Enclosure 1

# Guidelines for attending the Annual General Meeting of Shareholders for the year 2025 by Electronic Means

# Guidelines for attending the Annual General Meeting of Shareholders for the year 2025 by Electronic Means Thaicom Public Company Limited

All Shareholders or proxies are requested to attend the Meeting by Electronic Means only in accordance to the following guidelines:

## Guidelines to register and attend the Meeting by Electronic Means

1. The Shareholders must prepare the following information/documents to fill-in through the system:
   (1) Identification Card Number/Passport Number for foreigner
   (2) Shareholders Registration Number (Appear on a notification of meeting)
   (3) Name and Surname
   (4) E-Mail Address
   (5) Mobile Number
   (6) Attachments
      (6.1) For Shareholders who wish to attend the Meeting by Electronic Means themselves, *in case of not registering via Thai ID application,* please attach the copy of Identification Card /Passport for foreigner and certified true copy (photo is also applicable).
      (6.2) For Shareholders who wish to attend the Meeting by Electronic Means with proxies who are not Independent Directors of the Company, please also attached the proxy forms with required documents (photo is also applicable).

2. The Shareholders must submit a request (e-Request) to attend the Meeting by Electronic Means via Web Browser at https://con.inventech.co.th/THCOM373087R/#/homepage or scan QR Code:

3. After that please proceed on the following procedures:

   (1) Click link URL or scan QR Code as specified above, or it can be found in the Invitation to the Annual General Meeting of Shareholders and the Company's website.

   (2) Choose type of request to register and fill-in the information by proceeding on the following steps:

   Step 1: Fill-in the information as required in the registration system.

   Step 2: Fill in the information to verify shareholder identity.

   Step 3: Verify identity via OTP.

   Step 4: Transaction completed, then the system will display shareholder's information again for recheck the accuracy of the information.

   (3) Please wait for an email confirmation of the meeting's details and password to join the meeting.



** In case of the shareholder wishes to merge the user accounts, please use the same email and phone number**

4. For Shareholders who would like to attend the Meeting through the Electronic Means, either by yourself or by proxy, please register through the provided system in accordance with the guidelines. The e-Request system will be available on 13 March 2025 at 8:30 a.m. and shall be closed once the meeting adjourned on 24 March 2025.

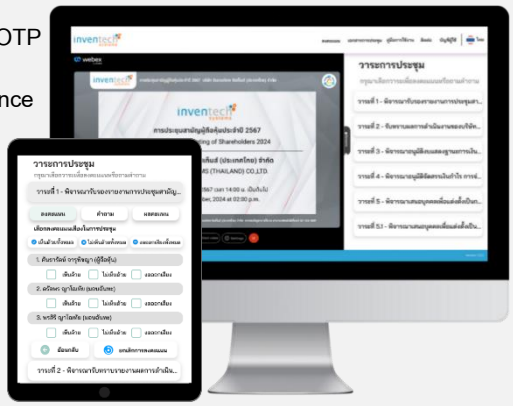
5. The electronic conference system will be available on 24 March 2025 at 7.30 a.m. onwards (2 hours' prior the meeting). The Shareholders or proxies shall use the provided Username & Password and follow the instruction to access the system.

6. For Shareholders who would like to attend the Meeting through the Electronic Means by proxy, please appoint any person to act as your proxy or authorize one of the Company's Independent Directors to attend and vote on your behalf.

7. For Shareholders who authorize one of the Company's Independent Directors to attend and vote on his or her behalf, please submit the proxy with the Shareholder's power of attorney by 20 March 2025 by post, using the envelope enclosed with this letter and send to the Company.

