

Guidelines for Meeting Registration, Attending the Meeting,
Asking Questions or Making Comments, Proxy Appointments, Votes Casting, and Votes Counting

1. Registration for attending the meeting

The shareholders or proxies, who wish to attend this Annual General Meeting of Shareholders via e-Meeting, are requested to submit a request form in advance for attending the meeting. Please read and follow the Procedures for Attending the Meeting via e-Meeting attached hereto as Enclosure 10. The Company will open the system for submitting the request form for attending the meeting from 17th - 26th April 2024, only on weekdays and working hours (8.30 – 17.00 hours) until the meeting finishes. The required documents have to be prepared in advance for submitting the request form are as follows:

1.1 Individual person

In the case of a shareholder attending the meeting in person

A copy of a valid photo-ID document issued by a governmental authority such as a national identification card, a government official ID card, a driving license, an international driving license, a foreigner identification card, a passport, etc. (“**identification document**”).

In the case of a shareholder appointing a proxy to attend the meeting

- (a) Proxy Forms A or B (the forms which are enclosed to the notice of the Shareholders’ Meeting) that is completely filled and signed by the grantor and the proxy, and affixed with THB 20 stamp duty;
- (b) A copy of the identification document of the grantor;
- (c) A copy of the identification document of the proxy.

Copies of all documents must be certified true copies by the document owner.

Non-Thai shareholders are required to provide English translations for documents not originally in English. The translations must be certified as true and correct by the shareholders. If a document is prepared in a foreign country, it must be certified by a Notary Public.

1.2 Juristic person

In the case of authorized representatives of shareholders attending the meeting in person

- (a) A copy of the shareholder's Affidavit or Certificate of Incorporation issued by the Department of Business Development, Ministry of Commerce, or a competent authority of the country where the juristic person is located, specifying current information of the name of the juristic person, the authorized signatory, conditions or restrictions on signing authority, and the address of the head office. Such documents must be issued no more than 1 year from the date in the Affidavit or Certificate of Incorporation to the date of the Shareholders' Meeting;
- (b) A copy of the identification document of the authorized representatives of the juristic person.

In the case of a shareholder appointing a proxy to attend the meeting

- (a) Proxy Form B (the form which is enclosed to the notice of the Shareholders' Meeting) that is completely filled and signed by the grantor and the proxy, and affixed with THB 20 stamp duty;
- (b) A copy of the shareholder's Affidavit or Certificate of Incorporation issued by the Department of Business Development, Ministry of Commerce, or a competent authority of the country where the juristic person is located, specifying current information of the name of the juristic person, the authorized signatory, conditions or restrictions on signing authority, and the address of the head office. Such documents must be issued no more than 1 year from the date in the Affidavit or Certificate of Incorporation to the date of the Shareholders' Meeting;
- (c) A copy of the identification document of the authorized representative of the juristic person;
- (d) A copy of the identification document of the proxy.

Copies of all documents must be certified true copies as follows: (1) in the case of an individual person's document: the document owner certified true copy of his/her document, (2) in the case of a juristic person's document: certified true copy by the authorized representative of the juristic person together with the company's seal affixed (if any).

Non-Thai juristic person is required to provide English translations for documents not originally in English. The translations must be certified as true and correct by authorized representatives of the juristic person. If a document is prepared in a foreign country, it must be certified by a Notary Public.

1.3 In the event that foreign shareholders authorize a custodian in Thailand as the depository and trustee.

- (a) A Proxy Form C (the form which is enclosed to the notice of the Shareholders' Meeting) that is completely filled and signed by the grantor and the proxy, and affixed with THB 20 stamp duty;
- (b) A copy of the custodian business license;
- (c) A copy of the custodian's Affidavit or Certificate of Incorporation issued by the Department of Business Development, Ministry of Commerce, or a competent authority of the country where the juristic person is located, specifying current information of the name of the juristic person, the authorized signatory, conditions or restrictions on signing authority, and the address of the head office. Such documents must be issued no more than 1 year from the date in the Affidavit or Certificate of Incorporation to the date of the Shareholders' Meeting;
- (d) A copy of the identification document of the authorized representative of the custodian;
- (e) A copy of the identification document of the proxy;
- (f) A copy of power of attorney from the shareholders for the custodian to sign the proxy form on their behalf.



