome (Recommend) or Safari ** The system does not supported internet explorer.

Flowchart for the Meeting Attendance via e-Meeting



Note

1. For a proxy appointed by multiple shareholders:

- Such proxy may press the "Switch Account" button to log into other accounts, and the votes and the meeting quorums of previously used accounts will still be included as the base number of votes.

2. Leaving the meeting

- Meeting participants may press the "Leave Meeting" button to leave the meeting. As such, the votes of shareholders/proxies will be annulled for the remaining agenda items that have not yet been voted on.