Enclosure 1

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

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Thaicom Public Company Limited

Since the COVID-19 situation in Thailand is still continuous spreading with a lot of uncertainty, Thaicom Public Company Limited ("the Company) therefore is concerned for the safety of Shareholders, and in order to prevent the spread of COVID-19 infection, the Company decided to hold the 2022 Annual General Meeting of Shareholders by Electronic Means on Friday, 25 March 2022 at 14.00 hrs. according to the relevant announcements and regulations, in which the Company will not provide onsite registration or voting on the meeting day. Therefore, all Shareholders or proxies are requested to attend the Meeting by Electronic Means only in accordance to the following guidelines:

Guidelines to attend the Meeting by Electronic Means

1. The Shareholders must submit a request (e-Request) to attend the Meeting by Electronic Means via Web Browser at https://app.inventech.co.th/THCOM175030R or scan QR Code:
2. The Shareholders must prepare the following information/document 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) Amount of Shares
   (5) E-Mail Address
   (6) Mobile Number
   (7) Attachments
   - For Shareholders who wish to attend the Meeting by Electronic Means themselves, please attach the copy of Identification Card /Passport for foreigner and certified true copy (photo is also applicable).
   - 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).

3. After that please proceed on the following procedures:
   (1) After clicked URL or scanned QR Code, please choose to file a request form.
   (2) Fill-in the information as asked on the registration page.
   (3) Click ☑ to agree with the Requirements for Meeting Attendance via the Inventech Connect.
   (4) Click "Request" button.
   (5) Then, please wait for an email from the officer informing on Meeting details and Username & Password.
4. For Shareholders who would like to attend the Meeting through the Electronic Means by yourself or by proxy, please register through the provided system in accordance to the guidelines. The e-Request system will be opened on 16 March 2022 at 8:30 a.m. and shall be closed when the meeting adjourned on 25 March 2022.

5. The electronic conference system will be available on 25 March 2022 at 12.00 hrs. onward (2 hours' prior the meeting). The Shareholders or proxies shall use the provided Username & Password and follow the instruction to access the system.

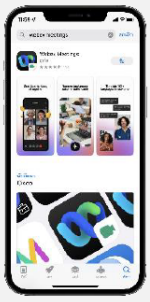
6. For Shareholders who would like to attend the Meeting through the Electronic Means by proxy, please appoint any person to act as your proxy or authorize one of the Company's Independent Directors to attend and vote on your behalf.

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 18 March 2022 by post, using the envelope enclosed with this letter and send to the Company.**

Installation Guide for Webex Meetings

For IOS Operating System

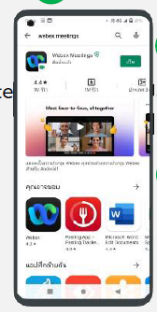
1. Go to Application App Store
2. Search Webex Meetings



3. Click "GET" for install application
4. Please wait until the download is complete
5. Finish, the application has installed, and it will appear on your phone

For Android Operating System

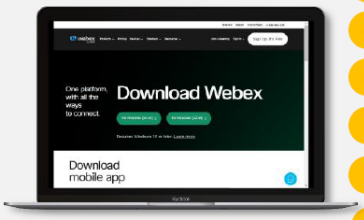
1. Go to Application Play Store
2. Search Webex Meetings



3. Click "INSTALL" for install application
4. Please wait until the download is complete
5. Finish, the application has installed and it will appear on your phone

For Windows Operating System

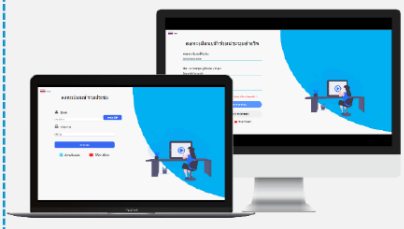
1. Go to website https://www.webex.com/downloads.html
2. Click "For Windows (64 bit)/For Windows (32 bit)" choose to the operating system on your computer



