

**Guidelines for Attending the Annual General Meeting of Shareholders  
through electronic means (e-AGM)  
Grand Canal Land Public Company Limited**

The Board of Directors' Meeting of Grand Canal Land Public Company Limited resolved to approve the convening of the 2024 Annual General Meeting of Shareholders (the "Meeting") only through electronic means (e-AGM), on Thursday 18 April 2024. The Company has assigned Inventech Systems (Thailand) Company Limited to provide services and systems for the Meeting through electronic means which has been conformed to the relevant laws.

The Shareholders are recommended to prepare any of devices and identification documents as well as follow the instructions specified herein before and during the Meeting:

**1. Device:**

Internet speed requirements	- High-Definition Video: Internet speed at least 2.5 Mbps - High Quality Video: Internet speed at least 1.0 Mbps - Standard Quality Video : Internet speed at least 0.5 Mbps
Equipment requirements	- Smartphone/Tablet that use IOS or android OS - PC/Laptop that use Windows or Mac OS
Requirement Browser	Chrome / Safari / Microsoft Edge <b>** The system does not support internet explorer.</b>

**2. Required Documents for Attending the Meeting**

**The Shareholders and the proxy holders are required to upload the listed supporting documents specified here below (as applicable) to the system.**

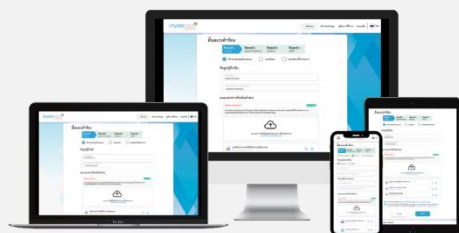
<b>Individual</b>	<b>Juristic Person</b>
1. Attendance in person by shareholder, please attach a certified true copy of valid official document issued by government authorities e.g., the National Identification Card, Driver License or Passport, including the evidence of name or last name's change (as the case may be).	1. Attendance in person by authorized representative of juristic person, please attach: (a) A certified true copy of valid official document issued by government authorities as is the case of Individual. (b) A certified true copy of Affidavit or Certificate of Incorporation together with the company seal (if any), which indicated that the authorized representative attending Shareholders Meeting is able to act on behalf of such Juristic Person Shareholder.
2. Attendance by proxy, please attach: (a) A completed Proxy Form as enclosed together with the Meeting Notice signed by the proxy grantor and the proxy; (b) A certified true copy of shareholder's (grantor) valid official document issued by government authorities e.g., the National Identification Card, Driver License or Passport, including the evidence of name or last name's change (as the case may be).	2. Attendance by proxy, please attach: (a) A completed Proxy Form as enclosed together with the Meeting Notice signed by the grantor with the corporate's seal affixed (if any). (b) A certified true copy of Affidavit or Certificate of Incorporation together with the company seal (if any), which indicates that the representative is able to act on behalf of such Juristic Person.

<p>(c) A certified true copy of shareholder's (grantee) valid official document issued by government authorities e.g., the National Identification Card, Driver License or Passport, including the evidence of name or last name's change (as the case may be).</p>	<p>(c) A certified true copy of the authorized representative's (grantor) valid official document issued by government authorities e.g., the National Identification Card, Driver License or Passport, including the evidence of name or last name's change (as the case may be).</p> <p>(d) A certified true copy of the authorized representative's (grantee) valid official document issued by government authorities e.g., the National Identification Card, Driver License or Passport, including the evidence of name or last name's change (as the case may be).</p>
<p><b>In the event of the shareholder is a foreign ordinary person or foreign juristic person</b></p> <p>The above required documents are applied as soon as reasonably practicable and subject to these items:</p> <p>(a) Affidavit or Certificate of Incorporation or any other kind of Letter of Certification issued by the relevant government authorities are applicable. Thus, it must indicate the name of juristic person, head office address, the names of authorized representative(s) and signing requirement of the Company.</p> <p>(b) In the case that the original document is not made in English, please also attach the English translation duly certified by the authorized representative(s) of such juristic person with Company seal affixed (if any).</p>	
<p><b>In the event that the shareholders who are foreign investors and have appointed a Custodian in Thailand to be a share depository</b></p> <p>(a) A completed Proxy Form C. as enclosed together with the Meeting Notice signed by the proxy grantor and the proxy.</p> <p>(b) A confirmation letter certifying that the person who signed the proxy form had obtained a license to undertake or engage in Custodian business.</p> <p>(c) A copy of the Affidavit or Certificate of Incorporation of the Custodian that has been certified as true and correct by the authorized representative of the Custodian with the Company's seal affixed (if any), which indicates that the authorized representative of the custodian has empowered to act on behalf of the Custodian.</p> <p>(d) A copy of an official document issued by government authorities of the authorized representative as same as where applicable for ordinary person which has been certified as true and correct.</p> <p>(e) A copy of valid power of attorney of foreign investors appointed the Custodian as depository.</p> <p>(f) A copy of the Affidavit or Certificate of Incorporation of the Juristic Shareholder that has been certified as true and correct by the authorized representative with the Company's seal affixed (if any), which indicates that the authorized representative has empowered to act on behalf of Juristic Person Shareholder.</p> <p>(g) A copy of an official document issued by government authorities of the authorized representative as same as where applicable for ordinary person which has been certified as true and correct.</p>	