Copies of all documents must be certified true copies as follows: (1) in the case of an individual person's document: the document owner certified true copy of his/her document, (2) in the case of a juristic person's document: certified true copy by the authorized representative of the juristic person together with the company's seal affixed (if any).

Non-Thai shareholders or non-Thai juristic persons are required to provide English translations for documents not originally in English. The translations must be certified as true and correct by the shareholders or authorized representative of the juristic person (as the case may be). If a document is prepared in a foreign country, it must be certified by a Notary Public.

The Company will refuse the registration of the shareholders or the proxies to attend the Shareholders' meeting in any of the following cases:

- a. The proxy form is filled in incorrectly, incomplete, or not affixed with THB 20 stamp duty;
- b. The grantor or the proxy does not sign the proxy form;
- c. There is a change in material information to the proxy form without the grantor's signature certifying every change;
- d. A copy of the Affidavit or Certificate of Incorporation issued more than 1 year from the date in the Affidavit or Certificate of Incorporation to the date of the Shareholders' Meeting;
- e. The required identification documents of either the grantor or the proxy for the registration are incomplete.

Remark Shareholders can enquire additionally about the process or any difficulties in registration for attending the e-Meeting via Inventech Call Center by the following channels:

-  0-2931-9130
-  @inventechconnect, the service will be available from 17th – 26th April 2024 at 8.30 – 17.00 hours (only on weekdays excluding public holidays).

2. Attending the meeting

- 2.1 On Friday 26th April 2024, at 12.00 hours onwards (prior to the opening of the meeting 2 hours), shareholders or proxies can click on the link for registration to attend the meeting, as shown in the notification of approved email, to log in and use the Inventech Connect system.
- 2.2 Once logged into the Inventech Connect system, shareholders or proxies may press the button “Register to attend the meeting”, which in this step will be deemed that shareholders or proxies have already registered to attend the meeting, and the shareholders’ number of shares will be counted as a quorum.
- 2.3 In the event that the system crashes during the meeting, shareholders or proxies will be notified via email to resume the meeting via the reserved system.
- 2.4 Shareholders or proxies have to attend the meeting until the end of the agenda and vote on each agenda before the voting is closed for that agenda. In the event that shareholders or proxies leave the meeting or log out from the system before the voting is closed on any agenda, shareholders’ votes will not be counted as a quorum, and will not be counted for the vote on that agenda. However, leaving the meeting or logging out from the system of any agendas will not deprive the shareholders or proxies of the right to return to the meeting and vote on the next agenda.

3. Asking questions or making comments

Before voting for each agenda, the Chairman of the meeting will give participants an opportunity to ask questions or make comments on issues related to the agenda as appropriate. If shareholders or proxies wish to ask questions or make comments on the related matters, they can proceed as follows:

- 3.1 Please select the “Ask a question” on the menu, select the agenda on which you would like to ask questions or make comments and press the “question” button. In the event that the meeting participants would like to ask questions via chat channel, they can type the question or comments and press the “Send” button.
- 3.2 In the event that the meeting participants wish to inquire via visual and audio systems, the meeting participants may press the menu “Ask questions via an electronic meeting system”, and then press “Agree” to confirm the queue. Once getting the signal to ask a question, the meeting participant’s camera and microphone should be turned on. Prior to asking a question, you have to inform your first name, and last name, including status, i.e., either a shareholder or a proxy of which shareholder, so that the Company can record the minutes of meeting accurately.

In this regard, the Company will answer questions related to the meeting’s agenda and will be voted on in the meeting only. For the shareholders’ questions or other suggestions related to the meeting’s agenda that are not answered in the meeting, the Company will summarize and respond to them in the appendix of minutes of the shareholders’ meeting, and will disclose them on the Company’s website within 14 days from the meeting date.

