



## **Guidelines for attending the shareholders meeting via electronic media and the method of proxy appointment**

The Company has appointed QUID LAB Co., Ltd. ("Quid Lab") as the provider of the electronic shareholder meeting control system ("E-AGM"), which has been certified by the Electronic Transactions Development Agency and supports all devices, including computers, laptops, tablets, and smartphones. The guidelines for attending the shareholder meeting through electronic media and the method of proxy appointment are as follows:

**1. Shareholders who wishes to attend the E-AGM meeting** should proceed as follows:

- 1) Shareholders and proxy holders can register to attend the E-AGM via the website <https://mtc.fogus.vc/registration/> or by scanning the QR code, commencing from April 10, 2024 onward.
- 2) When registering, shareholders should provide the required information and attach identity verification documents as follows:
  - Natural person shareholders – a valid certified true copy of a not expired ID card or passport or other official documents issued by government authority with certified true copy.
  - Juristic person shareholders – a signed power of attorney or a signed proxy form with supporting documents as detailed in Clause "Supporting documents for the appointment of proxy".
- 3) After the Company has verified the accuracy and completeness of the submitted documents to confirm the right to attend the meeting, the system will email you with a web link to join the E-AGM meeting system, along with your username and password within April 18, 2024. Please study the manual of the E-AGM conference system in detail and keep your username and password confidential and do not disclose to others.
- 4) In case the document file is incomplete/ incorrect, you will be notified by email to submit the corrected document file and additional documents.
- 5) If you have any query about the registration system or the use of the E-AGM conference system, or in the event that your username and password have been lost or if you have not received such information within Monday April 18, 2024, please contact Quid Lab by e-mail [info@quidlab.com](mailto:info@quidlab.com) or phone number +662 013 4322 and +668 0008 7616.

**2. Shareholder who wishes to appoint a proxy to attend the E-AGM meeting**, proceed as follows:

In case that a shareholder is unable to attend the meeting in person, he/she may authorize another person or one of the Company's Independent Director as follows, to attend the meeting and vote on his/her behalf.

- **Mr. Suchart Suphayak** Chairman of the Risk Management Committee /  
Member of the Audit Committee / Member of the Nomination and  
Remuneration Committee and Independent Director



Address: Muangthai Capital Public Company Limited,  
332/1 Jaransanitwong Road, Bangplad, Bangkok 10330

Remark:

The above Independent Director do not have any special interests that are different from other directors in all agendas proposed in the 2024 Annual General Meeting of Shareholders.

Shareholders who wish to appoint a proxy to attend the E-AGM meeting, **should complete and sign proxy form B.** which was sent to the shareholders along with the meeting invitation (or can be downloaded from the Company website at [www.muangthaicap.com](http://www.muangthaicap.com)), and then **submit the proxy form and a copy of supporting documents through the registration system according to Clause 1. from April 10, 2024.**

**Supporting documents for the appointment of proxy**

● **Natural person shareholders**

1. A proxy form which is completely filled and signed by the proxy grantor and the proxy; and
2. A copy of valid ID card or passport certified true copy by the proxy grantor; and
3. A copy of valid ID card or passport certified true copy by the proxy.

● **Juristic person shareholders**

1. A proxy form which is completely filled and signed by such juristic person's authorized person and have such juristic person's company seal affixed (if any) of the proxy grantor and signed by the proxy; and
2. A certificate of registration as a juristic person of the proxy grantor which is duly signed and issued no later than 6 months prior to the date of the shareholders' meeting; and
3. A copy of ID card or passport not expired and sign certifying the true copy of the person authorized to bind the juristic person (the proxy grantor) and
4. A copy of ID card or passport not expired and sign to certify true copy of the proxy

**3. Procedures for attending the E-AGM meeting**

1. On the day of the 2024 Annual General Meeting of Shareholders which is scheduled to be held on Tuesday April 23, 2024, shareholders and proxies can attend the E-AGM meeting via web link using their username and password provided by Quid Lab. The Company will open the E-AGM meeting system for shareholders to register to attend the meeting from 8.00 a.m. (2 hours before the meeting time) and commence broadcasting the meeting at 10.00 a.m. onwards.
2. In the event that shareholders have technical difficulties attending the meeting or using the E-AGM meeting system either before the meeting or during the meeting, **please contact Quid Lab via email: [info@quidlab.com](mailto:info@quidlab.com) or phone numbers +662 013 4322 and +668 0008 7616.**

For your own convenience and smooth participation in the E-AGM meeting, Quid Lab's technical support team recommends that you join the meeting on a computer or laptop with a stable internet connection, since the shareholders' meeting may take more than 1 hour to conduct.



