

Guidelines for attending of Electronic Meeting by Inventech Connect

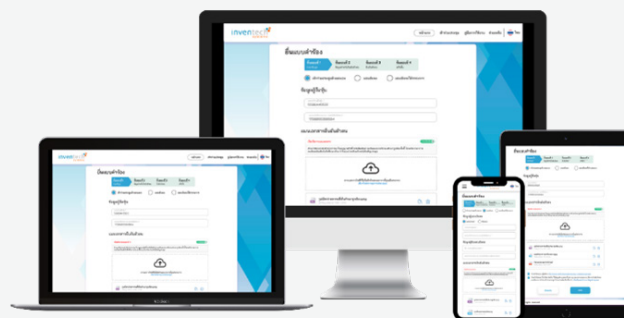
Shareholders and proxies wishing to attend the meeting can proceed according to the procedure for submitting the request form to attend the meeting via electronic media as follows :

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

1. The Shareholders must submit a request to attend the meeting by Electronic Means via Web Browser at <https://serv.inventech.co.th/WP160978R/#/homepage> or scan QR Code and follow the steps as shown in the picture



2. For Shareholders who would like to attend the Meeting either through the Electronic Means by yourself or someone who is not the provided independent directors, please note that the electronic registration will be available from 12 April 2024 at 8:30 a.m. and shall be closed on 23 April 2024 Until the end of the meeting.
3. The electronic conference system will be available on 23 April 2024 at 12:00 p.m. (2 hours before the opening of the meeting). Shareholders or proxy holders shall use the provided Username and Password and follow the instruction manual to access the system.



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

1. Click link URL or scan QR Code in the letter notice Annual General Meeting
2. Choose type request for request form to 4 step
 - Step 1 Fill in the information shown on the registration page
 - 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

Appointment of Proxy to the Company's Directors

For Shareholders who authorize one of the Company's Independent Directors to attend and vote on his or her behalf, The Shareholders can 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 22 April 2024 at 5.00 p.m.

WP Energy Public Company Limited
 Legal and Company Secretary Department,
 No. 1 East Water Building, 15th Floor,
 Vibhavadi Rangsit Road, Chom Phon Sub-district,
 Chatuchak District, Bangkok Metropolis 10900.

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



02-931-9138



@inventechconnect



The system available during 12 – 23 April 2024
 at 08.30 a.m. – 05.30 p.m.

(Specifically excludes holidays and public holidays)

Report a problem

@inventechconnect



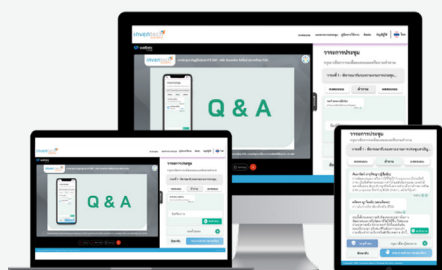
Steps for registration for attending the meeting (e-Register) and voting process (e-Voting)

- 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 Click on “Join Attendance”, then click on “Join Meeting” button
- 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 question via Inventech Connect



- ▶ Select which agenda
 - ▶ Click on “Question” button
- 1 Ask a question
 - ▶ 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 the microphone and camera

How to use Inventech Connect



User Manual e-Request



User Manual e-Voting



Video of using Inventech Connect

* **Note** Operation of the electronic conferencing system and Inventech Connect systems. Check internet of shareholder or proxy include equipment and/or program that can use for best performance. Please use equipment and/or program as the follows to use systems.

