

Attachment 1

Guidelines and procedures for attending the Extraordinary General Meeting of Shareholders No. 1/2023 by Electronic Means HaadThip Public Company Limited

HaadThip Public Company Limited (“the Company”), fixed to convene the Extraordinary General Meeting of Shareholders No.1/2023 held on Wednesday 23rd August 2023 at 14:00 hours, by Electronic Means (e-EGM) only, according to the Emergency Decree on Electronic Meetings B.E. 2563 (2020) and other related laws and regulations, in which the Company will not provide registration on the meeting room, live broadcasting from Praram 9 room, SC Park hotel, Wangthonglang District, Bangkok. Therefore, all Shareholders or proxies are requested to attend the Meeting by Electronic Means only in accordance with the following guidelines:

Guidelines to attend the Meeting by Electronic Means

1. The Shareholders must submit a request (e-Request) to attend the Meeting by Electronic Means via Web Browser at <https://app.inventech.co.th/HTC144530R/#/homepage> or scan QR Code:



2. The Shareholders must prepare the following information/document to fill-in through the system:
 - (1) Identification Card Number/Passport Number for foreigner
 - (2) Shareholders Registration Number (Appear on a notification of meeting)
 - (3) Name and Surname
 - (4) Amount of Shares
 - (5) Email Address
 - (6) Mobile Number
 - (7) Attachments
 - For Shareholders who wish to attend the Meeting by Electronic Means themselves, please attach the copy of Identification Card /Passport for foreigner and certified true copy (photo is also applicable).
 - For Shareholders who wish to attend the Meeting by Electronic Means with proxies who are not Independent Directors of the Company, please also attached the proxy forms with required documents (photo is also applicable).
3. After that please proceed on the following procedures:
 - (1) After clicked URL or scanned QR Code, please choose to file a request form.
 - (2) Fill-in the information as asked on the registration page.
 - (3) Click to agree with the Requirements for Meeting Attendance via the Inventech Connect.
 - (4) Click “Request” button.
 - (5) Then, please wait for an email from the officer informing on Meeting details and Username & Password.

4. For Shareholders who would like to attend the Meeting through the Electronic Means by yourself or by proxy, please register through the provided system in accordance to the guidelines. The e-Request system will be opened on **16th August 2023 at 8:30 a.m. and shall be closed when the meeting adjourned on 23rd August 2023.**
5. The electronic conference system will be available on Wednesday, 23rd August 2023 at 12.00 hrs. onward (2 hours' prior the meeting). The Shareholders or proxies shall use the provided Username & Password and follow the instruction to access the system.
6. For Shareholders who would like to attend the Meeting through the Electronic Means by proxy, please appoint any person to act as your proxy or authorize one of the Company's Independent Directors to attend and vote on your behalf.
7. For Shareholders who authorize one of the Company's Independent Directors to attend and vote on his or her behalf, please submit the proxy with the Shareholder's power of attorney by **Monday, 21st August 2023** by post, using the envelope enclosed with this letter and send to the Company.

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 system

1. The Shareholders must submit a request to attend the meeting by Electronic Means via Web Browser at <https://app.inventech.co.th/HTC144530R/#/homepage> or scan QR Code  and follow the steps as shown in the picture



- 1 Click link URL or scan QR Code in the letter notice General Meeting.
- 2 Shareholders choose to file a request form.
- 3 Fill in the information shown on the registration page.
- 4 agree to the Requirements for Meeting Attendance via the Inventech Connect.
- 5 Click "Request" button.
- 6 Please wait for an email from the officer informing you of meeting details and Username & Password.

**** 1 email account per 1 shareholder ID****

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 16th August 2023 at 8:30 a.m. and shall be closed on 23rd August 2023 Until the end of the meeting.

3. The electronic conference system will be available on 23rd August 2023 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, please submit the proxy form together with required documents to the Company by mail to the following address. Such proxy form and required documents shall be delivered to the Company by Monday 21st August 2023 at 5.00 p.m.

HaadThip Public Company Limited

Company Secretary Department

36/6 Soi Ramkhamhaeng 21 (Navasri) Yaek 5, Phlabphla, Wang Thonglang, Bangkok 10310

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



+662 931 9130



@inventechconnect



The system available during 16th – 23rd August 2023 at 08.30 a.m. – 05.30 p.m.

(Specifically excludes holidays and public holidays)



Report a problem

@inventechconnect

Installation Guide for Webex Meetings

For Shareholders use via PC/Laptop is not install application, for use via Mobile are install steps as follows.

For IOS Operating System

- 1 Go to Application **App Store** 
- 2 Search **Webex Meetings**
- 3 Click **"GET"** for install application
- 4 Please **wait** until to download is complete
- 5 **Finish** the application has installed it will appear on your smart phone



For Android Operating System

- 1 Go to Application **Play Store** 
- 2 Search **Webex Meetings**
- 3 Click **"INSTALL"** for install application
- 4 Please **wait** until to download is complete
- 5 **Finish** the application has installed it will appear on your smart phone



Step for registration for attending the meeting (e-Register)

- 1 Click registration link URL for join meeting from email approve
- 2 Get Username and password or request OTP to login
- 3 Click **"Register"** button the system has already registered and counted
- 4 Then click **"Join Attendance"** button
- 5 Click **"Watch Meeting"** button



- 6 Click **"Open Webex"** button
- 7 Use Cases PC/Laptop: Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows
 - 7.1 Fill in the Name and Email Address to match the information you submitted the request form.
 - 7.2 Click on **"Next"** button
- 8 Click on **"Join"** button to get in to meeting.