**Guidelines for attending by Electronic Method (E-AGM)**

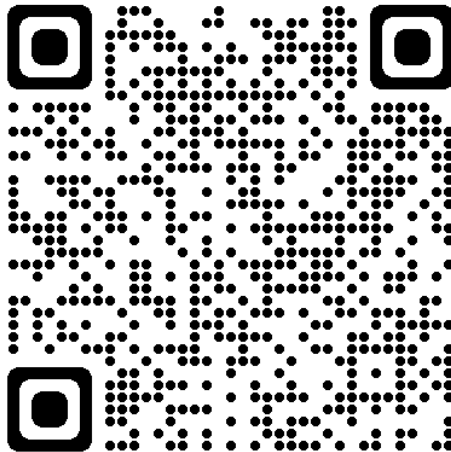
Shareholders can access the registration system to attend the E-AGM meeting via computer, laptop, tablet or smartphone using any web browser, such as Google Chrome, Microsoft Edge, Apple Safari, Firefox in its most recent version. without having to install any particular software

Registration process for attending the E-AGM meeting.

The Company would like to inform you of the procedures for attending in the shareholders' meeting via electronic media (E-AGM) as follows:

Shareholders or proxies who wish to attend the E-AGM must apply to attend the meeting by Electronic Method via the Link at

<https://mtc.foqus.vc/registration/> or scan this QR Code



The system will be accessible from 17 – 22 April, 2024.

1. After logging into the system, the shareholders or proxies must prepare the following information to fill out through the system (which should correspond to the shareholders information determined as of the Record Date from the Thailand Securities Depository Co., Ltd.):
  - Securities holder registration number
  - Identification Card Number / Passport Number / Registration Number for juristic person
  - E-Mail address for receiving the Web Link, Username and Password for attending the Meeting
  - Mobile Phone Number



2. When the Company receives the documents referred to in item 1 from shareholders or proxies. The documents will be reviewed by the Company to confirm the right to attend the meeting. Following that, shareholders or proxies will receive an email with the following details.

- Username and Password
- Web Link for attending E-AGM system
- User manual

In case the request is rejected, the Shareholders will receive an e-mail to notifying them of the details and reason for the rejection, and they will be able to resubmit through the system.

3. Please keep your username and password confidential. Do not disclose it to others and in case your username and password are lost or not received by April 18, 2024, please contact the Company immediately.
4. Please carefully read the manual on how to use the E-AGM meeting system that the Company has sent to you by e-mail. The system will allow you to register for the meeting 2 hours prior the start of the meeting. However, the live broadcast of the conference will only start at 10:00 a.m.
5. For the voting method during the E-AGM meeting, you can vote on each agenda by voting "Agree" or "Disagree" or "Abstain". In case you do not vote for any agenda, your vote will be counted as "Agree" automatically.
6. If you experience technical difficulties while using the E-AGM meeting system prior to or during the meeting, please contact Quidlab, the Company's E-AGM conference system provider. The contact information for Quidlab can be found in the email that contains your username and password.



**Quidlab E-Meeting & Voting System  
User's Manual  
Document Registration System**

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## Introduction

Quidlab E-meeting & Voting System does not require any special application to install. It is very easy to use system and does not require any special skills. We value your privacy & time and make document uploading system easy for you without asking details which are not needed so you can quickly complete the process. You can use any latest updated version of browser e.g. Google Chrome, Microsoft Edge, Apple Safari, Firefox etc. You can also use computer, laptop, tablet, or phone.

Please refer to E-meeting invitation for link or QR Code for document uploading which will be similar to <https://subdomain.quidlab.com/registration/>

## Login & Documents Uploading

1. Scan QR Code provided or type url in browser to upload documents. You will be taken to document registration system portal as shown below.



**ระบบนำเสนอเอกสาร สำหรับการประชุมผ่านสื่ออิเล็กทรอนิกส์ E-Meeting**  
**Document Registration System for E-Meeting**

บริษัท ครีดิแลบ จำกัด

การประชุมสามัญถือหุ้นประจำปี 2564 ในวันอังคารที่ 14 กันยายน 2564 เวลา 10.00 น.

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<p>เลขทะเบียนผู้ถือหลักทรัพย์ Shareholder's Registration No.</p> <input type="text" value="Shareholder's registration No."/>	<p>เลขประจำตัวประชาชน / ทะเบียนนิติบุคคลเลขที่ / หมายเลขพาสปอร์ต ID Card Number, Passport Number</p> <input type="text" value="ID Card Number"/>
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Accept terms

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Note: Please refer to invitation letter for meeting to get a list of document to be uploaded in case of coming in person or proxy

หมายเหตุ : หากต้องการความช่วยเหลือในการส่งเอกสาร กรุณาติดต่อ บริษัท ครีดิแลบ จำกัด เบอร์โทร 02-0134322 อีเมล : info@quidlab.com  
Note: If you need assistance submitting document please contact Quidlab at Phone: 02-013-4322 Email : info@quidlab.com

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2. Fill your shareholder's registration number and ID card number. This information shall be exactly same which are provided to the company's shareholder registrar. In case you don't know these, please get in touch with the company or registrar.
3. After filling out the details, please click a check mark in the Accept Terms box, then click on Submit.
4. If the information is correct, you will be allowed upload documents and a screen as below will be presented.