1. Internet speed requirements

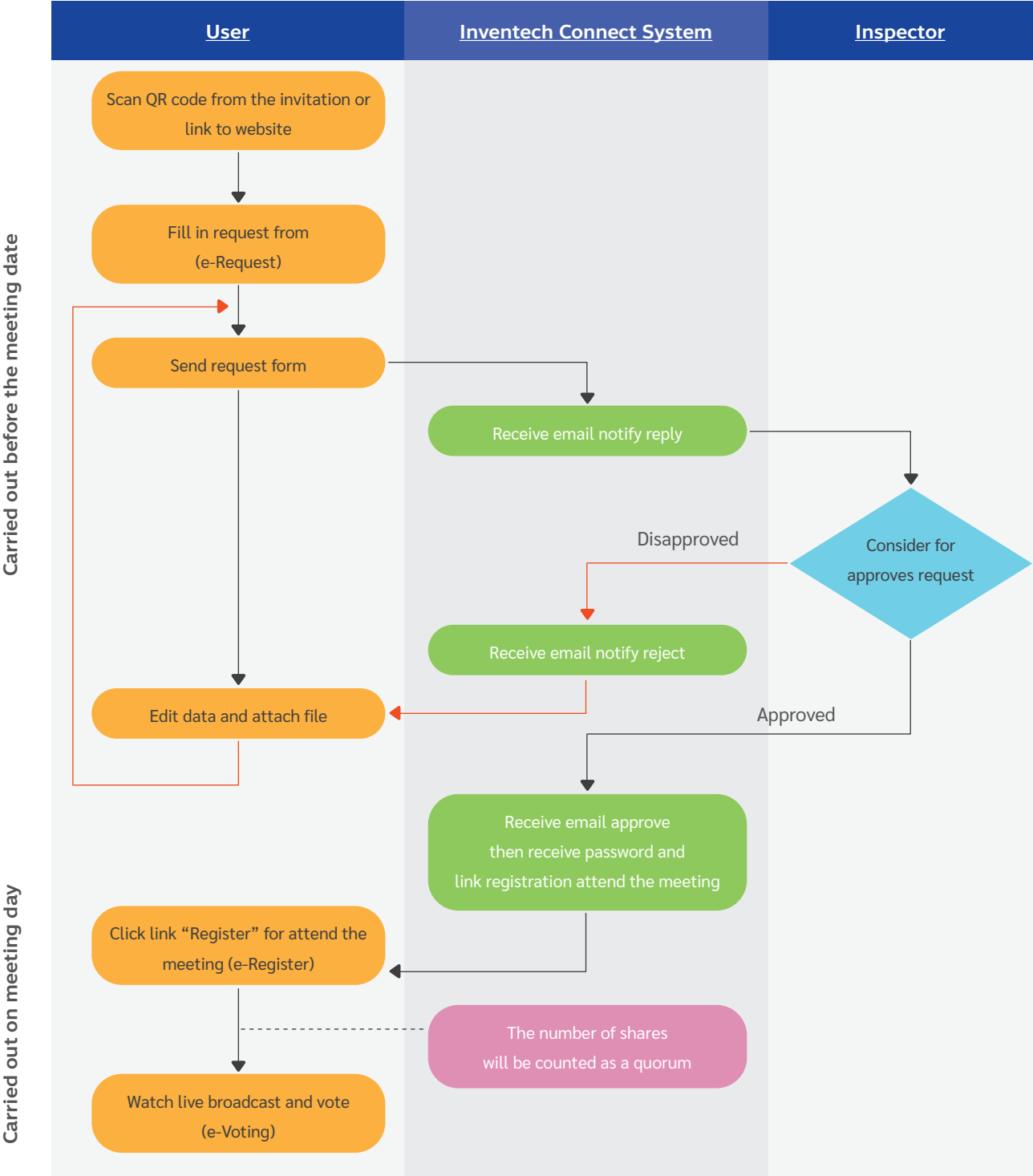
- High-Definition Video: Must be have internet speed at 2.5 Mbps (Speed internet that recommend).
- High Quality Video: Must be have internet speed at 1.0 Mbps.
- Standard Quality Video: Must be have internet speed at 0.5 Mbps.

2. Equipment requirements.

- Smartphone/Tablet that use iOS or android OS.
- PC/Laptop that use Windows or Mac OS.

3. Requirement Browser Chrome (Recommend) / Safari / Microsoft Edge ** The system does not supported internet explorer.

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 to leave the quorum", the systems will be number of your shares out from the meeting base.

Documents and Evidence Required to Exercise the Right to Attend the Annual General Meeting of Shareholders via Electronic Media (E-AGM)

Proxy Granting / Meeting Attendance / Voting

Documents and Evidence for Registration through the Inventech Connect System

For Individual

Shareholders must present a copy of ID Card or government official identification card or driver's license or original passport (in case of foreigner) which is still valid. In case of name-surname change, supporting documents with signature to certify a true copy must be submitted.

For Juristic Person

In the case where shareholders' representatives (directors) attend the meeting in person,

1. Document(s) issued by the government agency of the representative of the juristic person must be presented, similar to the case of individual.
2. A copy of the registration certificate of the shareholder's juristic person must be provided. This copy should be duly signed by the juristic person's representative (director), with the seal (if any) affixed. It should also contain a statement indicating that the juristic person's representative attending the meeting has the authority to act on behalf of the shareholder.

Proxy Granting

1. Shareholder is Individual

- Proxy Form completely filled out and signed by both the shareholder and the proxy, with a 20-Baht stamp duty affixed.
- A copy of ID Card or government official identification card or driver's license or original passport (in case of foreigner) which is still valid, of the shareholder. In case of name-surname change, supporting documents with signature to certify a true copy must be submitted.
- A copy of ID Card or government official identification card or driver's license or original passport (in case of foreigner) which is still valid, of the proxy. In case of name-surname change, supporting documents with signature to certify a true copy must be submitted.
- The proxy's email address and telephone number details are provided for contacting purposes, enabling the administrator of the meeting control system to send a link for the username and password required to access the general shareholder meeting program via electronic media. (This is applicable in the event of submitting documents necessary for granting a proxy to the Legal and Company Secretary Department.)

2. Shareholder is Juristic Person Registered in Thailand.

- Proxy Form completely filled out and signed by both the shareholder and the proxy, with a 20-Baht stamp duty affixed.
- A copy of the certificate of juristic person issued by the Ministry of Commerce with validity not exceeding 3 months before the meeting date, duly signed by the authorized representative of the juristic person, containing a statement indicating their authorization and bearing the seal (if applicable).