4. Proxy Appointments

The Company has prepared 3 prescribed proxy forms by the Business Development Department as follows:

- Proxy Form A is a general and simple form;
- Proxy Form B is the form with fixed and specific details of authorizing proxy;
- Proxy Form C is for foreign shareholders who authorize the Custodian in Thailand as the depository and trustee.

The Company delivered such proxy forms together with the notice of the Shareholders’ Meeting as attached hereto as Enclosure 8 for any shareholders who are unable to attend the meeting in person may consider granting a proxy to another person, or appoint an independent director of the Company as a proxy, as attached hereto as Enclosure 7 to attend and votes at the shareholders’ meeting on their behalf. In addition, shareholders may download such proxy forms from the Company’s website at <https://investor.thailife.com/en/document/shareholder-meetings>.

Moreover, the Company has facilitated the shareholders in sending proxy documents to the Company before the meeting date. The Company has prepared and enclosed a prepaid envelope with the notice of the Shareholders’ Meeting, which you can seal and send to the Company by post without affixing a postage stamp **by Tuesday, 23rd April 2024 at 17.00 hours** for further preparation for the meeting. Shareholders can submit the proxy documents during the registration process via e-Meeting as another channel.

4.1 Proxy for another person:

- 4.1.1 A grantor has to appoint and authorize only one proxy to attend the meeting and cast the votes on his/her behalf, and the number of shares held by such grantor cannot be split for more than one proxy in order to separate the votes.
- 4.1.2 The proxy form must be correctly filled in by a grantor and signed by both the grantor and the proxy.
- 4.1.3 If there is any change to the proxy form on any agenda, a grantor has to affix a signature to certify such change. Should there be no appearance of such signature, it will be deemed as “not entitled to vote” on such agenda.

4.2 Appointment of the Company's independent directors as proxies

You can specify only one of the Company's independent directors who is designated as a proxy as follows:

- **Ms. Quanvari Pramoj na Ayudhya, Independent Director, Chairman of the Nomination and Remuneration Committee and Audit Committee Member**
Age: 56 years old.
Address: Thai Life Insurance Public Company Limited, Company Secretary Office, 8th floor, no. 123 Thai Life Insurance Building 1, Ratchadapisek Road, Din Daeng Sub-district, Din Daeng District, Bangkok 10400, or
- **Mr. Amnart Wongpinitwarodom, Independent Director, Audit Committee Member, Nomination and Remuneration Committee Member and Corporate Governance Committee Member**
Age: 68 years old.
Address: Thai Life Insurance Public Company Limited, Company Secretary Office, 8th floor, no. 123 Thai Life Insurance Building 1, Ratchadapisek Road, Din Daeng Sub-district, Din Daeng District, Bangkok 10400.

5. Votes casting

- 5.1 For casting votes for each agenda, in accordance with the Company's Articles of Association, Article 43, 1 share shall be counted as 1 vote. A shareholder with a special interest in any matter proposed for a resolution shall not be entitled to vote on such matter, except for voting on the election of directors, which shall not be subject to any prohibitions.
- 5.2 In the event that a shareholder appoints a proxy or the Company's independent director to attend the meeting on his/her behalf has marked in the proxy form his/her “**approval**”, “**disapproval**”, or “**abstention**” vote in compliance with the guidelines, the Company will record such votes as marked or specified by the shareholder in the system in advance, and will further combine such votes with other votes casting by shareholders attending the meeting at the meeting venue.

- 5.3 For votes casting of each agenda, the Chairman of the meeting will ask the meeting to cast votes via the e-Meeting system. The meeting participants have to select only one vote of “Approval”, “Disapproval”, or “Abstention”.
- 5.4 In the event that the meeting participant cancels his/her votes, or does not vote via the e-Meeting system within the period that the Company is open for voting, the Company will deem that the meeting participant vote “approves” on that agenda.

