

**Guidelines for Attending the 2024 Annual General Meeting of Shareholders through  
Electronic Means (E-Meeting)  
CP Aextra Public Company Limited**

CP Aextra Public Company Limited (“the Company”) convenes the 2024 Annual General Meeting of Shareholders on Friday, 29 March 2024 at 2.00 p.m. which will be held through electronic means pursuant to the criteria specified in the law related to Electronic Meeting without arrangement of physical meeting or registration. In this regard, the Company has employed Inventech Systems (Thailand) Company Limited to provide services and systems for the E-Meeting, which has been reviewed by self-assessment method for the information security standard of Electronic Meeting B.E. 2563 (2020), by Electronic Transaction Development Agency under the announcement of the Ministry of Digital Economy and Society.

The shareholders and proxies who wish to attend the E-Meeting by self-attending are required to proceed in accordance with the following guidelines:

**Documents required to be presented to attend the shareholders meeting**

**The shareholders are required to upload supporting documents as listed below into the registration system. The Company shall consider the documents depending on the type of each shareholder. In this regard, photos of documents are applicable for upload.**

**1. Natural Person**

**1.1 Self-Attending**

A copy of valid identity document issued by government authorities e.g. identification card, driving license or passport, or a photo of document as mentioned placing on a paper, including the evidence of name or last name's change (if any). All documents must be certified as true and correct.

**1.2 Proxy**

- (1) The Proxy Form as enclosed with the Notice, completely filled in and signed by the shareholder and the proxy.
- (2) A copy of valid identity document of the shareholder issued by government authorities as specified in item 1.1, completely certified as true and correct.
- (3) A copy of valid identity document of the proxy issued by government authorities as specified in item 1.1, completely certified as true and correct.

**2. Juristic Person**

**2.1 Attendance in person by authorized representative of juristic person**

- (1) A copy of valid identity documents of the juristic person's representative issued by government authorities as specified in item 1.1, completely certified as true and correct.
- (2) A copy of the juristic shareholder's Affidavit (not older than one year), certified true and correct by its authorized representative with the company's seal affixed (if any), which indicates that the juristic person's representative attending the meeting is authorized to act on behalf of the juristic shareholder.

**2.2 Attendance by proxy**

- (1) The Proxy Form as enclosed with the Notice, completely filled in and signed by the proxy grantor and the proxy including the Company's seal affixed (if any).
- (2) A copy of the shareholder's Affidavit (not older than one year), certified true copy by the juristic person representative with the Company's seal affixed (if any), which indicates that the juristic person representative attending the meeting has the authority to act on behalf of the juristic person shareholder.

- (3) A copy of valid identity documents of the juristic person representative issued by government authorities as specified in item 1.1, completely certified as true and correct.
- (4) A copy of valid identity documents of the proxy issued by government authorities as specified in item 1.1, completely certified as true and correct.

**3. Foreign Investor appointing Custodian in Thailand**

- (1) The Proxy Form C as enclosed with the Notice, completely filled in and signed by the shareholder and the proxy.
- (2) Letter certifying that the person signing the Proxy Form is authorized to operate custodian business.
- (3) A copy of Affidavit of the Custodian certified true copy by the juristic person's representative with the Company's seal affixed (if any), which indicates that the juristic person representative is signed as the proxy grantor has the authority to act on behalf of the custodian.
- (4) A copy of valid identity documents of the custodian's representative issued by government authorities as specified in item 1.1, completely certified as true and correct.
- (5) Power of Attorney by Foreign Investor authorizing the Custodian as depository.
- (6) A copy of Affidavit of the juristic shareholders certified true copy by the juristic person's representative with the Company's seal affixed (if any), which indicates that the juristic person's representative is authorized to sign the Power of Attorney and has the authority to act on behalf of the juristic shareholders.
- (7) A copy of an identity document issued by government authorities of the juristic person's representative as specified in item 1.1, completely certified as true and correct.

In case the original documents are not in English, the English translation shall be prepared and certified true and correct translation by the shareholder or the authorized person of juristic person shareholder.

**4. Granting Proxy to the Company's Independent Directors**

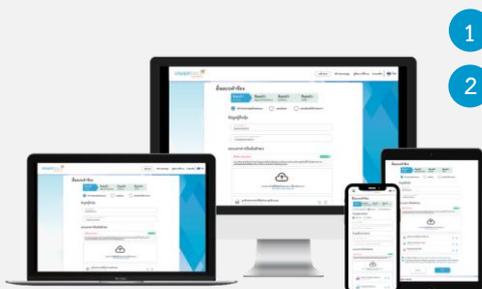
- (1) The Proxy Form B as enclosed with the Notice, identifying any of the Independent Directors as listed in the Enclosure 6 as a proxy, completely filled in and signed by the shareholder.
- (2) In case the shareholder is a natural person, please provide documents as specified in item 1.2 (1) - (2)
- (3) In case the shareholder is a juristic person, please provide documents as specified in items 2.2 (1) - (3)

