

## **Guidelines for attending the 2021 Annual General Meeting of Shareholders of Allianz Ayudhya Public Company Limited via electronic method (E-AGM)**

- 1) The Shareholders or proxy holders who wish to attend the Meeting via electronic method (E-AGM) must submit a request form for attending the Meeting via Web Browser by clicking the link <https://app.inventech.co.th/AYUD103610R> or scan the QR Code below for logging in to the system. The system would be available from Friday, June 11, 2021 until the date when the Meeting has ended.



- 2) Once logged in, the shareholders or proxy holders are requested to complete all fields and attach additional documents according to the system requirement such as
  - Identification Card Number/Passport Number (in case of a foreigner)
  - Shareholders Registration Number
  - Name and Surname
  - Number of shares
  - E-Mail Address
  - Mobile Number
  - Additional Attachments
    - For shareholders who wish to attend the Meeting via electronic media by themselves, please attach the photocopy of identification card or the photocopy of valid identification document bearing the photograph of document owner issued by the state agency or the photocopy of passport (in case of a foreigner), which is certified a true copy.
    - In case of appointing a proxy holder, please attach the proxy form with required documents specified in the Invitation Letter for the 2021 Annual General Meeting of Shareholders.
- 3) After completely fill-in all required information, please select “I have read and agreed to comply with Meeting attendance requirements, and Meeting attendance requirements through Inventech Connect” by checking the box to “accept on the term of service”. Then click to submit the documents through the system.
- 4) After all documents are verified and the request is approved, the shareholders will receive an email informing the detailed information of the Meeting which is divided into 4 parts as follows:
  - Link for registration of the Meeting
  - Username and Password for e-Voting
  - Link for downloading and installing of Cisco WebEx Meeting Application
  - Link for user manual

In case the request is rejected, shareholders will receive an email to notifying the reason for rejection. The shareholders can resubmit additional information through the system.

- 5) Shareholders or proxy holders can submit the Meeting attendance request form from Friday, June 11, 2021 until the Meeting has ended. Also, shareholders can register to attend the Meeting on Tuesday, June 29, 2021 at 14.30 hours until the Meeting has ended.

Service information for shareholders or proxy holders to submit request form to attend E-AGM Call center : Tel .+66-2-021-9121 (2 lines, on the meeting date)	
Business Days	Service Time
▪ Friday , June 11, 2021 –Tuesday, June 29, 2021	08.30 hrs to 17.30 hrs
<i>Remark : Provided service time during business days ONLY and end of service time will be available until the Meeting has ended.</i>	

- 6) In relation to registration for the Meeting, shareholders or proxy holders must enter the username and password received from 4) to sign in. Then, the shareholders or proxy holders can go to the registration page for watching live broadcast through Cisco Webex Meeting Application by filling your email address (This step is only for shareholders or proxy holders who have registered for attending the Meeting).
- 7) If the shareholders or proxy holders wish to ask questions at the Meeting, you can press Q&A icon, then type your name, surname, and your status of attending the Meeting as well as your questions and click send button. There is no online audio question.  
*(The Company would like to reserve its rights to consider answering only the important issues related to each agenda item. The questions that are not answered at the Meeting will be collected to keep in the minutes of the Meeting as deemed appropriate.)*
- 8) Voting procedures:
- Please go to “Multimedia Viewer” menu, then click “Continue” in order to go to the e-Voting system. After that, fill in the username and password, then click “Sign In” and click “Select Agenda”.
    - In case of voting “Agree”, do not press any button.
    - In case of “Disagree”, press red button.
    - In case of “Abstain from voting”, press orange button.
- 9) For solving registration problems, shareholders can contact administrators at +66-2-021-9121 (1 line) on business days and hours from 08.30 – 17.30 hours as from Friday, June 11, 2021 until the Meeting has ended.
- 10) For shareholders who appoint proxy holders
- In case the shareholders have submitted the proxy form for attending the 2021 Annual General Meeting of Shareholders scheduled on Friday, April 30, 2021 to the Company, such proxy forms are still valid for attending the 2021 Annual General Meeting of Shareholders on Tuesday, June 29, 2021.

- If any shareholder wishes to change the proxy appointment from the one that the shareholder has already submitted to the Company, please inform the change to the Company within Friday, June 25, 2021.
- For proxy appointment, please use the proxy forms that have been attached with the Invitation Letter for the 2021 Annual General Meeting of Shareholders of which are sent to all shareholders.
- Shareholders can appoint the proxy to attend the Meeting via electronic media on their behalf and the proxy holder is required to follow the above steps 1) to 4 ) or

- 11) Shareholders can appoint one of the Company's Independent Directors or Non-Executive Director as their proxy. Please find the details of the appointment of Independent Directors or Non-Executive Director as a proxy holder which is specified in the Invitation Letter for the 2021 Annual General Meeting of Shareholders. Please complete a proxy form and send it back to "Corporate Secretary (Legal Department)" of Allianz Ayudhya Capital Public Company Limited, 14th Floor, Ploenchit Tower, No. 898 Ploenchit Road, Khwaeng Lumpini, Khet Pathumwan, Bangkok 10330.
- 12) The Meeting on Tuesday, June 29, 2021 would be conducted by electronic method only and the Company does not prepare the Meeting room for shareholders. If the shareholders are unable to attend the Meeting via electronic method, the Company would like to request you to appoint the Company's Independent Director or Non-Executive Director or any other person to attend the Meeting on your behalf or submit the form to attend the Meeting via electronic method only.
- 13) In using the Meeting system, please study the details of INVENTECH CONNECT system user guideline at <https://www.ayud.co.th/en/investor-relations-information-2/shareholder-meeting/>