6. Votes counting

- 6.1 The Company shall deduct disapproval and abstention votes from the total number of votes of shareholders attending the meeting and having the right to vote. The remainder shall be deemed as “approval votes”.
- 6.2 Typically, a majority vote of shareholders who attend the meeting and cast their votes will be applied. In case of equal votes, the Chairman of the meeting shall have a casting vote, except the agenda no. 7, To consider and approve the remuneration of directors for the year 2024 and the gratuity of directors, according to Paragraph 2 of Section 90 of the Public Limited Companies Act, B.E. 2535 (1992) (as amended) a vote of not less than two-thirds of the total number of votes of shareholders attending the meeting is required.
- 6.3 The Company will announce the meeting resolution of agendas and will show voting results to the meeting as how many votes for “approval”, “disapproval”, “abstention”, and “voided ballots”. However, some agendas may take a long time to count the votes, the Chairman of the meeting may request the meeting to consider the next agenda first, for the continuation of the meeting, and the voting results will be announced in the meeting immediately when the officer finishes counting the votes.

Ballots will be deemed invalid

If a shareholder appoints a proxy or an independent director to attend the meeting on his/her behalf and has previously sent a proxy form specifying his/her votes; thereafter, the shareholder attends the meeting and votes again in the system.

Remark

- Shareholders can enquire additionally about the process or any difficulties in registration for attending the e-Meeting via Inventech Call Center by the following channels:



0-2931-9130




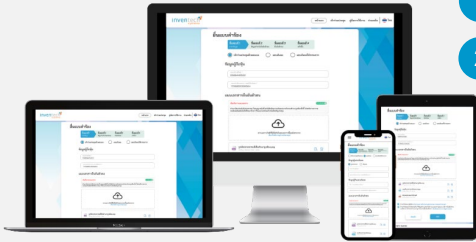
@inventechconnect, the service will be available from 17th – 26th April 2024 at 8.30 – 17.00 hours (only on weekdays excluding public holidays).

Procedures for Attending the Meeting via e-Meeting

Shareholders and proxies who would like to attend the meeting via e-Meeting by yourself, you can proceed according to the procedures for submitting the request form to attend the meeting via electronic means as follows:

Procedures for submitting the request form to attend the meeting via electronic means

1. Submit a request form to attend the meeting through an internet browser at <https://app.inventech.co.th/TL1130526R/#/homepage> or scan this QR Code  to access the system and follow the processes:



****Merge user accounts; please use the same email and phone number****

- 1 Click the link URL or scan the QR Code from the Notice of the Shareholders' Meeting.
- 2 Choose a type of request for submitting the request form and follow 4 processes as follows:
1st process: Fill in the information of shareholder.
2nd process: Fill in the information for shareholder identity verification.
3rd process: Verify the identity via OTP.
4th process: Finish the transaction and the system will display information of shareholders again to verify the accuracy of the information.
- 3 Please wait for an email from the officer for the details of the meeting and password.


2. Shareholder(s) who would like to attend the meeting via e-Meeting by himself/herself or by proxy who is not the Company's independent directors, the system for submitting the request form will be available from 17th - 26th April 2024, only on weekdays and working hours (8.30 – 17.00 hours) until the meeting finishes.
3. The e-Meeting system will be available on 26th April 2024 from 12.00 hours (2 hours before the meeting starts). Shareholders or proxies shall use the provided username and password, and follow the instruction manual to access the system.


Proxy Appointment to the Company's Independent Directors


Shareholders who would like to authorize one of the Company's independent directors, please submit a request form via electronic means with the established procedures, or send proxy form together with supporting documents to the Company by post to the following address using the enclosed prepaid envelope. Such documents shall be delivered to the Company by 23rd April 2024 at 17.00 hours.