## **Guidelines for Attending the 2024 Annual General Meeting of Shareholders through Electronic Means by Inventech Connect**

The shareholders and proxies who wish to attend the E-Meeting by self-attending are required to submit the request form via electronic means as follows:

### Steps for requesting Username & Password from via e-Request

1. The Shareholders must submit the request to attend the meeting by Electronic Means via Web Browser at <https://serv.inventech.co.th/CPAXT172856R/#/homepage> or scan QR Code  and follow the steps as shown in the picture below:



- 1 Click URL link or scan QR Code in the AGM notice
- 2 Choose type of request form for 4 steps
  - Step 1 Fill in the shareholder's information
  - Step 2 Fill in the information for identity verification
  - Step 3 Confirm identity verification via OTP
  - Step 4 Successful transaction, the system will display information to the shareholders to re-confirm the information again.
- 3 Please wait for an email from Inventech to inform details of the meeting and Password to log-in

**\*\* To merge the user accounts, please use the same email and phone number \*\***

2. The shareholders who wish to attend the Meeting either through the Electronic Means by self-attending or by proxies who are not the Company's independent directors, please note that the e-Registration will be available from **20 March 2024 at 8:30 a.m.** and will be closed on 29 March 2024 until the meeting adjourned.

3. The electronic conference system will be **available on 29 March 2024 at 12:00 p.m. (2 hours before the meeting starts).** The shareholders or proxies must use the username and password for registration and kindly follow the Manual to attend the meeting through Electronic Means accordingly.

### Appointment of Proxy to the Company's Independent Directors

The shareholders who wish to appoint the Company's Independent Directors as their proxy to attend and vote on their behalf, please submit the request to attend the meeting by Electronic Means or submit the proxy form together with supporting documents to the Company by post within 27 March 2024 at 5.00 p.m. to

CP Aextra Public Company Limited

SET & Investor Relations Department

Post Office Box 8, Non-Delivery Post Office Phattanakan, Bangkok 10251

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

 02-931-9130

 @inventechconnect

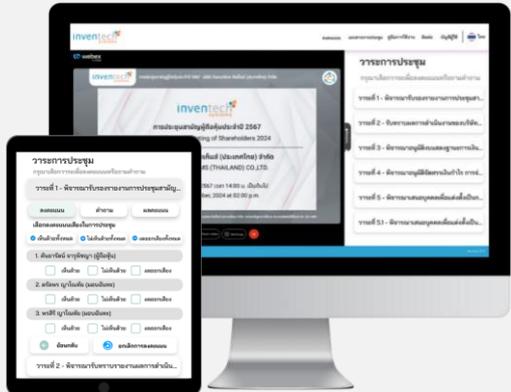
 The system will be available during 20-29 March 2024 at 08.30 a.m. – 05.30 p.m.  
(Only working days, excluding national holidays and public holidays)



Report a problem  
@inventechconnect

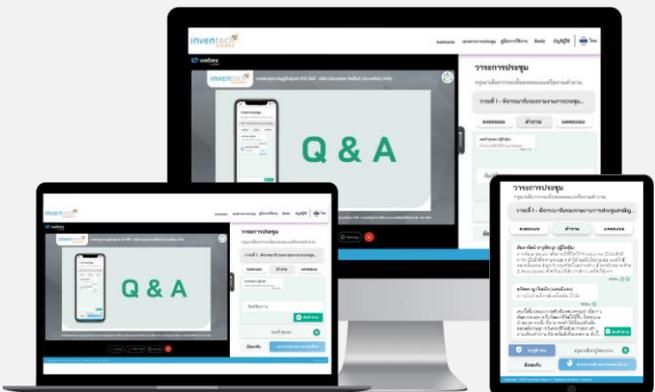
Steps for registration for attending the meeting (e-Register) and voting process (e-Voting)

- 1 Get email and password that you received from your email or request OTP
- 2 Click on “Register” button, the system has already registered and counted as a quorum.
- 3 Click on “Join Attendance”, Then click on “Join Meeting” button
- 4 Select which agenda that you want to vote
- 5 Click on “Vote” button
- 6 Click the voting button as you choose
- 7 The system will display status your latest vote



To cancel the last vote, please press the button “Cancel latest vote” (This means that your latest voting result will be suspended or your voting result will be counted with the vote as determined by the Meeting)  
 The Shareholders can revise the vote for each agenda until the voting is closed.