## ระบบนำส่งเอกสาร สำหรับการประชุมผ่านสื่ออิเล็กทรอนิกส์ E-Meeting Document Registration System for E-Meeting

บริษัท คิวดีแลบ จำกัด

การประชุมสามัญผู้ถือหุ้นประจำปี 2564 ในวันอังคารที่ 14 กันยายน 2564 เวลา 10.00 น.

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อีเมล (Email address)

name@example.com

หมายเลขโทรศัพท์ (Phone Number)

Phone Number

เข้าร่วมประชุม (Attend meeting):  มาด้วยตนเอง (Person)  รับมอบสิทธิ์ (Proxy)

### ผู้ถือหุ้นที่เป็นบุคคลธรรมดา

- สำเนาบัตรประจำตัวประชาชน หรือสำเนาเอกสารอื่นซึ่งออกโดยหน่วยงานราชการ ที่ยังไม่หมดอายุหรือมีลงนามรับรองสำเนาถูกต้อง

### ผู้ถือหุ้นที่เป็นนิติบุคคล

- หนังสือมอบอำนาจหรือหนังสือมอบสิทธิ์ลงลายมือชื่อ
- หนังสือรับรองการจดทะเบียนเป็นนิติบุคคลของผู้มอบสิทธิ์ลงลายมือชื่อรับรองสำเนาถูกต้อง

อัปโหลดไฟล์ (Upload files): สามารถแนบได้เฉพาะ jpg, png, gif, pdf เท่านั้น  
สามารถแนบได้สูงสุด 5 ไฟล์เท่านั้น (ขนาดไฟล์ไม่เกิน 5MB)

Choose files to upload

Browse files

Submit

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Note: Please refer to invitation letter for meeting to get a list of document to be uploaded in case of coming in person or proxy

หมายเหตุ : หากต้องการความช่วยเหลือในการส่งเอกสาร กรุณาติดต่อ บริษัท คิวดีแลบ จำกัด เบอร์โทร 02-0134322 อีเมล : info@quidlab.com  
Note: If you need assistance submitting document please contact Quidlab at Phone: 02-013-4322 Email : info@quidlab.com

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### 5. Fill following detail (all below information is needed for successful registration):

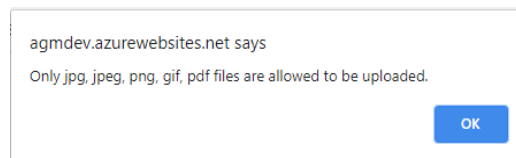
- Email address where you want to receive username & password for joining E-meeting.
- Telephone number in case the company wants to get in touch with you.
- Upload documents as specified by company as indicated in invitation letter. Please note required documents may differ from company to company and different documents may be required for joining in person or proxy.
- The system allows you to upload a maximum of 5 documents each time with each document not more than 5MB. Only jpg, png, gif & pdf files are allowed.
- In case you choose proxy, you must also enter proxy name, ID number of the proxy and type of proxy eg A, B or C.



- Once you have added details you can submit documents by clicking on Submit button, you will get an alert for successful submission or rejection as shown below:



Or with Error Message indicating reason in case, you get an error message which is not self-explanatory then get in touch with us.



- After successful submission following screen will be presented in case you need to add more documents you can submit more at this time.



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บริษัท ควิดแล็บ จำกัด

การประชุมสามัญผู้ถือหุ้นประจำปี 2564 ในวันอังคารที่ 14 กันยายน 2564 เวลา 10.00 น.

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Data Registered.

เอกสารของคุณอยู่ระหว่างการพิจารณา โปรดตรวจสอบอีกครั้งในภายหลัง  
Your documents are under consideration. Please check again later.

คุณได้ส่งเอกสารแล้วคุณสามารถเพิ่มเอกสารเพิ่มเติมได้หากต้องการ  
You have already submitted documents, you can add more documents if you wish.

อัปโหลดไฟล์ (Upload files): สามารถแนบได้เฉพาะ jpg, png, gif, pdf เท่านั้น  
สามารถแนบได้สูงสุด 5 ไฟล์เท่านั้น (ขนาดไฟล์ไม่เกิน 5MB)

Choose files to upload

Browse files

Submit Documents

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FoQus version 3.0.0 Served from Singapore

Logout

8. Once finished click on Logout button to exit. You will also receive an email confirming successful submission.
9. In case your documents are approved you will receive a separate email with username and password. Please only contact us or the company in case you do not receive username & password 24 hours before meeting time or as indicated in the invitation letter.
10. In case documents are not approved you will receive an email with reason from the company. You can login again to the document registration portal and upload additional documents to rectify the cause.

## Technical Support

If you face any technical difficulties accessing the E-AGM system you can get in touch with Quidlab at via telephone on +66-2-013-4322 or +66-800-087-616 or via email at [info@quidlab.com](mailto:info@quidlab.com), before contacting technical support

When contacting technical support please provide full details of problems faced, any error message. received, type of device used, browser name and version etc.

## Report a bug or security vulnerability

If you encounter problems send us an email to [info@quidlab.com](mailto:info@quidlab.com) with the details of vulnerabilities or bug report