Thai Life Insurance Public Company Limited
Company Secretary Office, 8th Floor
P.O. Box 123, Thaiprakanchiwit Post Office, Bangkok 10326

If you have any problems with the Inventech Connect System, please contact Inventech Call Center

 02-931-9130

 @inventechconnect

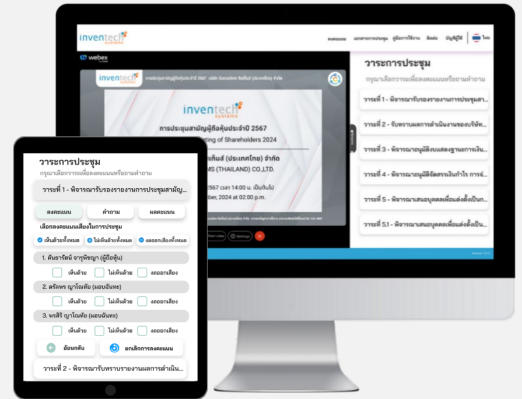
 Available during 17th - 26th April 2024 at 8.30-17.00 hours.
(Only on weekdays and excluding public holidays).



Report a problem
[@inventechconnect](https://line.me/tv/@inventechconnect)

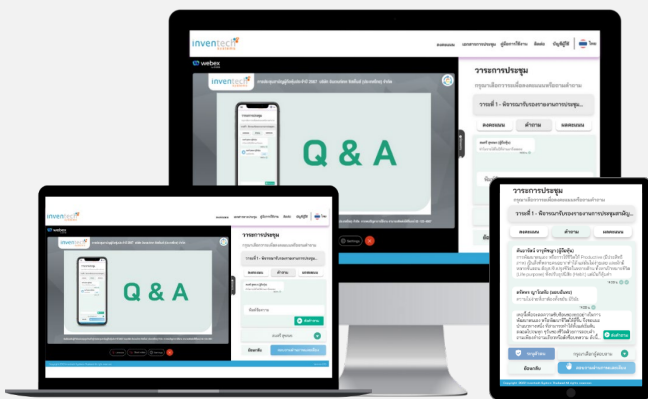
Procedures for e-Voting

- 1 Fill in the email and password that you received from your email or request for an OTP
- 2 Click "Register" button, the system has already registered and counted as a quorum.
- 3 Click "Join Attendance", then click "Join Meeting" button.
- 4 Select the agenda of the meeting that the Company determines.
- 5 Click "Vote" button.
- 6 Vote as you wish.
- 7 The system will display the results of your latest vote that you select for voting.



In case meeting participant would like to cancel the latest vote, please click the button "Cancel latest vote". If meeting participant does not vote via the e-Meeting system within the period that the Company is open for voting, the Company will deem that the meeting participant vote "approves" on that agenda.

Procedures for asking questions via Inventech Connect System



- 1
 - Select the agenda of the meeting that the Company determines.
 - Click "Question" button.
 - Asking question(s).
 - Type the question(s) and then click "Send".
- 2
 - Asking question(s) via video conference.
 - Click "enquire via video conference".
 - Click "OK" for confirming your queue.
 - Please wait for the queue from the officer before turning on your microphone and camera.