Steps to ask questions via Inventech Connect



- Select the meeting agenda
- Click on “Question” button
- 1 Ask a question
  - Type the question then click “Send”
- 2 Ask the question via video
  - Click on “Conference”
  - Click on “OK” for confirm your queue
  - Please wait for the queue for you then your can open the microphone and camera

How to use Inventech Connect



User Manual e-Request



User Manual e-Voting

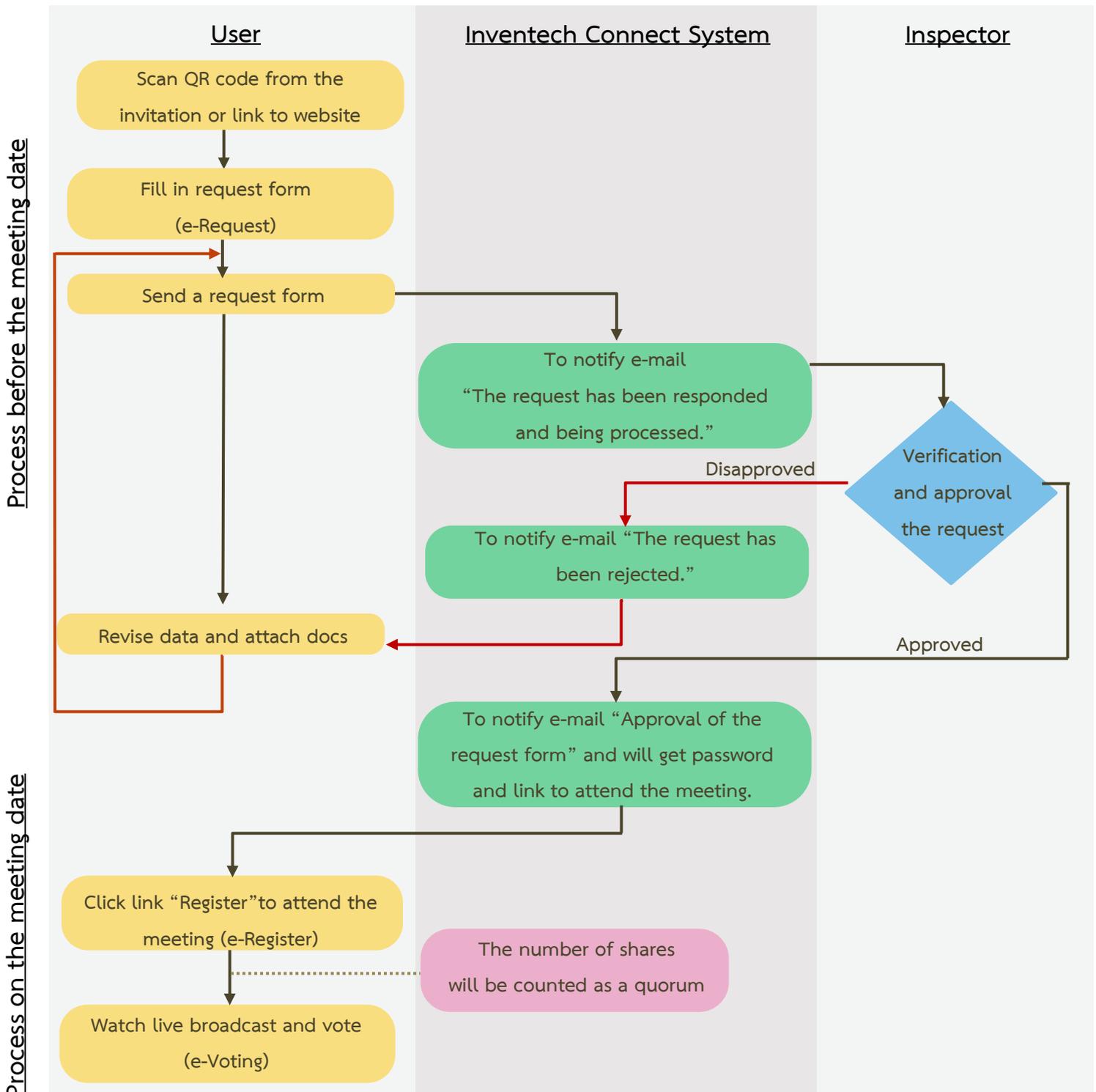


Video of using Inventech Connect

\* Note The operating system of the electronic conferencing and Inventech Connect are based on the Internet of the shareholder or proxies and equipment and/or the programs using. So please use the device and/or the following program to operate the system:

1. Internet speed requirements
  - High-Definition Video: Must be internet speed at 2.5 Mbps (Speed internet that recommend).
  - High Quality Video: Must be internet speed at 1.0 Mbps.
  - Standard Quality Video: Must be 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 Chrome (Recommend) / Safari / Microsoft Edge **\*\* The system does not support internet explorer.**

Flowchart for attending the Meeting through Electronic Means (E-Meeting)



Condition for using the system

In case to merge account/change account

In case of submitting multiple requests by using the same email and phone number, the systems will merge account or in case the user has more than 1 account, you can click "Change account" and the previous account will still count as the base in the meeting quorum.

In case to exit the meeting

Attendees can click on "Register for exit the quorum", the systems will be number of your shares out from the meeting