

### Guidelines for attending the shareholders meeting via electronic media and the method of appointing a proxy

The Company has assigned QUID LAB Co., Ltd. (“Quid Lab”) to be a provider of electronic conferencing systems (“E-AGM”), which such meeting system been certified by the Electronic Transactions Development Agency and supports all devices, including computers, laptops, tablets and smartphones. Procedures for attending the shareholders' meetings via electronic media and proxy methods are as follows:

1. In case that a shareholder wishes to attend the E-AGM meeting, proceed as follows:



QR Code for Registration System

- 1.1 Shareholder can register to notify your intention to attend the E-AGM meeting by scanning QR Code or via web link <https://uv.foqus.vc/registration/> from 3 January 2023 onwards.
- 1.2 When you log into the registration system, please fill out the information as specified and attach the following identity verification documents;
  - Shareholder is an ordinary person – a valid certified true copy of ID card or passport or other official documents issued by government authority not expired with certified true copy.
  - Shareholder is a juristic person – a signed power of attorney or a signed proxy form with supporting documents as detailed in Clause “Supporting documents for the appointment of proxy”.
- 1.3 After the Company has verified the correctness and completeness of your documents to confirm your right to attend the meeting, the system will email you a web link for joining the E-AGM meeting system, along with your username and password within 3 working days before the meeting date. 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.
- 1.4 In case the document file is incomplete/ incorrect, the system will email to inform you to submit the corrected document file and additional documents.
- 1.5 If you have questions about registration system or the use of the E-AGM conference system, or in the event that username and password are lost or have not received such information **by Monday 16 January 2023**, please contact Quid Lab by e-mail [info@quidlab.com](mailto:info@quidlab.com) or phone number 02-013-4322 and 080-008-7616.

2. In case a shareholder 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. Suwit Chindasanguan** Independent Director/ Chairman of Audit Committee or
- **Assoc. Prof. Tithiphan Chuerboonchai** Independent Director/ Audit Committee

Address: Univentures Public Company Limited Park Ventures Ecoplex, 22<sup>nd</sup> Floor, 57 Wireless Road, Lumpini, Patumwan, 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 2023 Annual General Meeting of Shareholders.

Shareholders who wish to appoint a proxy to attend the E-AGM meeting, **please fill out and sign proxy form B** that the Company has sent to the shareholders together with the meeting invitation (or can be downloaded from the Company website at [www.univentures.co.th](http://www.univentures.co.th)), **then submit the proxy form and a copy of supporting documents through the registration system according to Clause 1. from 3 January 2023.**

Supporting documents for the appointment of proxy

- **Shareholder is an ordinary person**
  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.
- **Shareholder is a juristic person**
  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**

- 3.1 On the day of the 2023 Annual General Meeting of Shareholders which is scheduled to be held on Tuesday 17 January 2023, 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 13.00 hrs. (1 hour in advance before the meeting time) and start broadcasting the meeting at 14.00 hrs. onwards.
- 3.2 In the event that shareholders encounter technical problems in 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 02-013-4322 and 080-008-7616.**

For the convenience and smoothness of attending the E-AGM meeting, Quid Lab's technical support team recommends that you attend the meeting on a computer or laptop with a stable internet connection. Since the shareholders' meeting takes more than 1 hour to conduct the meeting.

**Registration manual for requesting to attend the E-AGM meeting**

You can access the registration system to request to attend the E-AGM meeting via a computer, laptop, tablet and smartphone using web browsers such as Google Chrome, Microsoft Edge, Apple Safari, Firefox are up to date without having to install any special programs.

**Registration procedure for requesting to attend the E-AGM meeting**

1. Scan QR Code or type <https://uv.foqus.vc/registration/> in browser. You will be taken to document registration system portal as shown below.



QR Code for Registration System



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

การประชุมและการลงคะแนนเสียงออนไลน์ของบริษัทควิดแลบ  
Quidlab Company Limited

การประชุมสามัญผู้ถือหุ้นประจำปี 2564 ในวันอังคารที่ 14 กันยายน 2564 เวลา 10.00 น.  
Annual General Meeting of the Company's shareholders which will be held on Tuesday, 14th September 2021, at 10:00 hrs.