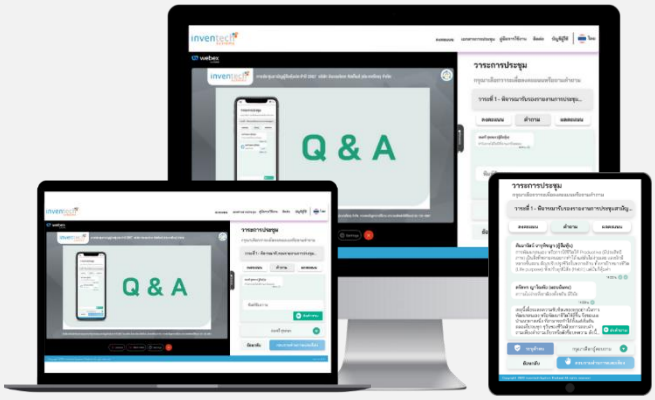
## Steps to register & join the meeting and voting process (e-Voting) on the Meeting Day

1. Use the link that obtained in your email or via the Company's website at www.thaicom.net
2. Fill-in the email & password that obtained from your email or request via OTP
3. Click "Register" button, at this step, the system will register your attendance and count as a quorum.
4. Click "Join Attendance", Then click "Accept" button
5. Display status "Joining Meeting" at the top left corner of the screen
6. Select agenda that you want to vote. Click "Vote" button
7. Click the voting button as desired
8. The system will display status of your latest vote



To cancel the latest vote, please press the button "Cancel latest vote" (This means that your most recent vote will be equal to no voting, or your vote will be determined by the agenda result). Shareholders can review and amend the votes for each agenda until voting results of such agenda is closed.

