



TCAP.CSO. 017/2021

26 April 2021

Subject: Guidelines for attending the 2021 Annual General Meeting of Shareholders of the Company via electronic media (e-AGM) on Tuesday, 11 May 2021

To: The President
The Stock Exchange of Thailand

Reference: Thanachart Capital Public Company Limited's Notification No. TCAP.CSO. 012/2021 dated 20 April 2021, Re: Postponement of 2021 Annual General Meeting of Shareholders originally scheduled on 27 April 2021 to be on 11 May 2021 by conducting the Meeting via electronic media (e-AGM)

Attachment: Guidelines for attending the 2021 Annual General Meeting of Shareholders of the Company via electronic media

Reference is made to that Thanachart Capital Public Company Limited ("the Company") has postponed the 2021 Annual General Meeting of Shareholders from the original schedule on Tuesday, 27 April 2021 to **Tuesday, 11 May 2021. The Meeting will be conducted via electronic media (e-AGM)** and the agenda items for the Meeting remain the same agenda items as proposed in the Meeting originally scheduled on Tuesday, 27 April 2021 **except the cancellation** of the agenda item requesting for approval of dividend payment. The details of which are in the Reference.

The Company would like to inform that the shareholders who wish to attend the Meeting via electronic media (e-AGM) are required to submit the application form to attend the Meeting through the web browser at <https://app.inventech.co.th/TCAP164916R> or scan the QR Code provided by the Company, together with the identification documents as from Wednesday, 5 May 2021 until the Meeting has ended. If any shareholder is unable to attend the e-AGM, the shareholder can assign one of the Company's independent directors or any other person to attend the Meeting as his/her proxy. The details and practices for attending the Shareholders' Meeting via electronic media (e-AGM) are shown in the attachment and also available on the Company's website www.thanachart.co.th, under "Shareholder Information" of "Investor Relations" Section.

Please be informed accordingly.

บริษัท ทุนธชาติ จำกัด (มหาชน)

Thanachart Capital Public Company Limited

444 อาคารเอ็มบีเค ทาวเวอร์ ชั้น 16-17 ถนนพญาไท แขวงวังใหม่ เขตปทุมวัน กรุงเทพมหานคร 10330

444 MBK Tower, 16th-17th Floor, Phayathai Road, Wangmai, Pathumwan, Bangkok 10330, THAILAND

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Yours respectfully,

Thanachart Capital Public Company Limited

(Mr. Panupan Tuangthong)

Company Secretary

Corporate Secretary Office

Tel. 66-2217-8000 ext. 3008-3012

Attachment

**Guidelines for attending the 2021 Annual General Meeting of Shareholders of the Company
via electronic media**

1. The Shareholders or proxy holders who wish to attend the Meeting via electronic media (e-AGM) must submit a request form for attending the Meeting via Web Browser by clicking the link <https://app.inventech.co.th/TCAP164916R> or scan the QR Code below for logging in to the system. The system would be available from Wednesday, 5 May 2021 until the date when the Meeting has ended.



2. Once logged in, the shareholders or proxy holders are requested to complete all fields and attach additional documents according to the system requirement such as
 - E-Mail Address
 - Identification Card Number / Passport Number (in case of a foreigner)
 - Shareholders Registration Number / Name and Surname / Number of shares
 - Telephone Number
 - Additional Documents
 - For shareholders who wish to attend the Meeting via electronic media by themselves, please attach the photocopy of identification card or the photocopy of valid identification document bearing the photograph of document owner issued by the state agency or the photocopy of passport (in case of a foreigner), which is certified a true copy.
 - In case of appointing a proxy holder, please attach the proxy form with required documents specified in the Notice of Annual General Meeting of Shareholders (Reference)
3. After completely fill-in all required information, please select *“I have read and agreed to comply with Meeting attendance requirements, and Meeting attendance requirements through Inventech Connect”* by checking the box to “accept on the term of service”. Then click to submit the documents through the system.
4. After all documents are verified and the request is approved, the shareholders will receive an email informing the detailed information of the Meeting which is divided into 4 parts as follows:
 - Link for registration of the Meeting
 - Username and Password for e-Voting
 - Link for downloading and installing of Cisco WebEx Meeting Application
 - Link for user manual

In case the request is rejected, shareholders will receive an email to notifying the reason for rejection. The shareholders can resubmit additional information through the system.

