

## **Guideline for attending the AGM through Electronic Media (E-AGM) and the Appointment of Proxies**

Shareholders or their proxies wishing to participate in the meeting must submit their identity verification documents as specified to the company by April 22, 2024. Once the company has verified the information against the list of shareholders entitled to attend the meeting, as per the record date, correctly and completely, the electronic meeting service provider will send a link for joining the meeting and a user manual to the email address you have provided to the company. The link will be sent 2 days prior to the meeting date.

### **Requesting to attend the meeting via electronic media**

Shareholders wishing to attend the meeting via electronic media must notify their intention to attend the meeting in two ways as follows:

- Submit your request to attend the meeting by sending information via Email or postal mail.

If shareholders wish to notify their intention to attend the meeting via electronic media (E-AGM) by sending information via Email or postal:

1. Please fill in the document requesting to attend the meeting via electronic media (E-AGM) (Enclosure 2) by specifying your Email and your mobile phone number clearly for registering for the meeting.
2. Attach a copy of proof of identity to confirm the right to attend the E-AGM meeting.

#### **2.1 Shareholders who are natural persons:**

- If a shareholder wishes to attend the meeting in person via E-Meeting:
  - Attach a copy of a valid government-issued identification document such as an ID card, government ID card, driver's license, or passport. In case of name-surname changes, shareholders are requested to attach supporting evidence.
- If a shareholder appoints another person to attend the meeting on his/her behalf via E-Meeting:
  - The Proxy Form B (attached with the invitation letter) is filled in all information signed by the proxy grantor and the proxy correctly and entirely together with duty stamp affixed.
  - A copy of the proxy grantor's identity document, such as an ID card, a government official ID card, passport (In the case of foreigners) that has not expired and signed certifying the true copy of the proxy.

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## 2.2 Shareholders who are juristic persons:

- If the person authorized to sign on behalf of the juristic person (director) wishes to attend the meeting in person via electronic media (E-Meeting)
  - A copy of the Company Certificate issued by Ministry of Commerce, not more than 60 days and certified true copy by the authorized person on behalf of the juristic person with corporate seal (if any)
  - A copy of the identity document of the representative of the juristic person (director), such as an ID card, a government official ID card, passport (In the case of foreigners) that has not expired and signed to certify the true copy.
- If the proxy is assigned to attend the meeting instead via electronic media (E-Meeting)
  - The Proxy Form C (attached with the invitation letter) is filled in all information signed by the proxy grantor and the proxy correctly and entirely together with duty stamp affixed.
  - A copy of the shareholder's juristic person registration certificate issued no later than 60 days before the date of the shareholders' meeting, which is duly certified by the juristic person representative (director) authorized to sign on behalf of the juristic person.
  - A copy of the identity document of the representative of the juristic person (director), such as an ID card, a government official ID card, passport (In the case of foreigners) that has not expired and signed to certify the true copy.
  - Copy of the identity document of the proxy as in the case of natural persons as mentioned above.

Suppose the documents or evidence mentioned above are not Thai or English versions. In that case, the shareholders must present an English translation of the document signed to certify the translation by the shareholder or by an authorized signatory to bind that juristic person (in the case of a juristic person).

3. Submit the documents requesting to attend the meeting via electronic media (item 1) and proof of identity together with supporting documents (item 2) by sending to the Company within 22 April 2024

3.1.1 Email channel: [ir@indexlivingmall.com](mailto:ir@indexlivingmall.com)

3.1.2 Postal channels: Company Secretary Department

Index Living Mall Public Company Limited

No. 147 Soi Rama 2 Soi 50, Rama 2 Road, Samaedam Sub-district, Bangkhuntien District,

Bangkok 10150

**Electronic Meeting Attendance (E-AGM):**

1. Once shareholders or their proxies who have expressed their desire to attend the meeting have been fully verified, they will receive an email from the meeting service provider. This email will contain a link for joining the meeting and a user manual for accessing the system, which will be sent 2 days before the meeting date. Please study the E-AGM meeting system user manual in detail. If you do not receive such an email by April 25, 2024, please contact the company immediately.
2. Participation in the meeting and voting via electronic means can be done using a computer/notebook/tablet, and mobile phone through the web browser: Chrome with at least 4G internet speed or basic home internet connection.

Note: For participation through a tablet or mobile phone, the Zoom Cloud Meeting app must be installed prior to joining the meeting. This app can be downloaded as follows:

IOS system	Android system
	
<a href="https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307">https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307</a>	<a href="https://play.google.com/store/apps/details?id=us.zoom.videomeetings">https://play.google.com/store/apps/details?id=us.zoom.videomeetings</a>

1. The system will open for meetings 60 minutes before the start of the meeting. However, the live broadcast will only start at the time of the meeting.
2. To log in, attendees must use the information of the shareholder registration number and the shareholder's ID card number.