Installation guides for the Inventech Connect System



User Manual e-Request



User Manual e-Voting

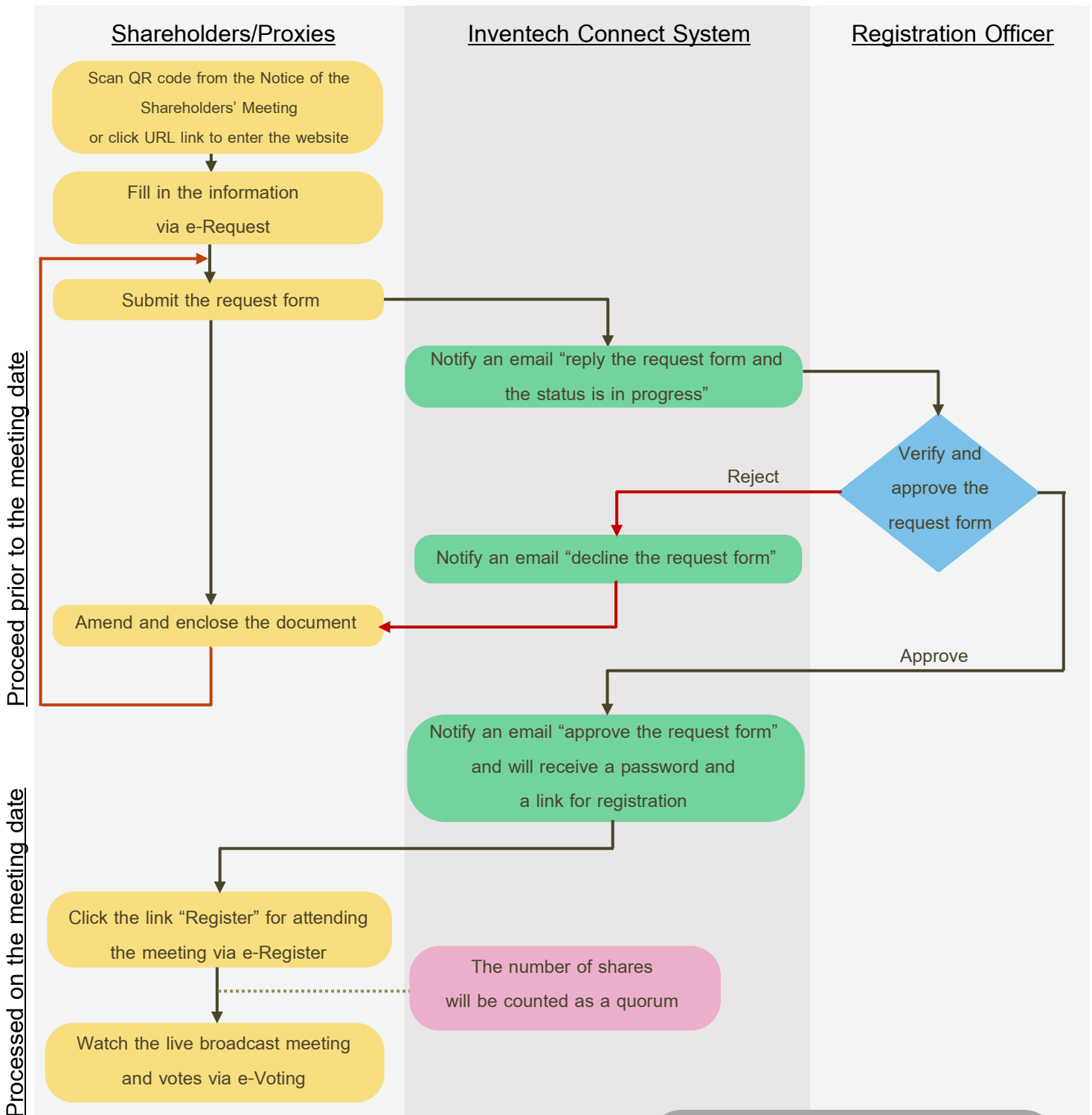


Video of using Inventech Connect

*Remark: The operation of the e-Meeting system and the Inventech Connect system depends on the internet capability of shareholders or proxies, as well as the device and/or program used on the device. Please use the specified equipment and/or program to access the systems as follows:

1. Internet speed recommendations
 - High-definition video: Minimum internet speed of 2.5 Mbps (recommended internet speed).
 - High-quality video: Minimum internet speed of 1.0 Mbps.
 - Standard quality video: Minimum internet speed of 0.5 Mbps.
2. Device requirements
 - Smartphone/Tablet with iOS or android.
 - PC/Laptop with Windows or Mac.
3. Internet browser: Chrome (Recommend) / Safari / Microsoft Edge ** The system does not support internet explorer.

Flowchart of procedures for attending the meeting via e-Meeting



The conditions for using the system

Merge user accounts/change the account.

In case of submitting several request forms using the same email and mobile phone number, the system will merge the user accounts. If the user has several user accounts, they can press the "Switch account" button to log into other accounts, and the previously used account will still be counted as the base number of votes.

Leave the meeting.

The meeting participants can press the "Register for leaving the quorum" button, and your votes will be removed from the meeting for the remaining agendas.