3. Click the downloaded file "webex.msi" for installation of Webex Meetings
4. Click "Next" button for program installation
5. Please wait until the download is complete
6. Click "Finish" button when the system finished the installation
7. Click "Agree" button to accept the terms in the license
8. Enter "your email" and click "Next" button to get access

Steps for registration to attend the meeting (e-Register)

1. Click registration on URL Link from approved email
2. Get Username and Password that received from your email or request OTP to login.
3. Click "REGISTER" button, the system has already registered and counted as a quorum
4. Click "Live broadcast" button



5. For PC/Laptop: Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows:
   - 5.1 Fill in the email address in the Email Address field to match the email address you submitted in the application form
   - 5.2 Click "Join Now" button
   - 5.3 Click "Run a temporary application"
   - 5.4 Click the downloaded file
   - 5.5 Click "Join Event" button to attend the meeting

5 For Mobile/iPad: Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows:

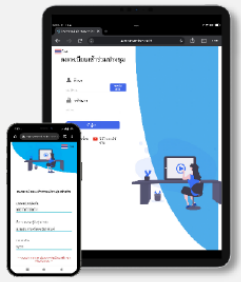
5.1 Click "Join" button

In case of never use the Webex Meetings, firstly please click on the popup, "ACCEPT" (Android) or "I Accept" (iOS)

5.2 Enter your name in the Name box, fill in your email in an e-mail address box, the one that matching with the e-mail address that was submitted in the application

5.3 Click "Accept" to access the application.

5.4 Click "Join" button to enter the meeting



Steps for voting process (e-Voting)

For PC/Laptop

1 Click "Continue" button on menu "Multimedia Viewer"

2 Get Username and Password that you received from your email or request OTP to login

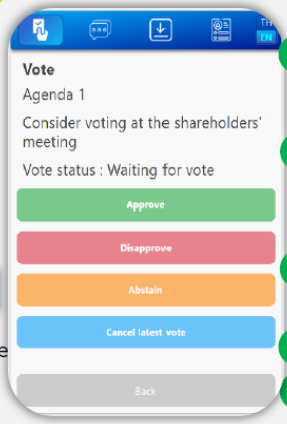
3 Click "Login" button

4 Click on menu "Voting" or symbol

5 Select which agenda that you want to vote

6 Click the voting button as you choose

7 The system will display status of your latest vote



For Mobile/iPad

1 Click on menu "Participants" or symbol

2 Click on menu "Chat" and choose message from Inventech connect (Android) or click on "Chat" or symbol (iOS)

3 Shareholders can click link in the chat message

4 Then click on "Continue" button

5 Get Username and Password that you received from your email or request OTP to login

6 Click "Login" button

7 Click on menu "Voting" or symbol

8 Select which agenda that you want to vote

9 Click the voting button as you choose

10 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 latest vote will be equal to not voting, or your vote will be determined by such agenda result) Shareholders can revise the vote of each agenda until the voting results of such agenda is closed.

Steps to ask questions via Inventech Connect



- Click "Ask a question" on menu or symbol

1. Ask a question by sending the question via Chat
   - Select which agenda that you want to ask
   - Type the question then click "Send"
2. Ask the question via video conference
   - Select which agenda that you want to ask
   - Click "Get queue ask the question via video" button or symbol Get queue ask the question via video
   - Fill in your name that show on Webex
   - Click ""Get the queue" button or symbol Get the queue
   - Please wait for the signal from the officer to ask questions in the Chat channel.

Manual for e-Request, Installation Guide for Webex Meetings and How to use Inventech Connect

1. User Manual via e-Request

2. Installation Guide for WebEx Meetings

3. User Manual Inventech Connect

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) Devices

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

   (2) Browser Firefox or Chrome (Recommended) or Safari

   (3) 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.