[คู่มือภาษาไทย](#) [English Manual](#)

เลขทะเบียนผู้ถือหลักทรัพย์  
Shareholder's Registration No.

เลขประจำตัวประชาชน / ทะเบียนนิติบุคคลเลขที่ / หมายเลขพาสปอร์ต  
ID Card Number, Passport Number

Accept terms

หมายเหตุ : เอกสารลงทะเบียนที่ต้องการอัปโหลดไฟล์ กรุณาดาวน์โหลดหรือรับมอบฉันทะ 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

[Quidlab Information Security Management and Data Protection Policy](#)  
FoQus version 2.3.0 Served from Singapore

1. Fill in (1) securities holder registration number and (2) identification card number, or juristic person registration number, or passport number. (If you do not know the securities holder registration number please contact the securities registrar directly)
2. After filling in the information in Clause 2., please click the check mark in “Accept terms” box and press “Submit” button. When the information filled in is correct, the screen will enter the document submission system as shown in the picture below.

การประชุมและการลงคะแนนเสียงออนไลน์ของบริษัทควิดแลบ  
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[คู่มือภาษาไทย](#) [English Manual](#)

อีเมล (Email address)

หมายเลขโทรศัพท์ (Phone Number)

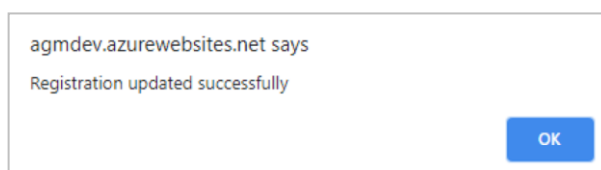
อัปโหลดไฟล์ (Upload files):

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

หมายเหตุ : เอกสารลงทะเบียนที่ต้องการอัปโหลดไฟล์ กรุณาดาวน์โหลดหรือรับมอบฉันทะ สามารถดูรายละเอียด ตามที่ระบุไว้ในหนังสือเชิญประชุม  
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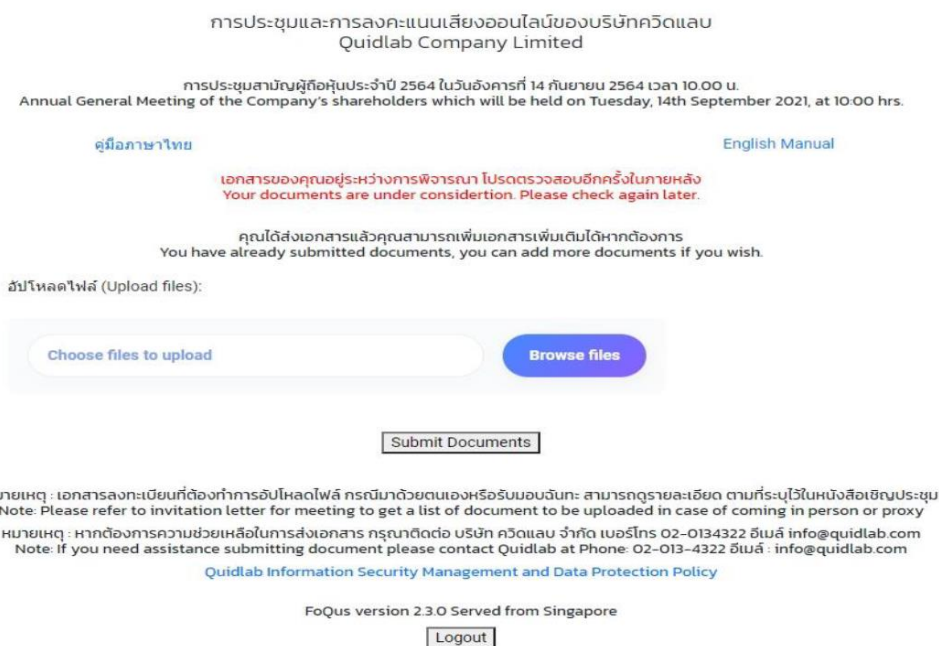
[Quidlab Information Security Management and Data Protection Policy](#)  
FoQus version 2.3.0 Served from Singapore

