

Attachment 3

**Advice on Necessary Evidence for E-AGM Registration, Appointment of Proxy,
Voting, and Vote Counting**

Attending the E-AGM

Shareholders / proxies (except the shareholders who appoint the director as the proxies), who wish to attend the E-AGM is required to submit a request to attend the E-AGM (“E-Request”) together with necessary evidence in order to obtain “Username, Password, and Weblink” for registration in advance starting from April 18, 2024 at 8.30 a.m. onward.

Please submit an E-Request at <https://serv.inventech.co.th/WHAID167532/#/homepage> or scan QR Code.



Once your E-request has been verified and approved, we will inform you, by email, of your “Username, Password, and Weblink” for E-AGM registration which shall be conducted via “Inventech Connect” system. However, **E-AGM will be available for joining and attending on Thursday, April 25, 2024 from 8.00 a.m. until the meeting is adjourned.**

Please consider the “Guidelines for attending Electronic Meeting by Inventech Connect” (Attachment 4). For E-Request submission, please prepare and attach all required necessary documents completely. The Company reserves the right to refuse the E-AGM registration if the required evidence is incomplete or incorrect and if the E-Request is submitted after the meeting adjournment.

Rights to attend the Meeting and vote in the Meeting are individual rights of a shareholder or proxy. Please keep the Username and Password as confidential information which shall not be disclosed to others. The shareholders hereby accept that the attendance, voting, and/or any actions carried out by using such Username and Password shall be deemed as having been attended and voted by shareholders with legally valid and binding effect.

One username cannot be simultaneously used by various devices to log in to Inventech Connect system to attend the meeting.

Appointment of Proxy

Shareholders can appoint other persons as their proxies to attend the meeting and vote on their behalf. The Company has provided 3 Proxy Forms in accordance with the forms specified by the Department of Business Development, the Ministry of Commerce (Attachment 5), i.e.,

- Form A. is a general form that is simple and uncomplicated.
- Form B. is an explicit form that sets out specific details of authorization.
- Form C. is a form to be used specifically by shareholders who are foreign investors and have appointed a custodian in Thailand to be their share depository.

Procedures for the appointment of proxy are as follows:

- (1) General shareholders may choose to use either Proxy Form A. or Form B. only. The Company recommends the shareholders to use Proxy Form B. and specify the voting for each agenda item.
- (2) Shareholders who are foreign investors and have appointed a custodian in Thailand to be a share depository and keeper are recommended to use Proxy Form C.

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- (3) The shareholders, who appoint the proxy, shall appoint only one proxy to attend the meeting and cast a vote. The shareholder cannot split his/her number of shares to different proxies for separate voting.
- (4) The shareholders can **appoint either one of the Company's directors** by completing Proxy Form B. and specify the voting for each agenda item. E-Request submission is not required in this case.
- (5) THB 20 stamp duty must be affixed with the crossed-out mark and specifying the date in the proxy form.
- (6) If the shareholder would like to revoke the proxy, the shareholder must inform the Company in writing of the revocation intention by April 24, 2024, before the meeting date.

Necessary Documents and Evidence**1. Shareholders / Proxies who wish to attend the E-AGM in Person****1.1 Individual Shareholders****(1) Attendance the E-AGM in Person**

- (a) Copy of valid identification card, government officer card, driver's license, or passport (in case of foreigner), certified as true and correct copy by the shareholder.

(2) Attendance by Proxy

- (a) Proxy form (either Form A. or Form B.) correctly and completely filled in, signed by the grantor and the proxy.
- (b) Copy of valid identification card, government officer card, driver's license, or passport (in case of foreigner) of the grantor, certified as true and correct copy by the grantor.
- (c) Copy of valid identification card, government officer card, driver's license, or passport (in case of foreigner) of the proxy, certified as true and correct copy by the proxy.

1.2 Juristic Person Shareholders**(1) Attendance in Person by the Authorized Person of the Juristic Person**

- (a) Copy of valid identification card, government officer card, driver's license, or passport (in case of foreigner) of the authorized person of the juristic person attending the Meeting in person, certified as true and correct copy by him/her.
- (b) Copy of an affidavit of the juristic person granted by government authorities (issued no longer than 1 year prior to the meeting date) certified as true and correct copy by the authorized person attending the E-AGM, with the statement showing that such authorized person is empowered to act on behalf of such juristic person as the shareholder.