### **3. Guidelines for Attending the Meeting through electronic means**

#### **Step for requesting Username & Password from via e-Request system**

1. The Shareholders and the proxy holders must submit a request to attend the Meeting through Web Browser at <https://pro.inventech.co.th/GLAND150123R/#/homepage> or scan QR Code and follow the steps as shown below:



**\*\* Merge user accounts, please using the same email and phone number \*\***

- 1 Click link URL or scan QR Code
- 2 Choose type request for request form to 4 steps:  
Step 1 Fill in the information shown on the registration  
Step 2 Fill in the information for verify  
Step 3 Verify via OTP  
Step 4 Successful transaction, The system will display information again to verify the exactitude of the information
- 3 Please wait for an email information detail of meeting and Password

2. The Shareholders and the proxy holders are able to submit the request of attending from 9 April 2024 at 8:30 a.m. to the end of the Meeting on 18 April 2024.
3. The electronic conference system will be available on 18 April 2024 at 9:00 a.m. (1 hour before the opening of the meeting). The Shareholders or the proxy holders shall use the provided Username and Password and follow the instruction manual to access the system.

#### **Appointment of Proxy to the Company's Directors**

A shareholder who authorize one of the Company's directors to attend and vote on his or her behalf, please submit a request to attend the meeting by Electronic Means of the specified procedures or send the proxy form together with the required documents to the Company by mail to the following address. The proxy form and required documents shall be delivered to the Company by 17 April 2024.

**Company Secretary Office, Grand Canal Land PCL**  
**2<sup>nd</sup> Floor, Unilever House, No. 161 Rama 9 Road, Huay Kwang Sub District, Huay Kwang District, Bangkok 10310**

#### **If you have any problems with the software, please contact Inventech Call Center**



02-931-9136



@inventechconnect



The system available during 9 – 18 April 2024 at 08.30 a.m. – 05.30 p.m.

**(Specifically excludes holidays and public holidays)**

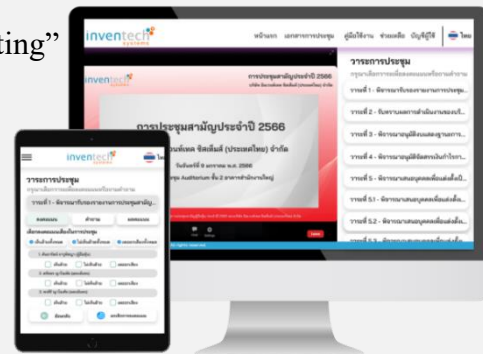


**Report a problem**  
**@inventechcon**

## Step voting process (e-Voting)

### Use Cases PC/Laptop and Mobile/iPad

- 1 Get email and password that you received from your email or request OTP
- 2 Click on “Register” button, the system has already registered and counted as a quorum
- 3 Then click on “Join Attendance”, then click on “Join Meeting”
- 4 Select which agenda that you want to vote
- 5 Click on “Vote” button
- 6 Click the voting button as you choose
- 7 The system will display status your latest vote

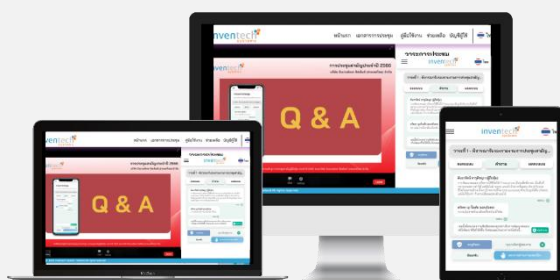


To cancel the last vote, please press the button “Cancel latest vote (This means that your most recent vote will be equal to not voting, or your vote will be determined by the agenda result) Shareholders can conduct a review of the votes on an agenda basis. When the voting results for that agenda are closed