4. Fill in the information according to the topics that appear on the system screen as follows:
  - E-mail for receiving username and password for attending the E-AGM meeting.
  - Telephone number in case the Company needs to contact you.
  - Submit files (“upload”) of identification documents specified in Clause 1.2 above, with a maximum of 5 files per each submission. Document files must be a jpg, png, gif or pdf with each document not more than 5 MB.
  - In case you wish to appoint another person as your proxy to attend the meeting, please click on proxy box and fill in proxy information, including choosing proxy form (Form A, Form B, or Form C.). You must upload the proxy form and the proxy documents (as specified in Clause 2. of Guidelines for attending the shareholders meeting via electronic media and the method of appointing a proxy) into the system correctly and completely.
5. When completing the information and uploading the documents, please press “Submit” button, you will get an alert for successful submission or rejection as shown below:



If the document is uploaded unsuccessfully, the system will pop up a message telling you why the document could not be uploaded. If you don't understand the reason, please contact Quid Lab via email: [info@quidlab.com](mailto:info@quidlab.com) or phone numbers 02-013-4322 and 080-008-7616.

6. After uploading the document successfully, the screen as below will appear. You can upload additional documents at this time.



7. When the document is uploaded, please press “Logout” button and you will receive an email confirming the successful submission of the document.
8. After your documents are verified, you will receive an email informing your username and password for attending the meeting within 3 working days prior to the meeting. If you did not receive the email on 16 January 2023, please contact Quid Lab via email: [info@quidlab.com](mailto:info@quidlab.com) or phone number 02-013-4322 and 080-008-7616 or Company Secretary email: [uv-comsec@univentures.co.th](mailto:uv-comsec@univentures.co.th) or phone number 02-643-7191 and 02-643-7193
9. In case your document is not verified, you will receive an email informing the reason. You can login to the system to upload the document file again.

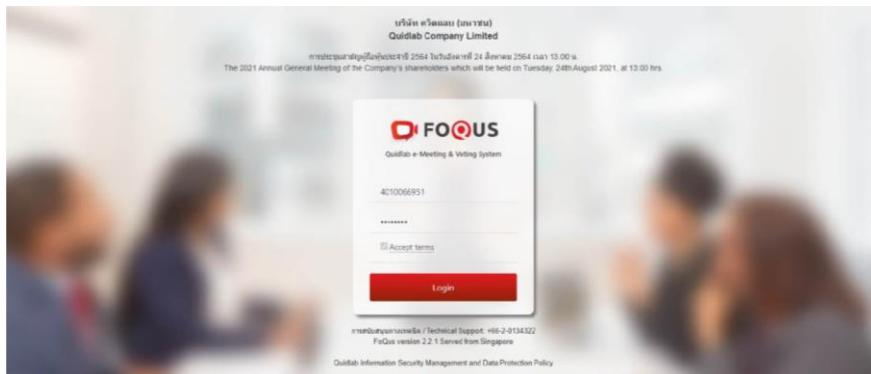
Manual of the E-AGM conference system

You can access the E-AGM conference system via a computer, laptop, tablet and smartphone using web browsers such as Google Chrome, Microsoft Edge, Apple Safari, Firefox are up to date without having to install any special programs.



Full Manual of E-AGM conference system

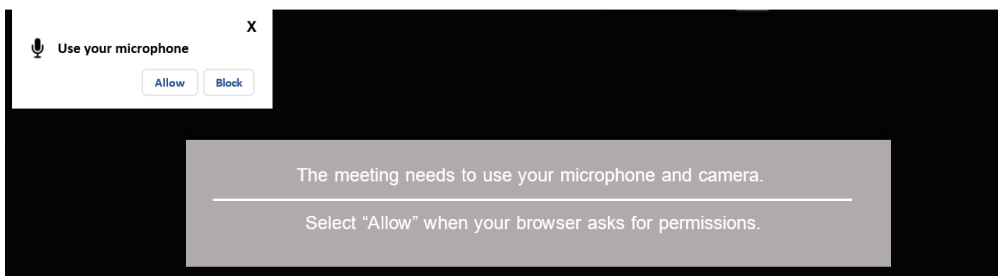
**Procedures for logging in to the E-AGM meeting**



