

**The Registration, Guidelines on how to attend the Annual General Meeting of Shareholders via Electronic Means (E-Meeting) and how to attend the Meeting by Proxy.**

The Company will convene the Annual General Meeting of Shareholders No. 26/2021 (E-Meeting) under the Royal Decree on Teleconferences through Electronic Means B.E. 2563 (2020), Security measures as prescribed in the Notification of the Ministry of Communication and Information Technology re: Security Policy and Standards of the Meeting via Electronic Media B.E.2563 (2020) and relevant law. In order to ensure that the shareholders' meeting being transparency, fairness and for the benefit of the shareholders, the Company would like to inform its shareholders for their proper practice that it will officially examine the document or evidence for the proving of the person being shareholder or its representative who is eligible to attend the shareholders' meeting.

**Document and evidence required for E-Meeting**

**1. Shareholders attend the Meeting**

**1.1 Natural Person**

The shareholders present valid official document with photograph of Shareholders issued by the government, e.g. the identification card, government identification card, driver license or passport.

**1.2 Juristic Person (The Shareholder Representative (Authorized Director) Attends the Meeting)**

- (1) Copy of the Affidavit or Certificate of Incorporation of the Juristic Shareholder (no greater than 6 months old) certified true copy by the Juristic Person's representative (Authorized Director), which shows that the representative attending Shareholder Meeting has power to act on behalf of Juristic Person Shareholder.
- (2) Copy of Documents as specified in item 1.1 of representative of Juristic Person Shareholder (Authorized Director).

**2. Proxy**

- Shareholders shall use only one type of Proxy Form (the Company disseminated only Proxy Form B) for every shareholder, while shareholders can also download Proxy Form A or Form C, at [www.sansiri.com](http://www.sansiri.com).
- Thai shareholders can use either Proxy Form A or Form B only. (The Company recommends that Shareholders use Proxy Form B and pre-cast the votes for each agenda item)
- Only Foreign Shareholders who have custodians in Thailand can use Proxy Form C.
- Affix the 20 Baht stamp duty and specify the date of Proxy Form across such duty stamp for correctness and legal binding.

**2.1 In case Proxy Grantor is Natural Person**

- (1) Proxy Form clearly filled in and signed by the Proxy Grantor and the Proxy Holder.
- (2) Copy of duly certified document as in 1.1 of the Shareholders.
- (3) Copy of Document as in 1.1 of the Proxy Holder.

**2.2 In case Proxy Grantor is Juristic Person**

- (1) Proxy Form clearly filled in and signed by the Shareholder Representative (Authorized Director) as the Proxy Grantor and the Proxy Holder.
- (2) Copy of the Shareholders affidavit or Certificate of Incorporation (no greater than 6 months old), which is certified true copy by the Shareholder Representative (Authorized Director) showing that the Shareholder Representative has power to act on behalf of the Juristic Person, who is the Shareholder.
- (3) Copy of duly certified document as in 1.1 of the Shareholder Representative (Authorized Director) as the Proxy Grantor.
- (4) Copy of Document as in 1.1 of the Proxy Holder.

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**2.3 In case Proxy Grantor is Foreign Investor who appointed Custodian in Thailand to act on their behalf**

- (1) Proxy Form which completely filled with all requested information and signed by both Proxy Grantor and Proxy Holder.
- (2) Copy of the documents as specified in 2.2 (2) – (3) or 1.1, whether the case may be, of Shareholder who is a Foreign Investor, and certified copy of Power of Attorney (POA) of Foreign Investors authorizing Custodian to sign the Proxy Form on their behalf.
- (3) Copy of Certifying letter or copy of Custodian's business license which authorizes Custodian to engage in custodian business, and certified true of copy of POA of the Custodian authorizing the juristic person representative (authorized director) or the authorized management or employees of the Custodian to grant proxy by Proxy Grantor.
- (4) Certified documents as specified in 1.1 of Proxy Grantor.
- (5) Copy of Documents as 1.1 of Proxy Holder.

**Remark**

- In case of sub-attorney, all complete copies of POA(s) having power to appoint the sub-attorney, including documents as specified in 1.1 (2) of empowering person, which are duly certified are required.
  - In case the original documents are not in English, the English translation shall be required and certified by the shareholders or the juristic person representative (authorized director) or the authorized management or employees of the Custodian.
  - In case any documents are produced or executed outside Thailand, such documents should be notarized by a notary public.
3. If a shareholder prefers to appoint the Company's Independent Director to be the Proxy Holder, please appoint:
    - Mr. Jessadavat Priebjariyavat or
    - Mr. Porntat Amatavivadhana or
    - Mr. Supanit Chaiyawat or
    - Mr. Kittichai Raktakanit or
    - Mr. Weeranant Chuensuwan
  4. In case Shareholders deceased, the administrator of the deceased's estate attending the Meeting in person or in absentia. The aforementioned persons shall certify and submit a copy of court order with regards to an appointment of administrator of the deceased's estate as additional evidence.
  5. In case Shareholders are minors, their father, mother or guardians attending the meeting in person or in absentia. The aforementioned persons shall certify and submit a copy of court order with regards to an appointment of guardian (if any), a copy of house registration of their minors certified true copy by father, mother or guardian (whether the case may be) as additional evidence.
  6. In case Shareholders are incompetent persons or quasi-incompetent persons, the guardian or curator attending the meeting in person or in absentia. The aforementioned persons shall certify and submit a copy of court order with regards to an appointment of guardian or curator as additional evidence.
  7. In case there are any changes of title/name/surname, the owner shall present the certified evidence to verify that change.
  8. Shareholders are not allowed to allocate shares to several Proxies in order to vote at the meeting. The shareholders shall authorize only one Proxy to cast the votes by all the shares held by such Shareholders. Authorization of less than the total number of shares is prohibited, except for the Custodian appointed by the Foreign Investor in accordance with Proxy Form C.