For a troubleshooting related to the system:

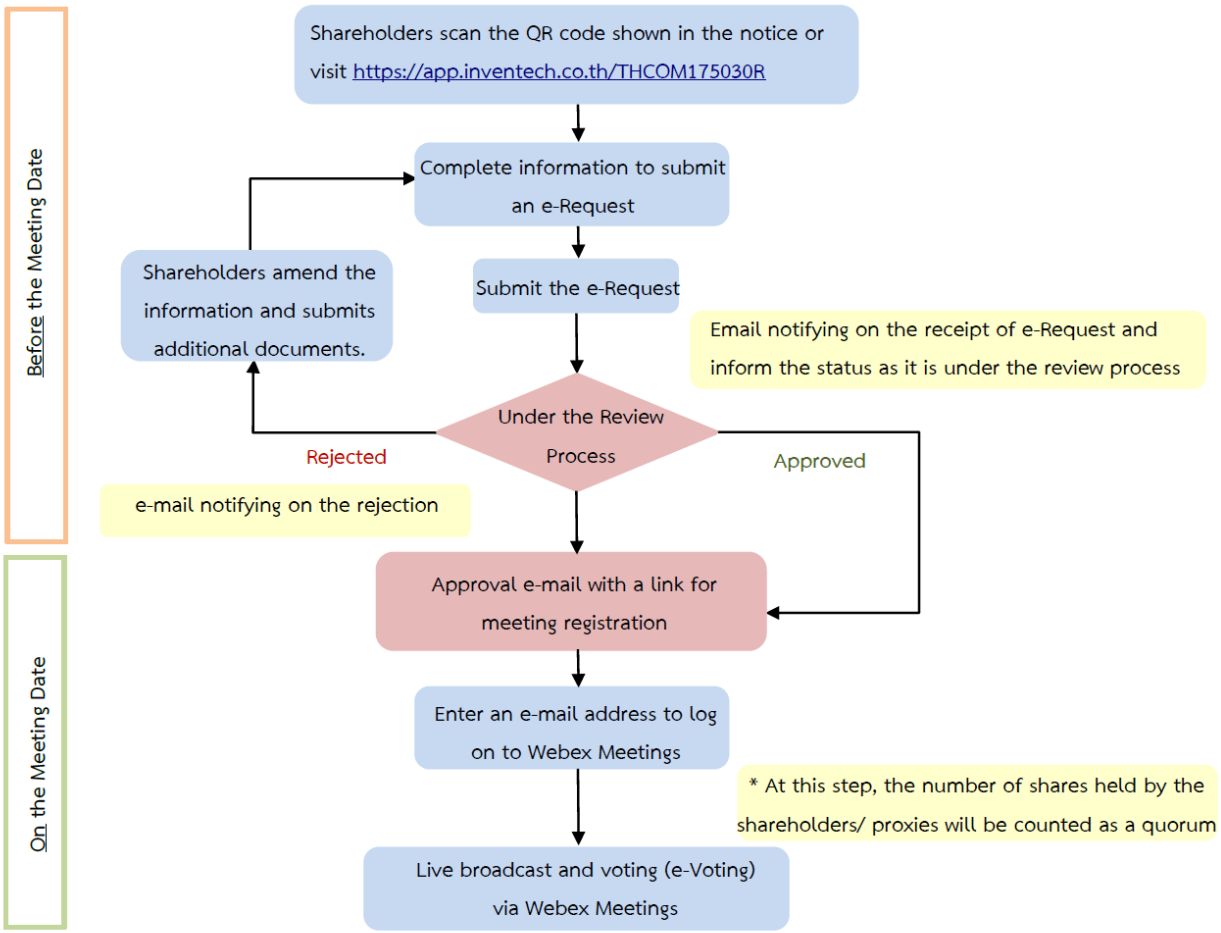
Please contact: 02-931-9137 (2 lines)

Line: @inventechconnect

Troubleshooting Report

The service will be opened from 16 March - 25 March 2022 at 8.30 -17.30 hrs. (except public holiday).

Flowchart for Attending the Meeting by Electronic Means



Remark:

1. For a proxy appointed by multiple shareholders

Such proxy may press the "Switch Account" button to log on other accounts, by the votes and the meeting quorums of previously used accounts will still be included as the base number of votes.

2. Leaving the meeting

Meeting participants may press the "Leave Meeting" button to leave the meeting. As such, the votes of shareholders/proxies will be annulled for the remaining agenda items that have not yet been voted.