- 6 Use Cases Mobile/iPad: Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows
 - 6.1 Fill in the Name and Email Address to match the information you submitted the request form.
 - 6.2 Click on **"OK"** button
- 7 Click on **"Allow"** for accept access for application
- 8 Click on **"Join"** button to get in to meeting.



Step voting process (e-Voting)

Use Cases PC/Laptop

- 1 Click "Continue" button on menu "Multimedia Viewer".
- 2 Get email and password that you received from your email or request OTP
- 3 Click on "Login" button
- 4 Then click on "Join Attendance" button
- 5 Select which agenda that you want to vote
- 6 Click on "Vote" button
- 7 Click the voting button as you choose
- 8 The system will display status your latest vote



Use Cases Mobile/iPad

- 1 Click on "Participants" or symbol 
- 2 Click on menu "Chat" and choose message from Inventech Connect (Android) or click on "Chat" or Symbol  (iOS)
- 3 Click link in the chat message.
- 4 Click on "Continue" button
- 5 Get email and password that you received from your email or request OTP
- 6 Click on "Login" button
- 7 Then click on "Join Attendance" button
- 8 Select which agenda that you want
- 9 Click on "Vote" button
- 10 Click the voting button as you choose
- 11 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 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 your can open
 - microphone and camera

Installation Guide for Webex Meetings and How to use Inventech Connect



User Manual e-Request



User Manual e-Vote

* 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.

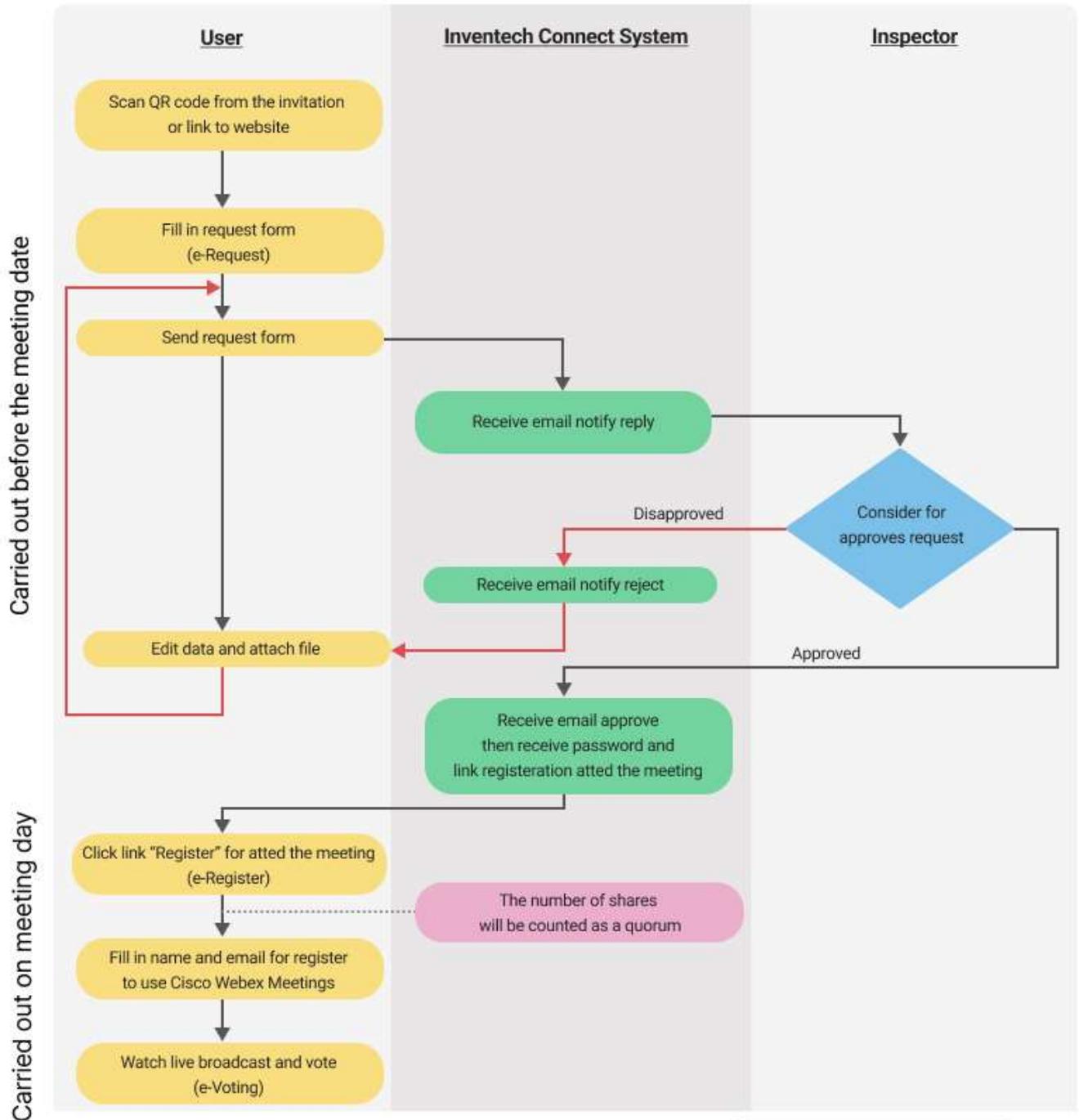
3. Requirement Browser Chrome (Recommend) / Safari / Microsoft Edge

**** The system does not supported internet explorer.**

You can check the supported device versions at <https://help.webex.com/en-us/article/nki3xrq/Webex-Meetings-Suite-System-Requirements> or scan the QR Code



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 for exit the quorum", the systems will be number of your shares out from the meeting base.