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**The Registration, Guidelines on how to attend the Annual General Meeting of Shareholders via Electronic Means (E-Meeting)**

The Company will convene the Annual General Meeting of Shareholders No. 26/2021 via Electronic Means (E-AGM) on Friday 30 April 2021, at 14.00 hours, which will be live broadcast from Siri Campus Building, no. 59 Soi Rim Klong Phra Khanong, Phra Khanong Nuea Sub-district, Vadhana District, Bangkok 10110 pursuant to relevant Electronic Meeting Law.

**Link Or Scan QR Code for Registration**

To receive the username and password along with the Weblink to log in the E-Meeting system.

<https://agm1.quidlab.com/registration/>



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**User Manual for Registration System to receive the username (Username) and the user code (Password)**

**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.



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

ประชุมและการลงคะแนนเสียงออนไลน์ของควิดแลบ11  
Quidlab Co., Ltd. ( Development)

ประชุมสามัญผู้ถือหุ้น ประจำปี 2561 ในวันที่ 18 มิถุนายน 2563 เวลา 14.00 น.  
AGM of Shareholders Year 2018, which will be held on 18th Jun at 02.00 p.m.

[คู่มือภาษาไทย](#)

[English Manual](#)

เลขทะเบียนผู้ถือหลักทรัพย์  
Shareholder's Registration No.

เลขประจำตัวประชาชน / ทะเบียนนิติบุคคลเลขที่ / หมายเลขพาสปอร์ต  
ID Card Number, Passport Number

Shareholder's registration No.

ID Card Number

หมายเหตุ: หากต้องการความช่วยเหลือในการส่งเอกสาร กรุณาติดต่อ บริษัท ควิดแลบ จำกัด เบอร์โทร 02-0134322 อีเมล [info@quidlab.com](mailto:info@quidlab.com)  
Note: If you need assistance submitting document please contact Quidlab at Phone: 02-013-4322 อีเมล: [info@quidlab.com](mailto:info@quidlab.com)

2. Fill your shareholder's registration number and ID card number. This information shall be exactly same which are provided to company's shareholder registrar.

*\*In case you don't know these, please get in touch with company or registrar.*

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3. If information is correct you will be allowed upload documents and a screen as below will be presented.

ประชุมและการลงคะแนนเสียงออนไลน์ของควิดแลบII  
Quidlab Co., Ltd. ( Development)

ประชุมสามัญผู้ถือหุ้น ประจำปี 2561 ในวันที่ 18 มิถุนายน 2563 เวลา 14.00 น.  
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อีเมล (Email address)  
jame@example.com

หมายเลขโทรศัพท์ (Phone Number)  
Phone Number

อัปโหลดไฟล์ (Upload files):  
Choose files to upload Browse files

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

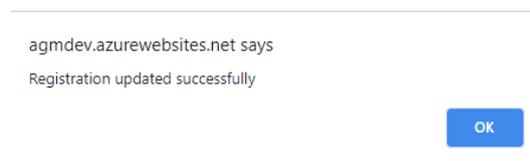
Submit

หมายเหตุ: กรุณาตรวจสอบรายชื่อเอกสารที่ต้องอัปโหลดไฟล์ กรณีเข้าร่วมประชุมหรือยื่นขอเป็นตัวแทน: สามารถดูรายละเอียด ตามที่ระบุไว้ในหนังสือเชิญประชุม  
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

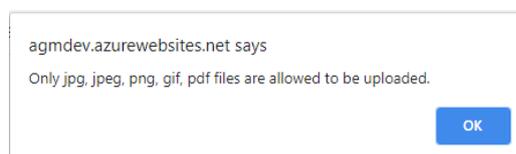
หมายเหตุ: หากต้องการความช่วยเหลือในการส่งเอกสาร กรุณาติดต่อ บริษัท ควิดแลบ จำกัด เบอร์โทร 02-0134322 อีเมล info@quidlab.com  
Note: If you need assistance submitting document please contact Quidlab at Phone: 02-013-4322 อีเมล: info@quidlab.com

4. Fill following detail (all below information is needed for successful registration):
- a. Email address where you want to receive username & password for joining E-meeting.
  - b. Telephone number in case company wants to get in touch with you.
  - c. Upload documents as specified by company as indicated in invitation letter.
  - d. System allows you to upload maximum 5 documents each time with each document not more than 5MB. Only jpg, png, gif & pdf files are allowed.
  - e. In case you choose proxy you must also enter proxy name and type of proxy: A, B or C.

5. 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.



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

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

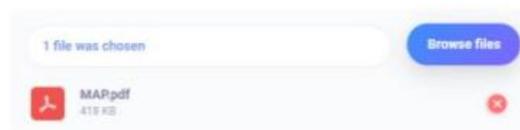
ประชุมและการลงคะแนนเสียงออนไลน์ของควิดแลบII  
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ประชุมสามัญผู้ถือหุ้น ประจำปี 2561 ในวันที่ 18 มิถุนายน 2563 เวลา 14.00 น.  
AGM of Shareholders Year 2018, which will be held on 18th Jun at 02.00 p.m.

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):



Submit Documents

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

Logout

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

**Technical Support**

If you face any technical difficulties accessing the E-AGM system you can get in touch with Quidlab via telephone on +66(0)-2-013-4322 or +66(0)-800-087-616 via email : [info@quidlab.com](mailto:info@quidlab.com)