

Procedure for Attending the 2025 Annual General Meeting of Shareholders through Electronic Devices (E-Meeting) and Proxy

I. Documents and Evidences Requirement

**** Please submit the document by post or via email directly to the Company prior to the meeting within April 21, 2025 ****

Ordinary Person

1. In case the shareholders attend the meeting in person

Valid evidence that issue by government authorities, e.g. the identification card, government officer identification card, driver license or passport, including the evidence of name or last name's change (if any)

2. In case of granting proxy holder

- 2.1 One of the proxy forms as attached to the notice to shareholders, completely filled in and signed by shareholder and proxy.
- 2.2 Certified true copy of valid evidence of the shareholder as specified in item 1.
- 2.3 Certified true copy of valid evidence of the proxy as specified in item 1.

Juristic Person

1. In case of shareholder's representative (director) attend the meeting in person.

- 1.1 The identification document of such authorized representative similar to those of ordinary person as specified in item 1.
- 1.2 Copy of shareholder's Affidavit not over three months, and certify by the authorized director showing that the authorized director has the authority to act on behalf of the shareholder.

2. In case of shareholder appoint proxy holder

- 2.1 One of the proxy forms as attached to the notice to shareholders, completely filled in and signed by the authorized director of shareholder and proxy.
- 2.2 Copy of shareholder's Affidavit not over three months, and certify by the authorized director showing that such authorized director signing the proxy form has the authority to act on behalf of the shareholder.
- 2.3 Certified true copy of valid evidence issued by government authorities of the authorized director signing the proxy form.
- 2.4 Certified true copy of valid evidence of the proxy issued by government authorities similar to those of individual shareholder specified in item 1.

3. In case of Foreign Shareholder appointing a Custodian in Thailand

- 3.1 All evidences similar to those of the Juristic Person as specified in items 1 or 2.
- 3.2 In case the foreign shareholder authorizes the custodian to sign the proxy form on its behalf, the following documents are required:
 - 3.2.1 Power of Attorney by foreign shareholder authorizing custodian to sign the proxy form on its behalf.
 - 3.2.2 Letter certifying that such custodian signing the proxy form has the permission to engage in the custodian business.

In case the original documents are not in English, it shall be translated to the English language and certified true and correct translation by the shareholder (in case of ordinary person) or the authorized representative of shareholder (in case of juristic person). The Company will not make a request for additional document or creating an undue burden to the shareholders (ex. undefined to use the shareholder's the ID card of proxy, specify in addition to the documents or the circular letter formal related).

II. Proxy Methods

The Company has provided 3 proxy forms: Form A/ Form B / Form C prescribed by the Department of Business Development, Ministry of Commerce to be used in the following cases:

Form A: general proxy form

Form B: proxy form suggested for shareholders

Form C: proxy form for foreign shareholder appointing the custodian in Thailand

For shareholder who is unable to attend the meeting in person through electronic device (E-Meeting), may appoint the proxy as follows:

1. Select only one of the three forms provided above as follows:
 - 1.1 General shareholder shall select only one of either Form A or Form B. *(Suggest to use Proxy Form B)*
 - 1.2 Shareholder listed in the share register book as foreign shareholder appointing the custodian in Thailand can select only one of the three proxy forms.
2. Authorize a person or an Independent Director to attend and vote at the Meeting on your behalf by specifying the name with details of a person to be your proxy or marking in front of the name of an Independent Director to be your proxy.
3. Affix the 20 Baht stamp duty and specify the date on the proxy form.
4. Submit the completed proxy form together with the above documentation to the Company's Head Office addressed as below:

By Post: Ichitan Group Public Company Limited "Office of the Company Secretary"

No. 8 T-One Building, 42nd – 44th Floor, Soi Sukhumvit 40, Phra Khanong Sub-District, Khlong Toei District, Bangkok, 10110

Email: ir@ichitangroup.com

Please submit document and relevant evidences by April 21, 2025 within 17.00 p.m. (Bangkok time) by completely filling the information with signature. So that the Company's officers may have enough time to verify the document prior to the meeting. However, spilt of shares to several proxies to vote in the meeting is not allowed. Shareholder shall authorize the proxy holder to cast the votes equal to the total number of shares held by shareholder. Authorizing less than the total number of shares is not allowed except for the custodian appointed by foreign shareholder in accordance with proxy form C.

