

Explanation on Meeting Attendance Registration, Proxy Appointment, and Submission of Questions in Advance, and Guidelines for Attending of Electronic Meeting by Inventech Connect

Meeting Attendance Registration and Proxy Appointment

1. Shareholders and proxies who wish to attend the e-meeting

1.1 In case of shareholders attending the meeting in person:

- In case of Thai individual shareholders, an identification card or civil servant identification card must be presented.
- In case of foreign individual shareholders, a passport or document used in lieu of a passport must be presented.
- In case of change of first name or surname, evidence of such change must be presented.

For further information, please see the Guidelines for Attending of Electronic Meeting by Inventech Connect as attached herewith

1.2 In case of proxy appointment:

- The shareholder appointing a proxy may grant the rights attached to all, but not a part, of the shares held to the proxy (except in case of custodians).
- The proxy shall submit only one proxy form that has been duly completed and signed (any material amendment, crossing out or erasure must be accompanied by the grantor's signature) and all the required supporting documents to the Company by email to secretary.aqua@aquacorp.co.th and submit the originals via post to the following address within April 26, 2024:

Company Secretary's Office

Aqua Corporation public Company Limited

121/68-69, R.S. Tower, Floor 21, Ratchadapisek Road, Din Daeng, Bangkok 10400 Thailand.

In addition, the Company will provide THB 20 stamp duty to accommodate any shareholder who has not affixed the same on the proxy form.

- **Supporting documents of the proxy:** A copy of the identification card or civil servant identification card certified as true copy by the proxy must be provided.
- **Supporting documents of the grantor:**
 - **In case of Thai individual shareholders,** a copy of the identification card or civil servant identification card certified as true copy by the grantor must be provided.
 - **In the case where the proxy is a natural person of foreign nationality,** please submit a copy of your passport. or documents used in place of a passport Complete with signature certified true copy by the grantor of the proxy.
 - **In the case where the proxy is a juristic person;**
 - In case of Thai juristic persons, a copy of the affidavit issued not more than six months by the Department of Business Development, the Ministry of Commerce, certified as true copy by the authorized representative(s) of such juristic person, and a copy of the identification card of the authorized representative(s) certified as true copy by the authorized representative(s) must be provided.

- In case of foreign juristic persons, a copy of the affidavit issued not more than six months by the relevant authority in the country where the juristic person is established, certified as true copy by the authorized representative(s), and a copy of the passport of the authorized representative(s) certified as true copy by the authorized representative(s) must be provided. If the certification of the documents were made in a foreign country, further certification of the signatures by a notary public or an office or a person authorized to certify signatures as generally accepted is also required.
- **If using a fingerprint in lieu of a signature**, a fingerprint of the left thumb must be affixed together with the wordings “fingerprint of the left thumb of” accompanied by the signatures of two witnesses attesting to the genuineness of such fingerprint. A copy of the identification card or civil servant identification card certified as true copy by the witnesses must also be provided.

1.3 In case of a deceased shareholder, the executor of the estate of the deceased may attend the meeting in person or appoint a proxy. A copy of the court’s order appointing the executor certified as true copy by the executor must be provided.

1.4 In case of a minor shareholder, the father, mother or legal guardian of the shareholder may attend the meeting in person or appoint a proxy. A copy of the household registration or birth certificate or any other identification document of the minor shareholder certified as true copy by the father, mother or legal guardian of the shareholder must be provided.

1.5 In case of an incompetent or quasi-incompetent shareholder, the guardian or custodian of the shareholder may attend the meeting in person or appoint a proxy. A copy of the court’s order appointing the guardian or custodian certified as true copy by the guardian or custodian must be provided.

2. Shareholders who do not wish to attend the e-meeting

For shareholders who are unable to attend the e-meeting by themselves, the Company recommends that they appoint an Independent Director Mr. **Chalie Dithaluksana** (per Enclosure 8) as their proxy to attend the meeting on their behalf by using only one of the Proxy Forms A, B and C (per Enclosure 9)

Submission of Questions in Advance

Shareholders may submit questions relating to each agenda item in advance by submitting the Question Form for Shareholders’ Meeting (per Enclosure 10), by email to secretary.aqua@aquacorp.co.th within April 26, 2024. The Company will compile the questions for each agenda items to be recorded in the minutes of the meeting after the meeting is adjourned.

Shareholders or proxies who attend the meeting can also ask questions during the meeting.
