

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

1. For shareholders who wish to attend the E-AGM:

1.1 Please fill the E-AGM Registration Form on attachment 8 and ensure that you clearly provide your e-mail address and mobile number which will be used for the registration together with the required identification documents for verification of the right to attend the E-AGM:

- For individual- a copy of valid identity card or government issued identity document with self-attestation or passport by certified true copy
- For juristic persons – a duly executed Form along with the require documents to the Company by 16 April, 2021 via email or mail to the following address:
 - By e-mail : ir@indexlivingmall.com or
 - 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

1.2 After the Company has received documents outlined above (1.1), the Company will undertake a verification process to confirm the shareholders' right to attend the Meeting. Once verification is complete, the Company will send an email containing the E-Mail Link and QR Code to attend the E-AGM.

In case you do not receive Email Link and QR Code by 20 April, 2021, please contact the Company immediately.

1.3 The email with Email Link and QR Code will also include detailed instruction which we advise you to read prior to start of the meeting. You will be allowed to Login and join the E-AGM 60 minutes before the meeting time. However, the broadcasting will commence at the meeting time only.

1.4 You will have the option to vote "Approve", "Disapprove" or "Abstain" for each agenda item. If you do not cast your vote for a particular agenda item, the system will automatically count your vote as "Approve".

1.5 Should you face any technical problems with the E-AGM system before or during the meeting, please contact OJ International Co., Ltd. in the email with Email Link and QR Code.

2. For shareholders who wish to appoint a proxy to attend the E-AGM

Shareholders who are unable to attend the Meeting in person may appoint their own proxy or many appoint any one of the following Independent Directors to attend and vote on their behalf:

1. Mr. Jirayuth Roongsrithong Independent Director Age 54 Years

Address: No. 147/54 Panya Village, Pattanakarn 30 Road, Suanluang District, Bangkok 10250 THAILAND

2. Mrs. Pennapha Dhanasarnsilp Independent Director Age 66 Years

Address: No. 19/141 Masterpiece Village Soi Sukonthasawat 29, Praditmanootham Road, Ladphrao District Bangkok 10230 THAILAND

None of the above two Independent Directors has any special interest in any of the agenda items. **Shareholders are requested to send the executed Proxy Form (Attachment 9) and together with required supplementary documents to the Company by 16 April, 2021** via email or mail to the following address:

- Email : ir@indexlivingmall.com
- Post : 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

Required document for proxy

Shareholders appointing proxy to attend the Meeting

1. A completed proxy form with original signatures of both Grantor and Proxy **AND**
2. A copy of valid Identity Card or government issued identity document or Passport with original signature of Grantor **AND**
3. A copy of valid Identity Card or government issued identity document or Passport with original signature of Proxy

Juristic Person

1. The completed proxy form with original signatures of authorized persons of such Juristic person (Grantor) including stamp/seal (if any) and Proxy's original signature **AND**
2. The certified true copy of registration of such Juristic person which has been issued not more than 1 year before the date of the AGM (Grantor) **AND**
3. The certified true copy of valid Identity Card or government issued identity document or Passport of authorized persons of such Juristic person (Grantor) **AND**
4. The certified true copy of valid Identity Card or government issued identity document or Passport of Proxy

Non-Thai National or A Juristic Person Registered outside Thailand

- In case that the shareholder appears in the foreign investor register and appointed the local custodian as a depository
 - Proxy form C (attached with the meeting invitation) filled information correctly and completely. Signature of shareholder and proxy with a 20 baht duty stamp attached.
 - Custodian Certificate of Incorporation (Custodian) and duly signed by the custodian juristic Person or Authorized Representative with corporate seal (if any)
 - Power of attorney from shareholders to the Custodian is the operator who signs the proxy forms instead
 - A letter confirming that the person who signs the proxy form is permitted to operate the custodian business
 - A copy of ID card or government official ID card or passport (in case of foreigner) of proxies with certified true copy.

However, for any document that is not prepared in Thai or English language. A shareholder is requested to provide an English translation attached to another set and have the juristic person's representative certify the translation's correctness as well.

3. Channels for shareholders' suggestions/ questions about the business, industry, the Company's operations, or any of the agenda items to be considered in the E-AGM:

3.1 During the E-AGM, shareholders attending the E-AGM will be able to submit their suggestions or question via the e-meeting platform.

3.2 Shareholders also have the ability to submit their suggestions or questions prior to the E-AGM through the following channels:

- Email : ir@indexlivingmall.com
- Tel: 02-8986420 Ext. 6219 (Company Secretary Department)
- Post : Company Secretary Department

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