Furthermore, the shareholders can also download other form of proxies in the Company's website under the section "Investor Relations", topic "Shareholders' Meeting" and sub-topic "Notice of the Shareholders' Meeting".

III. Meeting Attendance

The shareholders and proxies can be joined the meeting through electronic device (E-Meeting) since 12.00 hrs., on Tuesday, April 22, 2025 onwards, and the meeting will start conducting at 14.00 hrs., from Ichitan's meeting room at head office only.

IV. Questions in Advance

Shareholders are able to send questions in accordance with each agenda in advance via Email: ir@ichitangroup.com, within April 21, 2025 only. The Company will collect relevant questions in each agenda and record in the meeting minutes after the meeting closed. Shareholders or proxies who attend the AGM on the meeting day, may also ask according to the meeting agenda through electronic devices (E-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:

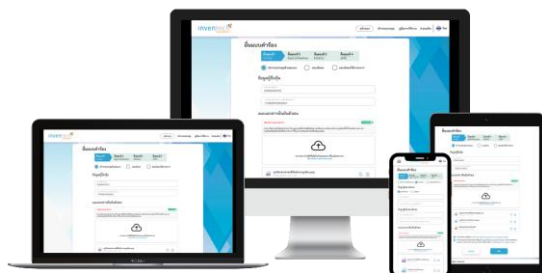
Step for requesting Username & Password from via e-Request

1. The Shareholders must submit a request to attend the meeting by Electronic Means via Web Browser at

<https://con.inventech.co.th/ICHI521767R/#/homepage> or scan QR Code



and follow the steps as shown in the picture



**** Merge user accounts, please using the same email and phone number ****

- 1 Click link URL or scan QR Code in the AGM invitation letter
- 2 Choose type request for request form to 4 step
 - Step 1 Fill in the information shown on the registration
 - Step 2 Fill in the information for verify
 - Step 3 Verify via OTP
 - Step 4 Successful transaction, the system will display information again to verify the exactitude of the information
- 3 Please wait for an email information detail of meeting and Password

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 April 10, 2025 at 8.30 a.m. and shall be closed on April 22, 2025 until the end of the meeting.

3. The electronic conference system will be available on April 22, 2025 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, The Shareholders can submit a request to attend the meeting by Electronic Means of the specified procedures or send the proxy form together with the required documents to the Company by mail to the following address. The proxy form and required documents shall be delivered to the Company by April 21, 2025 within 17.00 p.m.

Post: Ichitan Group Public Company Limited "Office of the Company Secretary"

No. 8 T-One Building, 42nd – 44th Fl., Soi Sukhumvit 40, Phra Khanong, Khlong Toei, Bangkok, 10110

Email: ir@ichitangroup.com

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



02-460-9225



@inventechconnect



The system available during 10 – 22 April 2025 at 08.30 a.m. – 05.30 p.m.

((Specifically excludes holidays and public holidays))



Report a problem

@inventechconnect

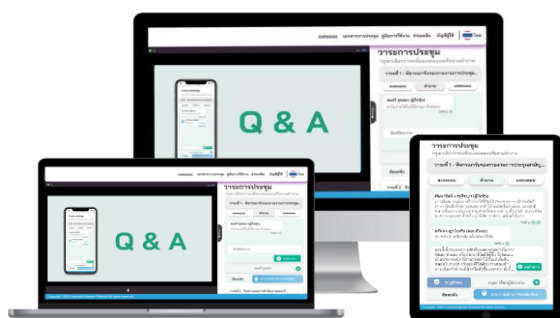
Steps for registration for attending the meeting (e-Register) and voting process (e-Voting)

- 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 “Accept” 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 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 for that agenda are closed.

