Enclosure 1

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

Due to an uncertainty of COVID-19 pandemic, the Company therefore will hold the Annual General Meeting of Shareholders for the year 2021 by Electronic Means. In this regard, the Company would like to ask for your kind cooperation to refrain from travelling to the Company since the Company is implementing strict measures on entry/exit of the Company's building in order to prevent the spread of COVID-19.

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

As the Company is concerned for the safety of Shareholders, and in order to prevent the spread of Corona Virus infection (COVID-19), the Company therefore will hold the 2021 Annual General Meeting of Shareholders by Electronic Means only on Friday, 26 March 2021, in which the Company will not provide onsite registration or voting on the meeting day. Thus, all Shareholders are requested to attend the meeting by Electronic Means.

The Company has engaged Inventech Systems (Thailand) Limited to provide the service and system for the meeting by Electronic Means, the system of Inventech Systems (Thailand) Limited has been reviewed for an information security standards of Electronic Meeting by Ministry of Digital Economy and Society. The Shareholders who would like to attend the meeting by Electronic Means please proceed in accordance to the following guidelines:-

Guidelines to attend the meeting by Electronic Means

1. The Shareholders must submit a request to attend the meeting by Electronic Means via Web Browser at https://app.inventech.co.th/THCOM or scan QR Code:-

2. The Shareholders must prepare the following information 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) Additional 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, and a photo is also applicable to upload into the system.
   - 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, and a photo is also applicable to upload into the system.

3. After completely filled-in all required information and attachment, please read and click "accept on the term of service".

4. Then click to "submit the request".

5. After that completed item 4: An assigned administration team will proof the document. Once your request is approved, the Shareholders will receive an email to notify on the followings:-
   (1) **Link of meeting**
   (2) **Username** and **Password** for e-Voting
   (3) Link for download and installation of Cisco WebEx Meeting Application
   (4) Link for user manual.

   The Shareholders can access the system for attend the meeting on 26 March 2021 at 12.00 hrs onward. In case the request is rejected: The Shareholders will receive an email to notify on the details and reason for rejection, then the Shareholders can resubmit through 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 would like to attend the Meeting through the Electronic Means by yourself, please register through the provided system in accordance to the guidelines. The e-Request system will be opened on 17 March 2021 onwards, and will be closed on 26 March 2021 at 17.00 hrs.

8. **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 19 March 2021 by mailed, using the envelope enclosed with this letter and send to the Company**.

Manual to attend the Meeting by Electronic Means and login for Inventech Connect

Cisco WebEx Meeting and Inventech Connect for e-voting systems support Web Browser for PC, iOS and Android. To access Cisco WebEx Meeting and Inventech Connect, please follow the installation procedure and operation manual as below:-

1. Using Cisco WebEx Meeting

Installation Manual for Cisco WebEx Meeting can be study via this link:-
https://qrgo.page.link/Cgv2B or QR Code:-

1.1 Cisco WebEx Meeting installation instruction via PC or Laptop

1. Go to website: https://www.webex.com/downloads.html scan QR Code:-
2. Choose download Cisco WebEx Meetings by clicking “Download for Windows” button.
3. Double click the webexapp.msi (can be found at Folder Download) to enter the Installation page;
4. Enter the installation page, then click “Next”;
5. Select “I accept the terms in the license agreement” and then click “Next”;
6. Click the “Install” button, then wait for the installation for a moment, and then click “Finish”;
7. When the installation is completed, the “Cisco WebEx Meetings” icon will appear on
8. Desktop’s screen.

1.2 Step to install Cisco WebEx Meeting using Mobile Device

For iOS (Version iOS 10.0 up)	For Android (Version Android 6.0 up)
1. Assess App Store 2. Go to the search icon or the “magnifying glass” symbol and type “Cisco WebEx Meeting” and click “search” button. 3. Then click the “Accept” button on the right to install the Cisco WebEx Meetings Application or the symbol as shown in the picture 4. Specify a password or Touch ID to confirm application installation. 5. Then wait for a moment for installation. 6. When the installation is completed, the “WebEx Meet” icon will appear on the phone’s screen.	1. Access Play Store 2. Go to “Search for apps & games” and type “Cisco WebEx Meetings” and click “Search”. 3. Then click “Install” button on the right to install Cisco WebEx Meetings Application on symbol as shown in the picture 4. Click “Accept” to confirm Application installation. 5. Then wait for a moment for installation. 6. When the installation is completed, the “WebEx Meet” icon will appear on the phone’s screen.

2. Using Inventech Connect for e-Voting

Manual for PC / Laptop	Manual for iOS
https://qrgo.page.link/KqnoP	https://qrgo.page.link/pgvit
Manual for Web Browser	**Manual for Android**
https://qrgo.page.link/iZ3ka	https://qrgo.page.link/vZ4rZ

2.1 Steps for using Inventech Connect via PC/Laptop are as follow:-

1. Shareholders **click the link to enter the Meeting Room** in the approval notification Email for Inventech Connect.

2. Then the system will display information for e-Register. Fill-in the Username and Password that received by email, then click "sign-in" button.

*3. The system will display the Shareholders' information.
(*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.) Then click "Join Now" button.

