

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 2 January 2024 onwards.

1.2 When you log into the registration system, please fill out the information as specified and attach the following identity verification documents;

(1) **Self-attending**

(1.1) **Natural person** : A copy of official document issued by government authorities e.g. identification card, government officer identification card, driving license or passport, including the evidence of name or last name's change (if any) (“**official document**”)

(1.2) **Juristic person by shareholder representative (Authorized Director)**

(1.2.1) A copy of the shareholder's Affidavit (not older than one year) certified true copy by the shareholder representative (Authorized Director) who attends the meeting showing that the shareholder representative (Authorized Director attending the meeting) has the authority to act on behalf of the juristic person shareholder.

(1.2.2) A copy of official document of the shareholder representative (Authorized Director)

(2) **Proxy**

(2.1) **Granting proxy to natural person**

(2.1.1) Proxy form, completely filled in and signed by the shareholder and the proxy holder.

(2.1.2) A copy of official document which is certified true by the shareholder.

(2.1.3) A copy of official document which is certified true by the proxy holder.

(2.2) **Granting proxy to a juristic person**

(2.2.1) Proxy form, completely filled in and signed by the authorized person of the juristic person shareholder and the proxy holder.

(2.2.2) A copy of the shareholder's Affidavit (not older than one year) certified true by the authorized person of the juristic person shareholder and a Power of Attorney (if any) showing that the person who signs proxy form has the authority to act on behalf of the juristic person shareholder.

(2.2.3) A copy of official document of the authorized person, which is certified true by authorized person.

(2.2.4) A copy of official document, which is certified true by the proxy holder.

(2.3) **Granting proxy to the Company's Independent Director**

(2.3.1) Proxy form which is marked in front of only one of the name of Independent Directors to be your proxy holder, completely filled in and signed by the shareholder.

(2.3.2) In case the shareholder is a natural person, documents as specified in clauses (2.1.2) and (2.1.3)

(2.3.3) In case the shareholder is a juristic person, documents as specified in clauses (2.2.2), (2.2.3) and (2.2.4).

The Company's Independent Director proposed to be the proxy holder in the proxy form are:

- Miss Potjaneer Thanavarant Independent Director and Audit Committee or
- Assoc. Prof. Tithiphon Chuerboonchai Independent Director and Audit Committee

Address: Univentures Public Company Limited Park Ventures Ecoplex, 22nd 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 2024 Annual General Meeting of Shareholders.

(3) For Foreign Investor appointing the Custodian in Thailand

- (3.1) Proxy Form C. which can be downloaded from the Company website www.univentures.co.th and completely filled in and signed by the shareholder and the proxy holder.
- (3.2) Documents as specified in clause (1.2) and (2.2)
- (3.3) Power of Attorney by foreign investor authorizing Custodian to sign the proxy form on his or her behalf.
- (3.4) Letter certifying that the person signing the proxy form is authorized to operate custodian business.

In case the original documents are not in English, the English translation shall be prepared and certified true and correct translation by the shareholder or the authorized person of juristic person shareholder.

- 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 15 January 2024**, please contact Quid Lab by e-mail info@quidlab.com or phone number 02-013-4322 and 080-008-7616.

2. Procedures for attending the E-AGM meeting

- 3.1 On the day of the 2024 Annual General Meeting of Shareholders which is scheduled to be held on Tuesday 16 January 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 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 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