## Steps to ask questions via Inventech Connect



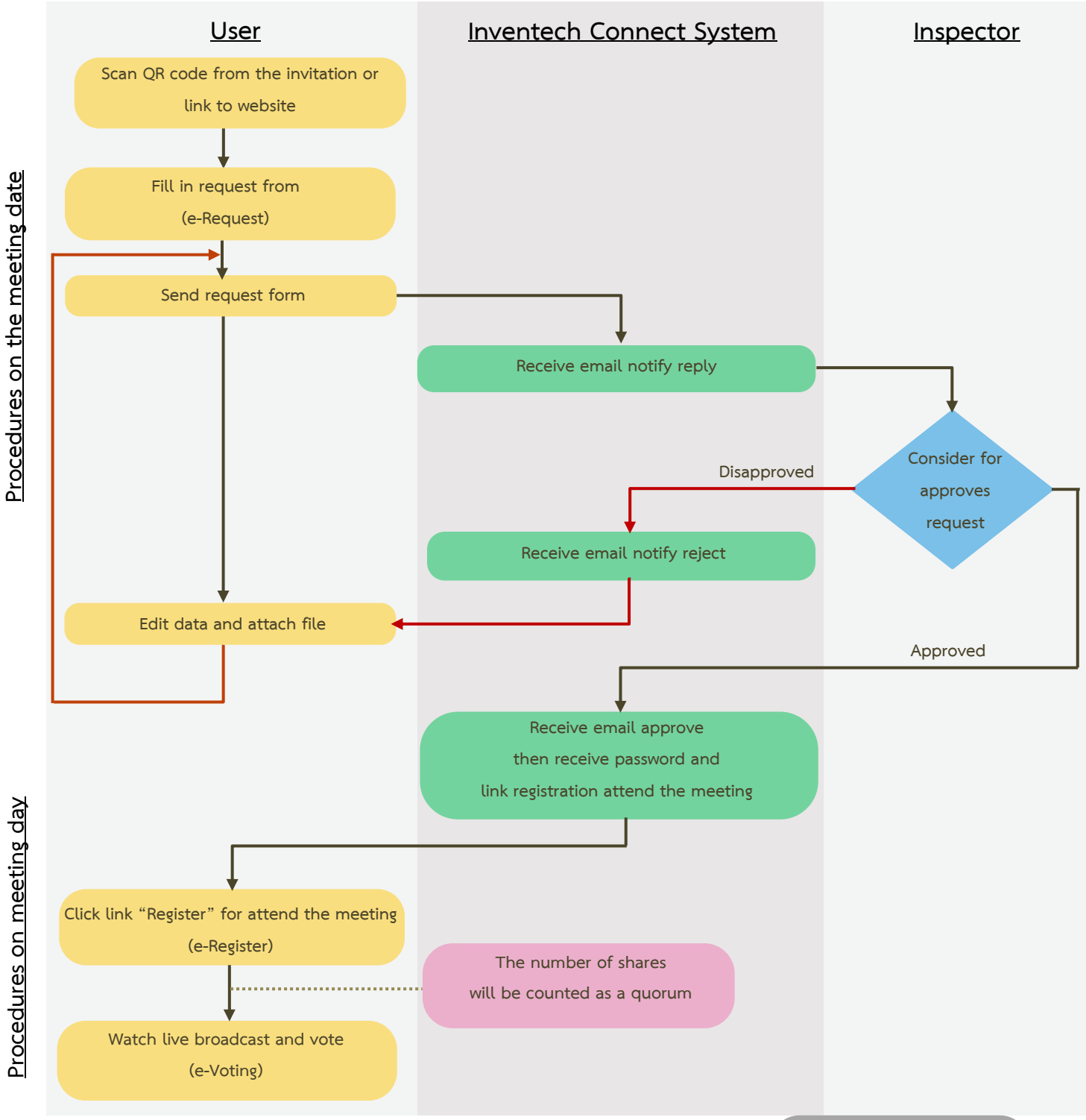

- Select the agenda
- Click "Question" button

1. Ask a question via text
   - Type the question then click "Send"
2. Ask the question via video conference
   - Click "Conference".
   - Click "OK" to confirm your queue.
   - Please wait until it is your queue, (MC will announce your name), then you can open the microphone and camera.
   - The system will notify the preparation for the video conference.
   - Once obtained the right to ask question, the Conference system will notify you, then click "Join as Panelist", then allow access to the camera and microphone by selecting "Allow this time".

## How to use Inventech Connect

User Manual and Video of using Inventech Connect

# Guidelines for attending the Electronic Meeting




## Terms of use

**In case of Merging the accounts/change account**

In case of filing multiple requests by using the same email and phone number, the systems will merge accounts or in case user has more than one (1) account, you can click "Change account", in which the previous account will still be counted as the meeting base.

**In case of Exiting the meeting**

Attendees can click "Register for exit the quorum", the systems will be number of your shares out from the meeting base.

Remark:

1. The Shareholders must fill-in the **Username & Password** that was received via email for registration and joining the meeting. At this procedure, it will be considered that the Shareholders has already registered to attend the meeting and the number of shares of the Shareholder to be counted as a quorum (if the Shareholders do not register to attend the meeting, your shares will not be counted, and the Shareholders cannot vote or watch the live meeting). Also, if the Shareholders leave the meeting during the meeting, the system will remove the votes of the Shareholders from the meeting.

2. The Shareholders must prepare the Email Address for e-Request to obtain 1. **Link for the meeting**, and 2. **Username & Password for attending the meeting** by Electronic Means.

3. The required information must be aligned with the information as of the record date that was provided by Thailand Securities Depository Co., Ltd (TSD).

4. Operation of the Electronic Conferencing System and Inventech Connect System are also dependant on the internet connection of shareholder or proxy including the devices and/or program. The followings are the recommendations for devices and/or program.

   (1) Internet speed requirements

   - High-Definition Video: Must have internet speed at 2.5 Mbps (Recommended Speed of Internet).
   - High Quality Video: Must have internet speed at 1.0 Mbps.
   - Standard Quality Video: Must have internet speed at 0.5 Mbps.

   (2) Devices

   - Smartphone/Tablet with IOS or Android OS.
   - PC/Laptop with Windows or Mac OS.

   (3) Browser Chrome (Recommended) and Safari or Microsoft Edge

   ***Internet Explorer is not applicable*

**For Troubleshooting related to the system, Please contact Inventech Call Center**

02-460-9223

@inventechconnect

The service will open from 13 March 2025 – 24 March 2025 at 08.30 – 17.30 hours.

(except public holiday)

Troubleshooting Report

@inventechconnect