5. Shareholders or proxy holders can submit the Meeting attendance request form as from Wednesday, 5 May 2021 until the Meeting has ended on Tuesday, 11 May 2021. Also, shareholders can register to attend the Meeting on Tuesday, 11 May 2021 at 12:00 hours until the Meeting has ended.
6. In relation to registration for the Meeting, shareholders or proxy holders must enter the username and password received from 4. to sign in. Then, the shareholders or proxy holders can go to the registration page for watching live broadcast through Cisco Webex Meeting Application by filling your email address (This step is only for shareholders or proxy holders who have registered for attending the Meeting).
7. If the shareholders or proxy holders wish to ask questions at the Meeting, you can press Q&A icon, then type your name, surname, and your status of attending the Meeting as well as your questions and click send button. There is no online audio question.

(The Company would like to reserve its right to consider answering only the important issues related to each agenda item. The questions that are not answered at the Meeting will be collected to keep in the minutes of the Meeting as deemed appropriate. The rest will be answered and posted on the Company's website).

8. Voting procedures
 - Please go to “Multimedia Viewer” **menu**, then click “Continue” in order to **go to the e-Voting system**. After that, fill in the username and password, then **click “Sign In”** and **click “Select Agenda”**.
 - In case of voting **“in favor of”**, do not press any button. In case of **“disagree”**, press red button. In case of **“Abstain from voting”**, press orange button.
9. For solving registration problems, shareholders can contact administrators at 66-2021-9127 on business days and hours from 8:30 – 17:30 hours as from Wednesday, 5 May 2021 until the Meeting has ended.
10. For shareholders who appoint proxy holders
 - In case the shareholders have submitted the proxy form for attending the 2021 Annual General Meeting of Shareholders scheduled on Tuesday, 27 April 2021 to the Company, such proxy forms are still valid for attending the 2021 Annual General Meeting of Shareholders on Tuesday, 11 May 2021.
 - If any shareholder wishes to change the proxy appointment from the one that the shareholder has already submitted to the Company, please inform the change to the Company within Friday, 7 May 2021.
 - For proxy appointment, please use the proxy forms that have been attached with the Notice of the Annual General Meeting of Shareholders and sent to all shareholders (Reference) or the proxy form prescribed by the Ministry of Commerce.
 - Shareholders can appoint the proxy to attend the Meeting via electronic media on their behalf and the

proxy holder is required to follow the above steps 1 to 4 or

11. Shareholders can appoint one of the Company's independent directors as their proxy. Please see the details of appointment of independent director as a proxy holder which is specified in the Notice of the Annual General Meeting of Shareholders (Reference Page 48). Please completed proxy form and send it back to Corporate Secretary Office, 17th Floor, Thanachart Capital Public Company Limited, 444 MBK Tower, Phayathai Road, Wangmai Subdistrict, Pathumwan District, Bangkok 10330 or using the self-addressed envelope sent to all shareholders (Reference) and deliver it within Friday, 7 May 2021.
12. **The Meeting** on Tuesday, 11 May 2021 **is conducted by electronic media only** and the Company does not prepare the Meeting room for shareholders. If the shareholders are unable to attend the Meeting via electronic media, the Company would like to request you to appoint the Company's independent director or any other person to attend the Meeting on your behalf or submit the form to attend the Meeting via electronic media only.

In using the Meeting system, please study the details of

INVENTECH CONNECT system user manual at www.thanachart.co.th

under "Shareholder Information" of "Investor Relations" Section