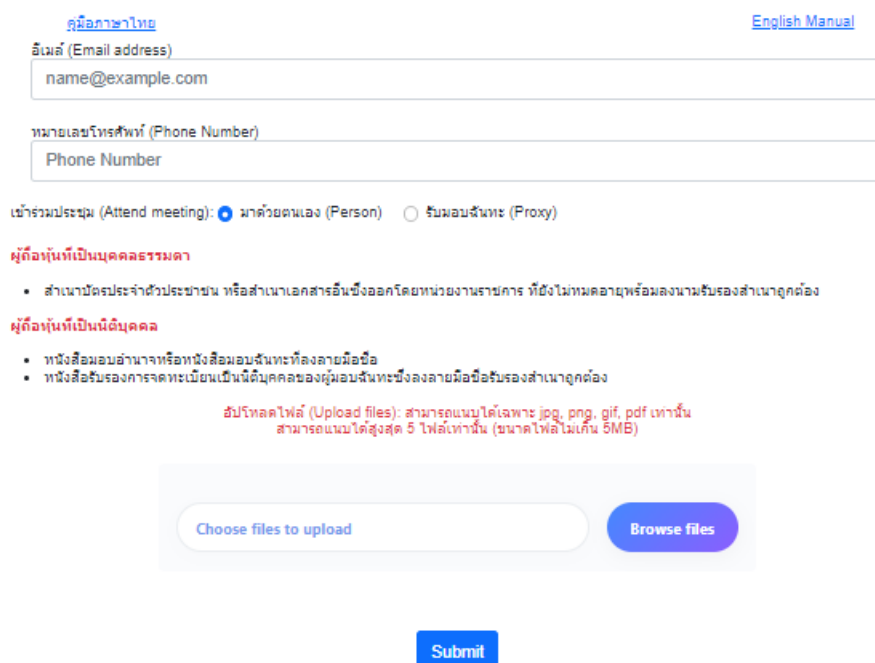
You can access the registration system to request to attend the E-AGM meeting via a computer, laptop, tablet and smartphone using web browsers such as Google Chrome, Microsoft Edge, Apple Safari, Firefox are up to date without having to install any special programs.

Registration procedure for requesting to attend the E-AGM meeting

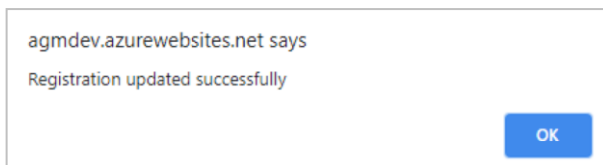
1. Scan QR Code or type <https://uv.foqus.vc/registration/> in browser. You will be taken to document registration system portal as shown below.



2. 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)
3. 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.

