



## 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 22, 2024 via the following channels:

- **E-mail:** [ir@ircthailand.com](mailto:ir@ircthailand.com) or
- **Post:** 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, Quidlab Company Limited who will be the Company’s service provider for the Company’s E-AGM 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 25, 2024, please immediately contact the Company Tel. 02-996 0890 #170 or #243

1.3 Quidlab Company Limited 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. 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 via Tel. 02-013-4322 or 080-008-7616, or via Email: info@quidlab.com



## 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:

- **Ms. Anchalee Chavanich** Independent Director Age 73 Years  
Address: Inoue Rubber (Thailand) Public Company Limited  
No.258 Soi Rangsit-Nakornnayok 49, Prachathipat, Thanyaburi, Pathumthani 12130.
- **Assoc. Prof. Jaruporn Viyanant** Independent Director Age 79 Years  
Address: Inoue Rubber (Thailand) Public Company Limited  
No.258 Soi Rangsit-Nakornnayok 49, Prachathipat, Thanyaburi, Pathumthani 12130.
- **Mr. Surong Bulakul** Independent Director Age 68 Years  
Address: Inoue Rubber (Thailand) Public Company Limited  
No.258 Soi Rangsit-Nakornnayok 49, Prachathipat, Thanyaburi, Pathumthani 12130.
- **Mr. Kittichai Raktakanit** Independent Director Age 63 Years  
Address: Inoue Rubber (Thailand) Public Company Limited  
No.258 Soi Rangsit-Nakornnayok 49, Prachathipat, Thanyaburi, Pathumthani 12130.

Please fill statement and sign in the proxy, fill the registration form for the AGM through Electronic Media (E-AGM) attached to this guideline. Kindly fill email and cell phone number of proxy person clearly in order to be used for the meeting registration, and send the proxy together with supporting documents for the appointment of proxy (as specified below) and registration form for the AGM through Electronic Media (E-AGM) to the Company within January 22, 2024 via the following channels:

- **E-mail:** [ir@ircthailand.com](mailto:ir@ircthailand.com) or
- **Post:** 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](mailto:ir@ircthailand.com) or
- **Post:** send to "Investor Relations Department" of Inoue Rubber (Thailand) Public Company Limited, No.258, Soi Rangsit-Nakornnayok 49, Prachathipat, Thanyaburi, Pathumthani, 12130.