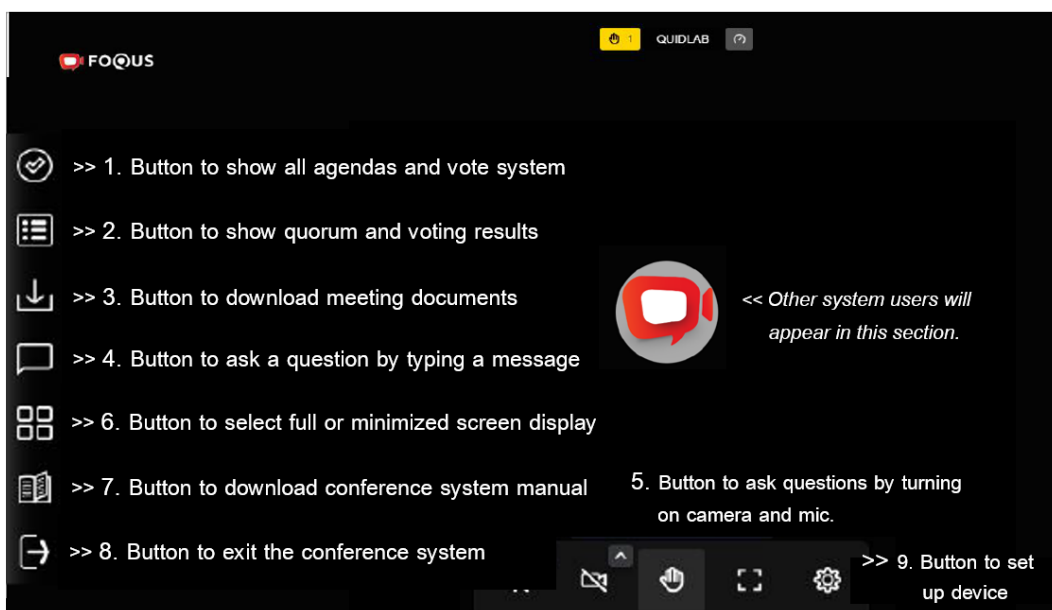
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1. Click on web link you received or type the URL in your browser to join the E-AGM meeting, then you will be logged in.
2. Enter username and password that you received. Then click the check mark in "Accept terms" box and press "Submit" button.
3. If username and password are correct, you will be allowed to enter the E-AGM conference system.

The system will ask you to press the "Allow" button as shown in the image below when logging in or when you turn on camera and microphone. (If you do not press the allow button, other people may not be able to hear or see you when you want to ask questions in a meeting.)



The E-AGM conferencing system consists of functionalities that you can access by pressing the following buttons:



Explanation of the functions of the menu buttons

**Button number 1 Meeting agenda and voting system**

- When pressing the button, the screen will display all meeting agendas. You can vote for each agenda by selecting the button "Agree" or "Disapprove" or "Abstain" and then pressing "Send" button to result in voting for that agenda. The system will notify the message "Vote is submitted" when you have already pressed the "Send" button.
- You can vote for each agenda throughout the meeting, except for the agenda where the voting has already been closed.



**Button number 2 Quorum and voting results**

- When pressing the button, the screen will display (1) quorum information and (2) voting results for each agenda that has already been closed.

**Button number 3 Download meeting documents**

- When pressing the button, the screen will display meeting documents for download, such as invitation letter, Form 56-1 One Report 2022, Financial Statements for the year 2022, etc.

**Button number 4 Ask a question by typing a message.**

- When pressing the button, the system will display a screen where you can type questions. And when you have finished typing the question, press "Send" button to have the question sent to the Company's staff. You will only see your own questions.

**Button number 5 Ask a question by turning on the camera and microphone**

- When pressing the raised hand button (which is located at the bottom of screen), you must wait for the Company staff to approve the request. So you can turn on the camera and microphone to ask questions.

**Button number 6 Select the screen display format**

- When pressing the button, you can choose to display a full screen or a thumbnail display showing all participants who have the camera turned on.

**Button number 7 Download conference system manual**

- When pressing the button, the screen will display manual of the E-AGM conference system for download.

**Button number 8 Logs out of the conference system.**

- When pressing the button, the system will ask you to confirm "Are you sure you want to log out?". If you want to log out, press the "Logout" button.

**Button number 9 Settings**

- If you are unable to turn on camera or microphone to ask questions. When pressing this button, you will be able to check if your device is connected to the system or not. Please select the connection to match the device.