3. Voting through the E-Voting system, you will be able to vote for each agenda only by voting for agreeing, disagreeing, or abstaining. In case of not voting on any agenda, the system will be deemed to vote as agree immediately (using the vote-counting method by pouring votes towards agreeing).
4. If attendees have any problems or problems in using the E-AGM system, you can contact OJ International Co., Ltd. at the phone number specified in the Email that sends you the system's user manual.

**If a shareholder wishes to appoint an independent director as a proxy:**

Shareholders who are unable to participate in the hybrid meeting or through electronic media in person or cannot delegate their proxy to another attendee for the hybrid meeting, if shareholders wish to assign their proxy to an independent director, please submit a proxy form, specifying which one of the independent directors designated by the company as follows:

1. Mr. Jirayut Roongsrithong      Independent Director      Age 57 Years

Address: 147/54 Panya Village, Pattanakarn 30 Road, Suanluang District, Bangkok 10250 THAILAND

2. Mr. Thakorn Piyaphan              Independent Director      Age 50 Years

221/15, Chuen Ratchada Village, Supha Ruam Soi, Wong Sawang, Bang Sue, Bangkok 10800, THAILAND

Along with supporting documents to the Company by the date within **22 April 2024** via the following channels:

- By Email: [ir@indexlivingmall.com](mailto:ir@indexlivingmall.com)
- By mail: Company Secretary Department

Index Living Mall Public Company Limited

No. 147 Soi Rama 2 Soi 50, Rama 2 Road, Samaedam Sub-district, Bangkhuntien District,  
Bangkok 10150

Note: If the shareholders specify their votes in each agenda, the independent directors will cast their votes as specified in the proxy form. In which the voting in each agenda, shareholders have the right to vote in agreeing, disagreeing, or abstaining only and cannot divide a partial vote (unless it is a Custodian vote).

**In the case of a shareholder who is a foreign investor and appoints a custodian in Thailand to be a stock depository and keeper:**

Please submit the following information:

1. The Proxy Form C (attached with the invitation letter) is filled in all information signed by the proxy grantor and the proxy correctly and entirely together with a 20-baht duty stamp affixed.

2. Custodian juristic person registration certificate (Custodian) with a signature certifying true copy by the authorized signatory on behalf of the juristic person of the Custodian or the attorney with the corporate seal (if any).
3. A power of attorney from the shareholders for the Custodian to be authorized to sign the proxy form.
4. A letter confirming that the person signing the proxy form is authorized to operate a custodian business.
5. Copy of ID card, or a copy of government official ID card, or copy of passport (In the case of foreigners) of the proxy with certified the true copy.
6. Submit information via the following channels:
  - By Email: [ir@indexlivingmall.com](mailto:ir@indexlivingmall.com)

3.1.3 By mail: Company Secretary Department  
Index Living Mall Public Company Limited  
No. 147 Soi Rama 2 Soi 50, Rama 2 Road, Samaedam Sub-district, Bangkhuntien District,  
Bangkok 10150

Submitting advice or questions related to business, industry, Company performance, or related to any agenda which will be considered at the E-AGM meeting:

If shareholders wish to submit suggestions or questions, they can be done in two ways as follows:

1. Send advice or questions in advance to the Company before the meeting date through the following channels:
  - By Email: [ir@indexlivingmall.com](mailto:ir@indexlivingmall.com)
  - Telephone: .02-8986420-5 Ext 6219 (Company Secretary Department)
- 3.1.4 By mail: Company Secretary Department  
Index Living Mall Public Company Limited  
No. 147 Soi Rama 2 Soi 50, Rama 2 Road, Samaedam Sub-district, Bangkhuntien District,  
Bangkok 10150
2. Submit advice or questions during the meeting to those attending the E-AGM meeting. The attendee must specify his/her first and last name and state whether his/her is a shareholder attending the meeting himself/herself or a proxy. Before every suggestion or question is submitted, the Company has opened channels for sending advice and questions during the meeting as follows:
  - Chat channel for text messages.

- An audio chat channel where attendees press the raising hand button and turn on the microphone on their device after the operator sends you an invitation to chat. Please turn off the microphone after the conversation is finished every time (For more details, please refer to the user manual sent to the attendees' emails).

In this regard, if shareholders have questions about the meeting, they can contact the following staff:

1. Regarding submitting documents confirming identity to attend the shareholders' meeting via E-Meeting, please contact the Company Secretary for further information via the Company's contact channels as detailed above.
2. Regarding the process of attending the meeting and voting via E-Meeting, in the case of correct and complete identity verification, please contact OJ International Co., Ltd. at the phone number specified in the Email that sends you the system's user manual.

Please read the instruction manual carefully. The system will allow shareholders to register for the meeting in advance from 1.00 p.m. and the meeting will start at 2.00 p.m.