



Attachment 1

Guidelines for attending the AGM through Electronic Media (E-AGM) and the Appointment of Proxies

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

1.1 Please fill the registration form for the AGM 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-AGM 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 AGM through Electronic Media (E-AGM) and such identification document to the Company within January 21, 2022 via the following channels:

- **E-mail:** ir@ircthailand.com or
- **Post:** By placing the completed form(s) in the envelop enclosed with the notice or send to Investor Relations Department of Inoue Rubber (Thailand) Public Company Limited, No.258, Soi Rangsit-Nakornnayok 49, Prachathipat, Thanyaburi, Pathumthani, 12130.

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 January 26, 2022, please immediately contact the Company Tel. 02-996 0890 #190

1.3 The Company will send details such as username and password to you and also send a manual for using the E-AGM system at the same time. Please read the manual thoroughly from the email that the Company sends to you. The system will be opened 60 minutes prior to the meeting in advance so that the shareholder can register for attending the meeting. However, the conference will begin at 14.00 hrs.

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-AGM

In case that a shareholder is unable to attend the 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:

- **Mr. Kittichai Raktakanit** Independent Director/ Audit Committee Age 61 Years
Address: Inoue Rubber (Thailand) Public Company Limited
No.258 Soi Rangsit-Nakornnayok 49, Prachathipat, Thanyaburi, Pathumthani 12130.
- **Mr. Surong Bulakul** Independent Director/ Chairman of the Risk Management Committee Age 66 Years
Address: Inoue Rubber (Thailand) Public Company Limited
No.258 Soi Rangsit-Nakornnayok 49, Prachathipat, Thanyaburi, Pathumthani 12130.

Above independent directors have no special interest in every agenda. Please fill statement and sign in the proxy, as appeared in Enclosure 7 in the notice and send the proxy together with supporting documents for the appointment of proxy (as specified below) to the Company within January 21, 2022 via the following channels:

- **E-mail:** ir@ircthailand.com or
- **Post:** By placing the completed form(s) in the envelop enclosed with the notice or send to Investor Relations Department of Inoue Rubber (Thailand) Public Company Limited, No.258, Soi Rangsit-Nakornnayok 49, Prachathipat, Thanyaburi, Pathumthani, 12130.

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; and
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 grantor 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; and
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-AGM are as follows:

3.1 During the E-AGM meeting, the shareholder attending the meeting can submit comment or questions during E-AGM system.

3.2 The shareholder can submit comments or question in advance in accordance with Attachment 3 which enclosed with the notice to the Company prior to the meeting date via following channels:

- **E-mail:** ir@ircthailand.com or
- **Post:** By placing the completed form(s) in the envelop enclosed with the notice or send to Investor Relations Department of Inoue Rubber (Thailand) Public Company Limited, No.258, Soi Rangsit-Nakornayok 49, Prachathipat, Thanyaburi, Pathumthani, 12130.