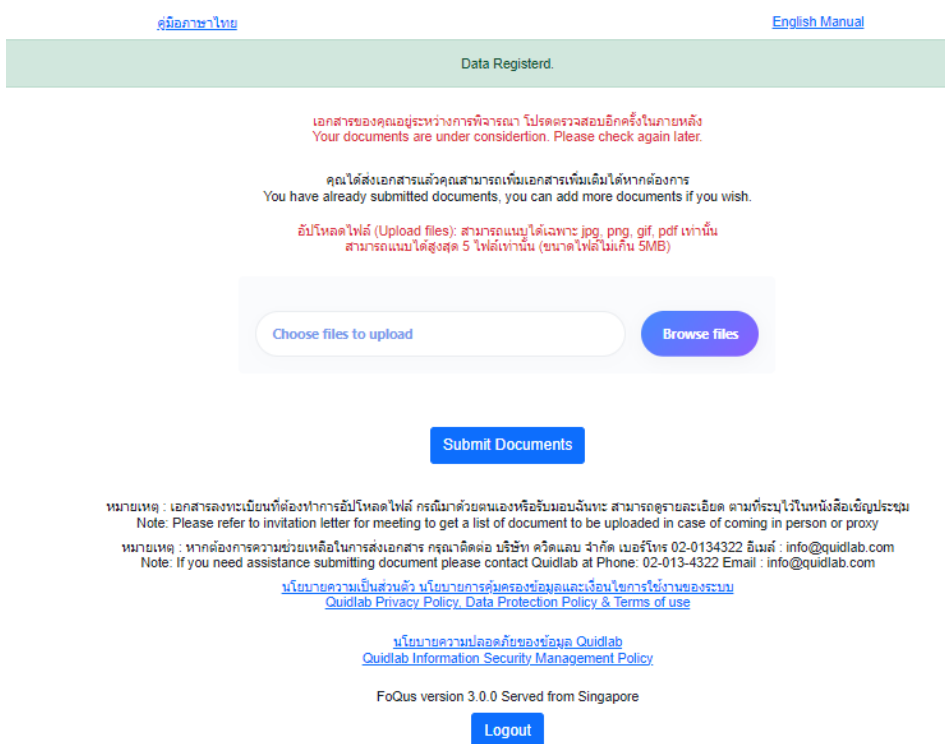


4. Fill in the information according to the topics that appear on the system screen as follows:
 - E-mail for receiving username and password for attending the E-AGM meeting.
 - Telephone number in case the Company needs to contact you.
 - Submit files (“upload”) of identification documents specified in Clause 1.2 (1) 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 1.2 (2) above) 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 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 15 January 2024, please contact Quid Lab via email: info@quidlab.com or phone number 02-013-4322 and 080-008-7616 or Company Secretary email: 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.

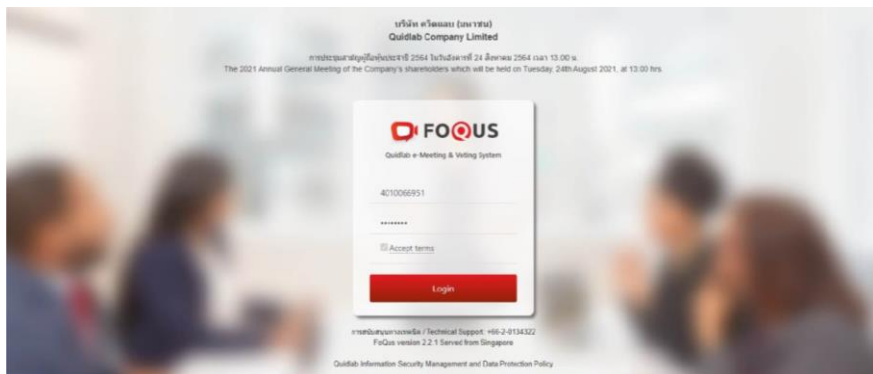
Manual of the E-AGM conference system

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.