(2) Attendance by Proxy

- (a) Proxy form, (either Form A. or Form B.) correctly and completely filled in, signed by the grantor and the proxy.
- (b) Copy of valid identification card, government officer card, driver's license, or passport (in case of foreigner) of the authorized person (as the grantor), certified as true and correct copy by the grantor.
- (c) Copy of an affidavit of the juristic person granted by government authorities (issued no longer than 1 year prior to the meeting date) certified as true and correct copy by the

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authorized person as the grantor, and power of attorney (if any), with the statement showing that such authorized person is empowered to act on behalf of such juristic person as the shareholder.

- (d) Copy of valid identification card, government officer card, driver's license, or passport (in case of foreigner) of the proxy, certified as true and correct copy by the proxy.

(3) Appointment of Proxy in the case of Shareholders who are Foreign Investors and have appointed a Custodian in Thailand to be a Share Depository and Keeper

- (a) The Proxy Form C., correctly and completely filled in, signed by the authorized representative of the custodian who is the grantor and signed by the proxy.
- (b) Required documents from the custodian as specified above in clause 1.2 (1) and (2), as the case may be.
- (c) Document confirming that the person who signed the proxy form is permitted to operate the custodian business.
- (d) A copy of Power of Attorney from the shareholder who appoints the custodian to sign the proxy form on his/her behalf.

After the submission of the request and necessary evidence to the E-Request system, the shareholder is requested to send the original executed proxy form with its supporting necessary evidence to the Company:

Corporate Secretary Department
WHA Industrial Development PCL
23 Floor, WHA TOWER, No. 777, Moo 13, Debaratna Road (Bangna-Trad) KM.7
Bang Kaeo, Bang Phli, Samutprakarn 10540

2. Appointment of the Company's Director as a Proxy

Shareholders can **appoint one of the Company's directors** by completing **Proxy Form B.** with accurate information specifying clear voting instruction in each agenda item and signed by the grantor. Supporting evidence of the grantor must be provided.

Please deliver the completed Proxy Form appointing the director, together with necessary evidence to the Company **within April 23, 2024** for verification. Please send to:

Corporate Secretary Department
WHA Industrial Development PCL
23 Floor, WHA TOWER, No. 777, Moo 13, Debaratna Road (Bangna-Trad) KM.7
Bang Kaeo, Bang Phli, Samutprakarn 10540

E-Request submission is not required for the appointment of the director as a proxy.

- 3. In case of any changes of title / name / surname, copy of evidence of such changes, certified as true and correct copy, shall also be submitted.
- 4. For any foreign language documents which are not in English, English translation of such documents are required and must be certified as true translation by the shareholders or the authorized person of the juristic persons.

Vote Casting and Vote Counting via Electronic Means (e-Voting)

Vote casting and vote counting will be conducted via electronic means (e-Voting) which will be controlled and managed by Inventech Connect system. The vote casting and vote counting procedures are as follows.

1. One share shall have one vote.
2. Shareholders or proxies shall cast the votes to only one of: approve, disapprove, or abstain. The votes on each agenda item cannot be divided (except for the voting of the custodian).
3. In case of Proxy:
 - 3.1 In a case where the shareholder has specified clear instructions in the proxy form, the votes will be recorded in accordance with the instructions. The proxy will not be required to vote during the meeting.
 - 3.2 In the case where the shareholder does not specifically identify or the instruction is unclear, the proxy is entitled to consider and vote on behalf of the shareholder as appropriate.
4. In casting the votes for each agenda item, the e-Voting system will be open for shareholders and proxies to cast their votes. Shareholders or proxies who attend the meeting but do not cast their votes through the e-Voting system shall be deemed as having approved such agenda item.
5. For the agenda: To approve the appointment of directors to replace the directors who are due to retire by rotation, the Company will arrange the vote casting for the appointment of each nominated director individually.
6. Before casting the votes in each agenda item, the chairman of the meeting or the person designated by the chairman of the meeting will give the shareholders and the proxies an opportunity to inquire or comment on the issues related to such agenda item as appropriate.
7. Resolutions of the meeting require the following votes:
 - 7.1 In ordinary cases, a resolution of the meeting requires a simple majority vote of the shareholders attending the meeting and casting their votes.
 - 7.2 In other cases, as specified otherwise by laws or the Company's Articles of Association, a resolution of the meeting shall be in accordance with the laws or the Company's Articles of Association.
 - 7.3 In the case of a tied, the chairman of the meeting shall have an additional vote as the deciding vote.
 - 7.4 A shareholder or a proxy who has any special interests in any matter shall not be entitled to vote on such matter.
 - 7.5 The vote counting will be conducted immediately and the chairman of the meeting or the person designated by the chairman of the meeting will announce the voting results to the meeting after the completion of the vote counting for each agenda item.
 - 7.6 Vote counting in this E-AGM is conducted via electronic means controlled and managed by Inventech Connect system without physical ballot. As a result, this meeting would not have invalid ballots.