*4. The system will display the "Event Information": The Shareholders must fill-in the information on the right side of "Join Event Now" with the following details:-

- Fill-in the Shareholders' name or proxies name for First Name.
- The system will display the Shareholders' registration number (in case of proxy it will display * after the registration number.
- Fill-in email address
  (*email address must be the same email that register via e-Request).
- In the "Event Password" the system will set the default value for Shareholders. There is no need to make any changes.
- Then click "Join Now" button.

5. After that, click “Run a temporary application” to access the Cisco WebEx Meeting application.

6. Click the “Join Event” button (green colour) to join the meeting via Cisco WebEx Meeting Application.

7. The system will display 2 operation screens; one on the left showing live broadcast and the right showing Q&A and Multimedia Viewer functions with the login page of Inventech Connect for e-Voting.

8. Then click the “Continue” button (blue colour) on the right hand side of the Multimedia Viewer function. The system will display the login screen for Inventech Connect and click “Sign in” button.

9. The system will display on Select Agenda, and Shareholders may view which agenda may be voted by clicking the “Select Agenda” (green) in corner on the left and bottom.

10. The system will display the status of each agenda – voting status: pending.

*11. When Shareholders wish to vote, choose the agenda to vote. Then the system will show all 4 voting buttons i.e. 1. Agree (green colour), 2. Disagree (red colour), 3. Abstain (orange colour), and 4. Do not submit vote (blue colour).
*If selecting “Do not submit vote” or “Abstain”, the Company will put your votes into the scores determined by the meeting, and voting may be changed until the agenda ends voting results submission.

12. Shareholders may check the votes of agenda after the agenda that has been closed for voting results submission by selecting the required agenda. After that, the system will display graphs and scores for that agenda.

13. In the event that a Shareholder has authorized multiple accounts, select “User Icon” and click on the “Switch Account” button to access other accounts. Votes and quorum will not be removed from the meeting.

*14. Shareholders may leave the meeting by selecting the “User Icon” and click “Leave Meeting” button.
*If the Shareholder leave the meeting during the meeting, the system will remove the votes of the Shareholders from the meeting on the agenda that has not yet been processed.

2.2 Steps for using Inventech Connect for e-Voting via Mobile Device

>>Screen 1: Live Broadcast by the Company

1. Shareholders must click the link to enter into the meeting room from the notification approval email for Inventech Connect
2. After that the system will display the e-Register page, the Shareholders must fill-in Username and Password that received by email, the click "Sign-in".
3. *The system will display the Shareholders' information
   (*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.) Then click to registration page to join the meeting via Cisco WebEx Meeting Application.
4. The system will display Event Information, then click "Join"
5. Then fill-in information in Display Name and Email Address, then click "OK"
6. The click "Join" (green) to attend the meeting via Cisco WebEx Meeting Application.

**If Shareholders wish to use Inventech Connect, switch the browser to use 2nd Screen as below:-

>>Screen 2: Using Inventech Connect

1. Shareholders must click the link for registration (For Shareholders who do not want to view live meeting) from the notification email for Inventech Connect or URL for accessing Inventech Connect.
2. Enter Username and Password from the request approval notification email, then click "Sign in" button.
3. The system will display on Select Agenda, and Shareholders may view which agenda may be voted by clicking the "Select Agenda" (green) in corner on the left and bottom.
4. The system will display the status of each agenda – voting status: pending.
5. *When Shareholders wish to vote, choose the agenda to vote. Then the system will show all 4 voting buttons i.e. 1. Agree (green colour), 2. Disagree (red colour), 3. Abstain (orange colour), and 4. Do not submit vote (blue colour).
   *If selecting "Do not submit vote" or "Abstain", the Company will put your votes into the scores determined by the meeting, and voting may be changed until the agenda ends voting results submission.

6. The Shareholders are able to check the vote for each agenda when the voting session is closed.

7. In the event that a Shareholder has authorized multiple accounts, select “User Icon” and click on the “Switch Account” button to access other accounts. Votes and quorum will not be removed from the meeting.

*8. Shareholders may leave the meeting by selecting the “User Icon” and click “Leave Meeting” button.

*At this step, if the Shareholder leave the meeting during the meeting, the system will remove the votes of the Shareholders from the meeting on the agenda that has not yet been processed.

3. **The Meeting by Electronic Means of Thaicom Public Company Limited will be opened for access on Friday, 26 March 2020 at 12.00 hrs. (2 hours prior the meeting).**

The Shareholders must prepare the Username and Password, and proceeding in according the provided guidelines and manual.

4. **The operation of by Electronic Means through Cisco WebEx and Inventech Connect depend on the internal capability of Shareholders or proxies including devices and/or its programs.**

Please use the following devices and/or programs to use the system:

- Recommended internet speed should be at least 4 Mbps;
- Mobile Phones/Tablet device with Android that supports all versions or iOS operating system that supports all versions;
- Internet Browser: Firefox or Chrome or Safari

How to check the operating system version

- For Android: Choose settings or additional settings > About Phone > Software or Android version information;
- For iOS: Selecting Settings > General > About > Version

Remark:

1. The Shareholders must fill-in the Username and Password that received via email for register and join 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 Shareholders do not register to attend the meeting, your shares will not be counted, and 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 and Password for attending the meeting** by Electronic Means.
3. The required information must be aligned with the information as of the record date that provided by Thailand Securities Depository Co., Ltd (TSD).

For a troubleshooting related to the system, please contact: 02-021-9123 (2 lines), the service will be opened from 17 March 2021 to 26 March 2021 at 8.30 -17.30 hrs.