

Guidelines for attending the Electronic Meeting (E-EGM) and Proxy Appointment

1. In case the shareholders attending the E-EGM by themselves

1.1 Please fill the registration form for the meeting through Electronic Media (E-AGM) attached to this guideline. Kindly fill email and your cell phone number clearly in order to be used for the meeting registration and attach identification document to confirm the attendance of E-EGM as follows:

- **In the event that the shareholder is an ordinary person** a valid certified true copy of ID card, passport/ other official documents issued by government authority.
- **In the event that the shareholder is a juristic person** please attach an executed version of the power of attorney or a proxy and supporting documents as per the detail in item "supporting documents for the appointment of proxy".

Please submit the registration form for the meeting through Electronic Media (E-EGM) and such identification document to the Company **within December 18, 2021** via contact channels according item 4.

1.2 When the Company receives document as per item 1.1 from you, the Company will proceed with inspecting document for confirming the meeting attendance. Once the inspected is completed, the Company will send username and password, together with WebLink for attending the E-AGM. Kindly refrain from giving your username and password provided for shareholder to other person. In the case your username and password are lost or you have not received it **within December 22, 2021**, please immediately contact the Company Tel. 02-709 4040 Ext. 1097-1099

1.3 The Company will send details such as username and password to you and also send a manual for using the E-EGM system at the same time. Please read the manual thoroughly from the email that the Quidlab a service provider that certified for electronic conferencing control system of the Company send to you. The system will be opened 60 minutes prior to the meeting in advance so that the shareholder can login for attending the meeting. However, the live broadcast will begin at 2.00 p.m.

1.4 For casting the vote during the E-AGM, a shareholder may cast his or her vote in each agenda to either approve, disapprove, or abstain from voting. For the shareholders who do not vote in any agenda, the system will automatically count your vote as "approve".

1.5 If you have encounter with any technical problem in using the E-AGM system before or during the meeting, please contact Quidlab Company Limited who will be the Company's service provider for the Company's E-AGM's meeting. The Company will specify a contact channel to Quidlab Company Limited in the email that the Company sends username and password to you.

2. In case the shareholders appointing proxy to attend the E-Meeting

In case that a shareholder is unable to attend the E-meeting, he/she may authorize another person or the Company's independent director, to attend and vote on his/her behalf. The name of independent directors are as follows:

1) **Dr. Mongkon Laoworapong** Independent Director and Chairman of the Audit Committee Age 52 Years

Address Applied DB Public Company Limited
No.252 Sukhumvit Road, Prakasa Muang Samutprakarn 10280.

The agenda stakeholders - None -

2) **Asst.Prof.Dr. Monpilai H. Narasingha** Independent Director and Audit Committee Age 53 Years

Address Applied DB Public Company Limited
No.252 Sukhumvit Road, Prakasa Muang Samutprakarn 10280.

The agenda stakeholders - None -

- 3) **Mrs. Kanchana Piyasatit** Independent Director and Audit Committee Age 67 Years
Address Applied DB Public Company Limited
 No.252 Sukhumvit Road, Prakasa Muang Samutprakarn 10280.

The agenda stakeholders - None -

All independent directors have no special interest in every agenda. Please fill statement and sign in the proxy, as appeared in Enclosure 4 in the invitation letter and send the proxy together with supporting documents for the appointment of proxy (as specified below) to the Company **within December 18, 2021** via contact channels according to item 4.

Supporting documents for the appointment of proxy.

+ Shareholder appoints a proxy

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

+ 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 granter and signed by the proxy.
2. A certified true copy of the Affidavit or Certificate of Incorporation which is issued in the period of not exceeding 1 year prior the proxy grantor's shareholder meeting.
3. A copy of valid ID card or passport certified true copy by the proxy grantor.
4. A copy of valid ID card or passport certified true copy by the proxy.

+ For the person who is not Thai citizen or is a foreign juristic person

If the documents or evidence as per above is not in Thai or in English version, the shareholder must show translation of those documents in English which is certified true translation by the shareholder or such juristic person's authorized person (in the case of juristic person).