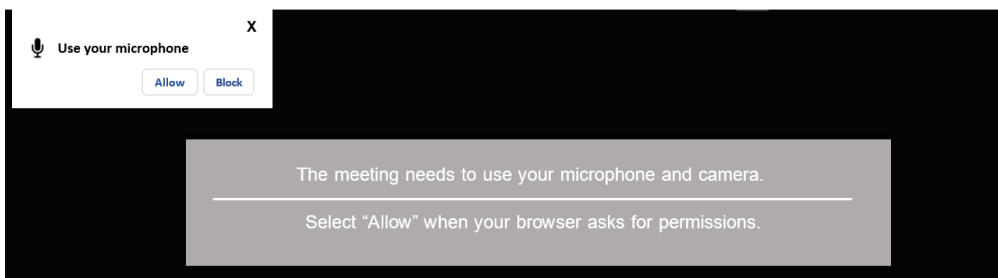
Full Manual of E-AGM conference system

Procedures for logging in to the E-AGM meeting

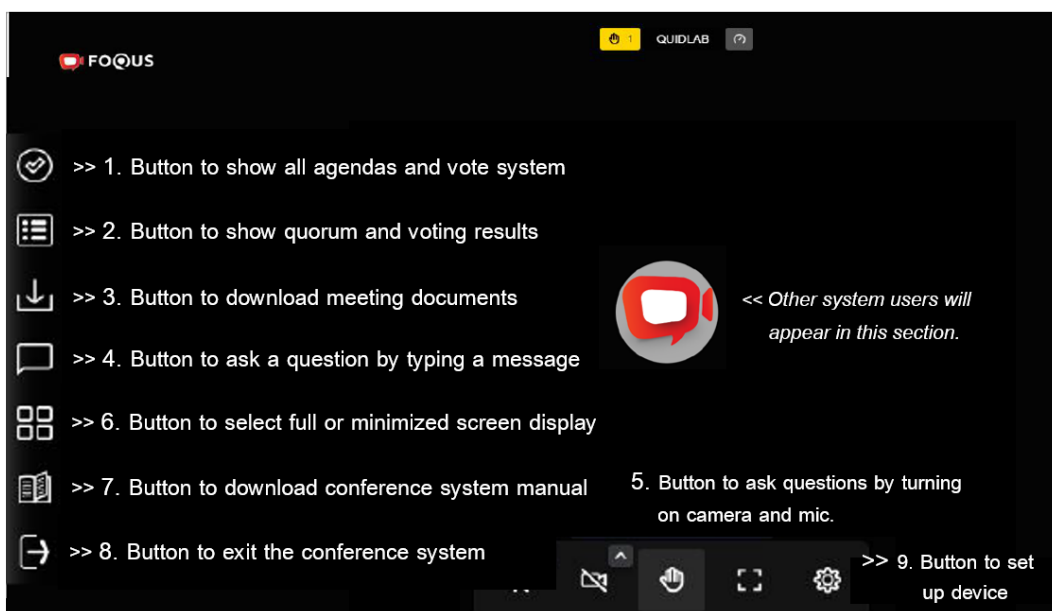


In the event that shareholders encounter technical problems in attending the meeting or using the E-AGM meeting system either before or during the meeting, please contact Quid Lab via email: info@quidlab.com or phone numbers 02-013-4322 and 080-008-7616.

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.)



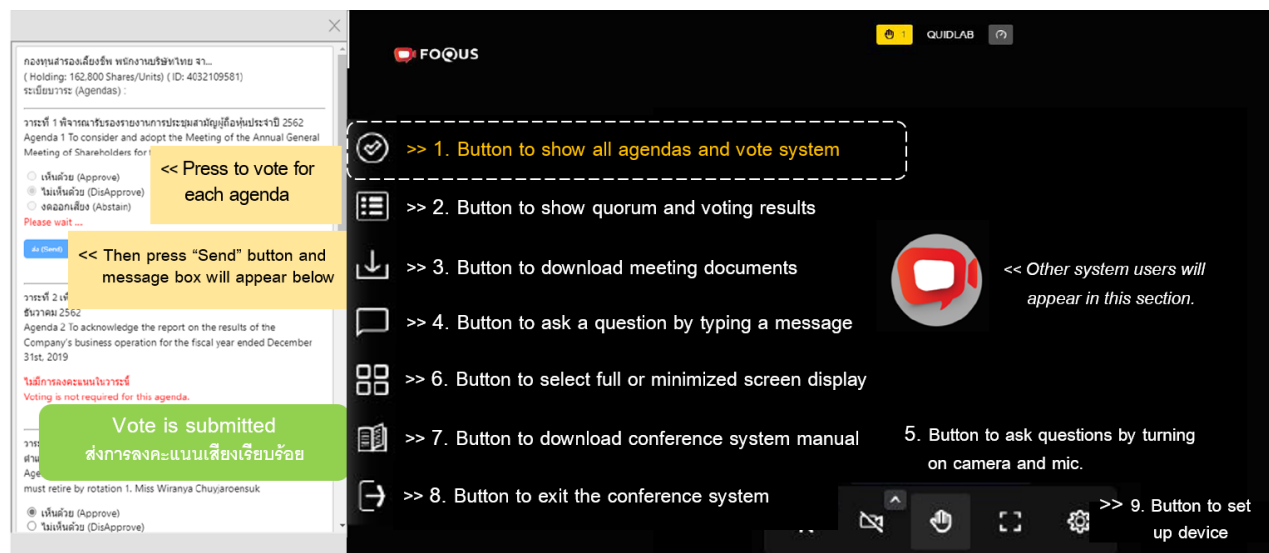
The E-AGM conferencing system consists of functionalities that you can access by pressing the following buttons:



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 2023, Financial Statements for the year 2023, 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.