## Step to ask questions via Inventech Connect

- Select which agenda
- Click on “Question” button

- 1 Ask a question by typing
  - Type the question then click “Send”
- 2 Ask the question via video record.
  - Click on “Conference”
  - Click on “OK” for confirm your queue
  - Please wait for the queue for you then you can open microphone and camera



## How to use Inventech Connect



User Manual e-Request

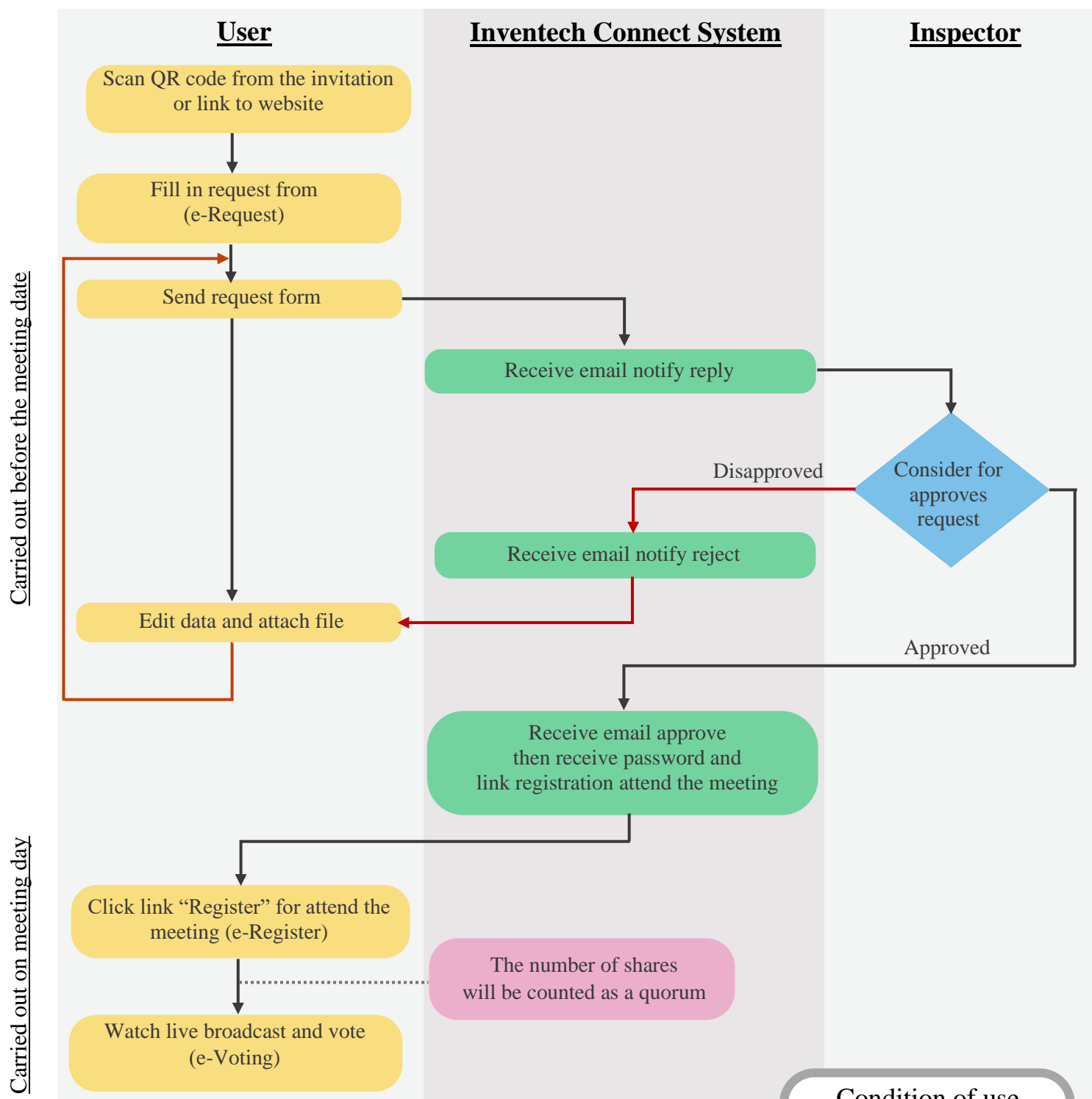


User Manual e-Voting



Video of using Inventech Connect

## **Guidelines for attending of Electronic Meeting**



### **Condition of use**

#### **In case Merge account/change account**

In case filing request multiple by using the same email and phone number, the systems will merge account or in case user has more than 1 account, you can click on "Change account" and the previous account will still count the base in the meeting.

#### **In case Exit the meeting**

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