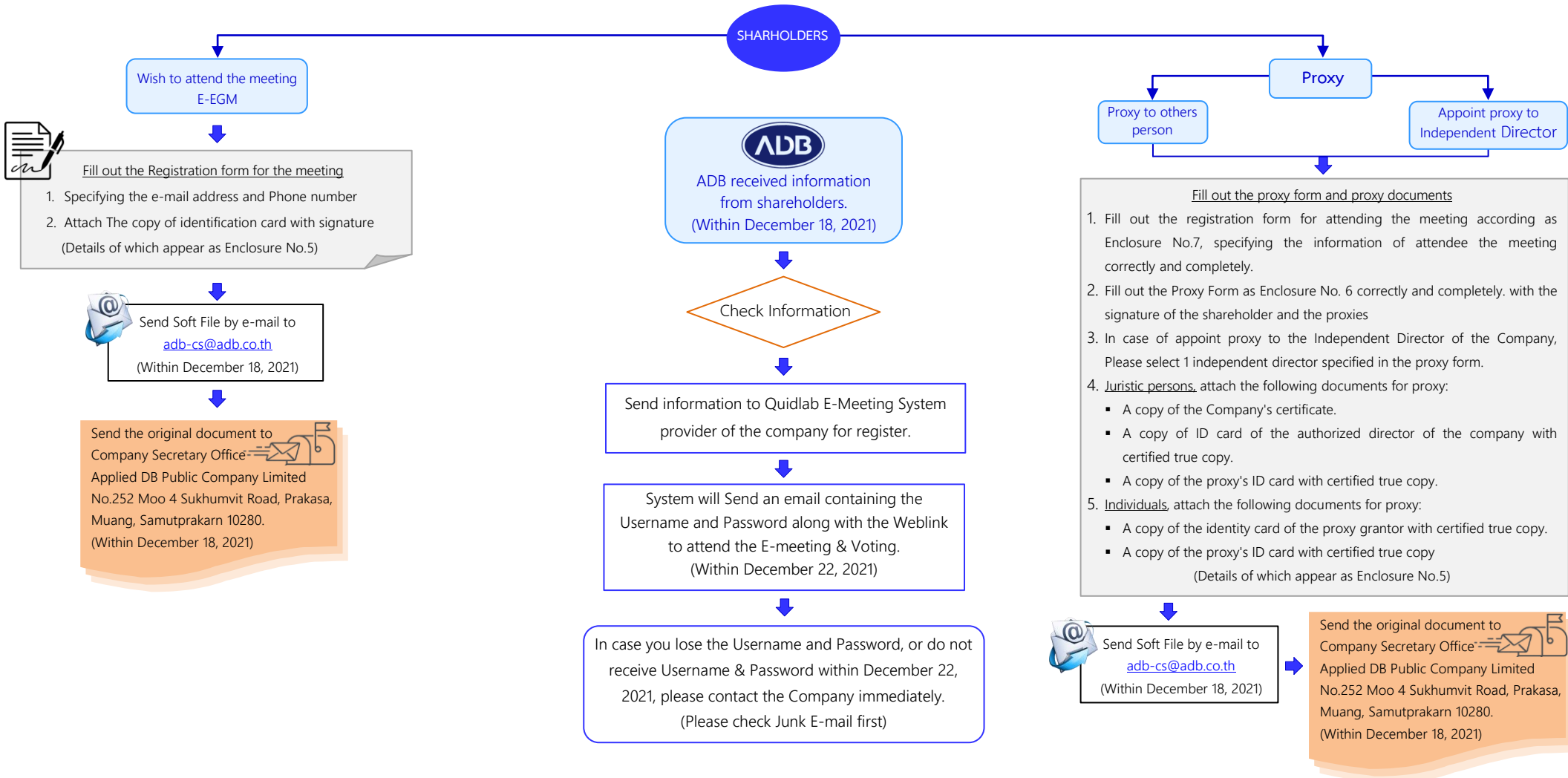
3. Channel for shareholder to send comment or questions related to business, industry and business operation of the Company or any relevant agenda to be considered in this E-EGM are as follows:

1. During the E-EGM meeting, the shareholder attending the meeting can submit comment or questions during E-EGM system.
2. The shareholder can submit comments or question in advance to the Company prior to the meeting date via contact channels according to item 4.

4) Contact channels

- 1) **E-mail** : adb-cs@adb.co.th or
- 2) **Post** : Company Secretary Office of Applied DB Public Company Limited No.252 Sukhumvit Road, Prakasa Muang Samutprakarn 10280. or
- 3) **Telephone** : 02-709 4040 Ext. 1097-1099

Guidelines for attending the EGM through Electronic Media (E-EGM)



Channel to submit questions in advance

1. E-mail : adb-cs@adb.co.th
2. Telephone : 02-709 4040-9 Ext. 1097-1099
3. Post : Company Secretary Office
Applied DB Public Company Limited No.252 Sukhumvit Road, Prakasa Muang Samutprakarn 10280.

How to Vote and Ask Questions During the E-EGM

1. After login, Shareholder can click on "Vote Menu" in each agenda via Quidlab e-Meeting & Voting System, clicking on one of the "Agree", "Disagree" or "Abstain" and click "Send" (in case of no voting Your vote will be counted as "Agree" automatically.)
2. To ask a question, click on the "Ask Question" menu, you can type a message to ask, then press send to send the question to the meeting room. The meeting will answer your questions in the agenda related to that question.

How to use the Quidlab E-meeting & Voting System

You can access the meeting system without installing any special applications by clicking the Web Link received from the company. on your computer, laptop, tablet or mobile phone. Then enter your username and password to join the E-EGM meeting on Friday, December 24, 2021. The system will allow you to login 60 minutes before the meeting starts.