Step to ask questions via Inventech Connect



- Select which 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 you can open the microphone and camera

How to use Inventech Connect



User Manual and Video of using 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

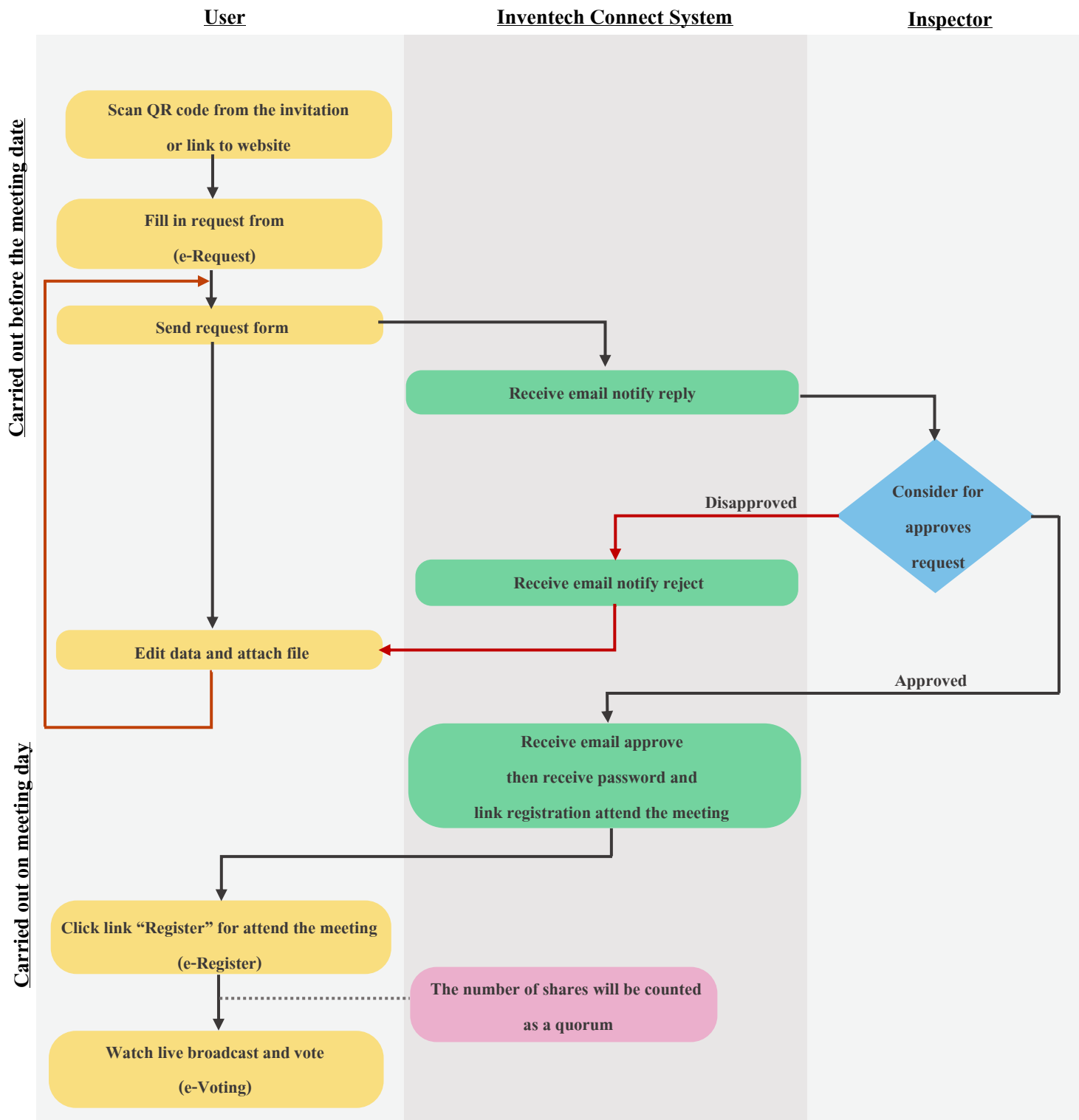
- High-Definition Video: Must be have internet speed at 2.5 Mbps (Speed internet that recommend).
- High Quality Video: Must be have internet speed at 1.0 Mbps.
- Standard Quality Video: Must be have internet speed at 0.5 Mbps.

2. Equipment requirements

- Smartphone/Tablet that use IOS or android OS.
- PC/Laptop that use Windows or Mac OS.

3. Requirement Browser Chrome (Recommend) / Safari / Microsoft Edge ****the system does not supported internet explorer.**

Guidelines for attending of Electronic Meeting



Condition of use

In case Merge account/change account

- In case filing request multiple by using the same email and phone number, the systems will merge account or in case user has more than 1 account, you can click on "Change account" and the previous account will still count the base in the meeting.

In case Exit the meeting

- Attendees can click on "Register to leave the quorum", the systems will be number of your shares out from the meeting base.