

Procedure and Guideline for the 2021 Annual General Meeting of Shareholders  
through Electronic Meeting

1. **Identity Verification** (shall process immediately from the date of receiving the Notification of the Meeting until Friday, April 30, 2021)

1.1 The shareholders **attending the meeting in person** shall verify one's own identity according to the procedures specified below.

1.2 The shareholder **assigning a proxy to attend the meeting (the proxy)** shall prepare a registration form according to Enclosure No. 8 and a proxy form together with required supporting documents according to Enclosure No. 3 by scanning or taking photos of them for submission to the email: IR@eforl-aim.com. Then, the shareholder or the proxy shall verify their identity according to the procedures specified below. (The original documents shall be mailed to "The Company Secretary Department" E for L Aim Public Company Limited, Charansanitwong 88 Office, 324 326 Charansanitwong Road, Khawng Bang Aor, Khet Bang Phlat, Bangkok 10700.

**Identity Verification Procedures**

1) Install the application on your smartphone or tablet or iPad. This application is compatible with both the iOS and the Android operating systems. The keyword used for searching for the application is "IR Plus AGM."

QR Code for download Application IR Plus AGM on IOS



QR Code for download Application IR Plus AGM on Andriod



2) Log on into the system by scanning the barcode of the registration number of the security holder shown in the Notification of the Meeting.

3) Identity verification:

3.1 Fill out your identity verification data

- Your 13-digit national ID card no.
- The numbers shown in the back of the national ID card
- Your mobile phone no.
- Your email.

3.2 Upload your photo for identity verification.

- The photo of the national ID card of the shareholder and that of the proxy (in case of using the proxy)

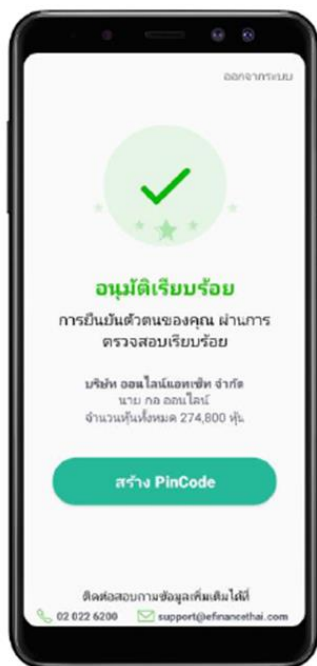
(Sample Photo)



- The photo of the shareholder and that of the proxy in the position of holding one's own national ID card  
(Sample photo)



- 4) Enter the OTP sent by the system to the given mobile phone no.
- 5) After receiving the data, the officer will check and verify the identity. Then, the officer will send a message back to application (within 1-2 business days.)



Or



6) After receiving the successful identity verification message, the user will set up one's PIN code for signing in.

The shareholder or the proxy can study the user manual by scanning the QR code provided below. The Company reserves the right to allow only the users with the successful identity verification to access the application



## **2. Attending the E-Meeting**

- 1) On the Meeting date, the registration for attending the E-AGM can be done through the IR Plus AGM application, starting from 8.00 a.m. Onwards
- 2) The shareholder or the proxy with the successful identity verification can access the IR Plus AGM application to join the live the 2021 Annual General Meeting of Shareholders through E-Meeting (“E-AGM”). The video clip of the Meeting will be posted on the Company’s website at [www.eforl-aim.com](http://www.eforl-aim.com) after the end of the Meeting.
- 3) The shareholder or the proxy shall cast a vote, be it approval, disapproval or abstention, through the provided system within the timeframe for voting for each agenda item. The system will send an alert message through the IR Plus AGM application.
- 4) To encourage the shareholder to receive and access the right to attend the E-AGM, the shareholder or the proxy can send a question or inquiry for each agenda item through a real-time electronic means by sending a message via the IR Plus AGM application.
- 5) In the case where the shareholder or the proxy has any issue regarding the submission of their identity verification documents, the downloading of the IR Plus AGM application, or

any other problem experienced during the Meeting, please contact the Company through one of the following channels for assistance.

Contact	Email	Telephone
Khun Mattana Julnil	<a href="mailto:mattana@eforl-aim.com">mattana@eforl-aim.com</a>	02-4342748 Ext. 118
Khun Chonticha Pumpruek	<a href="mailto:ir@eforl-aim.com">ir@eforl-aim.com</a>	02-4342748 Ext. 121

### **3. Submission of questions in advance**

The shareholder wishing to send questions related to the Meeting agenda items in advance may do so through one of the channels below.

Post	The Company Secretary Department E for L Aim Public Company Limited Charansanitwong 88 Office, 324 326 Charansanitwong Road, Khawng Bang Aor, Khet Bang Phlat, Bangkok 10700.
Email	IR@eforl-aim.com

**Guidelines and Measures for Preventing the Spread of COVID-19 for the Board of Directors and the Coordinators of the E-AGM**

Amid the COVID-19 pandemic situation, the Company has determined a set of guidelines and measures for the Board of Directors and the coordinators for the organization of the E-Meeting at the meeting room on 6<sup>th</sup> floor, Ngamwongwan Road, Bangkok, Mueang, Nonthaburi District, Nonthaburi as per the following procedures.

1. The participants of the Meeting must be subject to body temperature screening and wash their hands using hand gel sanitizers provided by the Company. The screening area is at the entrance of the Company's office. If your body temperature is higher than 37.5 degree Celsius, you will not be allowed to join the Meeting.
2. If the participants including the persons in close contact, have the history of international travel or have come from the areas with the COVID-19 outbreak as prescribed by the notification of the Ministry of Public Health, or if they develop any of the following symptoms, fever, cough, sore throat, sneezing, runny nose, and breathing difficulty; they shall not be allowed to join the Meeting in all circumstances
3. The participants shall be seated as per the requirement with the appropriate social distancing measure being practiced. Seats must be placed at least 1.5 meter away from one another.
4. The participants must wear a face mask at all times throughout the Meeting. They must also wash hands with the provided hand gel sanitizers
5. As the Meeting will be held electronically (E-Meeting), the Company would like to refrain from giving souvenirs and food for the 2021 Annual General Meeting of Shareholders.