- A copy of the ID card, government official identification card, driver's license, or passport (in the case of a foreigner), which is still valid, belonging to the authorized representative of the juristic person, and containing the authorized representative's signature to certify its authenticity.
- A copy of ID Card or government official identification card or driver's license or original passport (in case of foreigner) which is still valid, of the proxy. In case of name-surname change, supporting documents with signature to certify a true copy must be submitted.
- The proxy's email address and telephone number details are provided for contacting purposes, enabling the administrator of the meeting control system to send a link for the username and password required to access the general shareholder meeting program via electronic media. (This is applicable in the event of submitting documents necessary for granting a proxy to the Legal and Company Secretary Department.)

3. Shareholder is Juristic Person Registered Abroad and Appoints a Custodian in Thailand for Share Deposit and Custody.

3.1 Documentary Evidence of the Custodian

- (1) Proxy Form C correctly and completely filled out with signature of the person authorized to act on behalf of the Custodian, who is the grantor and the proxy, with stamp duty affixed.
- (2) A letter certifying that the person signing the proxy form is authorized to conduct custodian business, signed by an authorized representative of the Custodian, with the seal (if any) affixed.
- (3) A copy of the registration certificate of the Custodian's juristic person must be provided. This copy should be duly signed by the authorized representative of the Custodian and should include a statement indicating that this authorized person of the Custodian who signs as the grantor has the authority to act on behalf of the Custodian.
- (4) A copy of ID Card or government official identification card or driver's license or passport (in case of foreigner) which is still valid, of the authorized representative of the Custodian and contains the representative's signature to certify its authenticity.

3.2 Documentary Evidence of the Shareholder

- (1) A power of attorney is granted from the shareholder to authorize the Custodian to sign the proxy form on behalf of the shareholder.
- (2) A copy of the registration certificate of the shareholder's juristic person, issued by the relevant agency, is submitted. This copy should indicate the name and location of its Head Office, namelist, and authority to sign on behalf of the shareholder, and it should be duly signed by the juristic person's representative and contain a statement indicating that the representative signing the power of attorney has the authority to act on behalf of the juristic person, who is the shareholder.
- (3) A copy of ID Card or government official identification card or driver's license or passport (in case of foreigner) which is still valid, of the juristic person's representative and contains the representative's signature to certify its authenticity.

3.3 Documentary Evidence of the Proxy

- (1) A copy of ID Card or government official identification card or driver's license or original passport (in case of foreigner) which is still valid, of the proxy. In case of name-surname change, supporting documents with signature to certify a true copy must be submitted.

4. In the case of appointing a proxy to the Company's independent director

If the shareholder wishes to appoint a proxy to any independent director of the Company to attend the meeting and vote on behalf of the shareholder, they must follow the instructions for attending the meeting via electronic media as mentioned above. The profiles of the Company's independent directors appear in Attachment 6.

In order to comply with the criteria of the Notification of the Capital Market Supervisory Board No. Thor.Jor. 79/2021 RE: Criteria for inviting shareholders of the company to grant proxy to attend and vote at the shareholders' meeting in general, the Company would like to inform as follows:

- Shareholders are advised to study the details of the meeting agenda before deciding to appoint a proxy.
- If the shareholder appointing a proxy has already voted for each agenda item in Proxy Form B in advance, the Company will record the votes as specified in the said proxy form. However, if the shareholder who has appointed a proxy to any of the Company's independent directors has not voted in advance using the proxy form, the independent directors acting as proxies will vote as appropriate, unless the shareholder clearly specifies in Proxy Form B or C to allow the independent director to vote on their behalf.
- If the Company fails to record the votes as specified in the proxy form, or if the appointed proxy does not act as assigned, resulting in damages to you, you have the right to pursue legal action.

5. Cancellation of Proxy Granting

You can cancel your proxy by notifying the Legal and Company Secretary Department in writing via email at info@wp-energy.co.th before the meeting date (by April 22, 2024, at 2:00 p.m.).

Remarks: For a copy of an ID card or other documents provided to the Company, which may contain sensitive personal data such as religion, blood type, etc., the data subject can choose to block out this information. If any shareholder has not done so, the Company will consider that the shareholder has given permission for the Company to conceal this data as deemed appropriate. The aforementioned document is valid and enforceable in all aspects. However, if the Company cannot conceal this data due to any restrictions, the Company certifies that the retention, collection, and use of such data are for authentication purposes only. The Company does not wish to collect or use sensitive personal data contained in such documents.

Meeting Attendance

The Company will open the system for attending the 2024 Annual General Meeting of Shareholders before the meeting starts, starting at 12:00 p.m. (noon) on the meeting day, Tuesday, April 23, 2024, at 2:00 p.m. and will be accessible only through electronic media (E-AGM).

Voting and Vote Counting Methods

1. For vote counting, one share is entitled to one vote.
2. Shareholders have the right to vote either in agreement, disagreement, or abstention. Voting cannot be divided into parts (except in the case of the Custodian's voting).
3. Before voting on each agenda item, the chairman of the meeting will provide shareholders with opportunities to inquire or express opinions on issues related to that agenda item as appropriate.
4. The resolutions of the meeting on every agenda item will be based on the majority vote of shareholders attending the meeting and voting, unless otherwise specified by law or the Company's Articles of Association. In the event of a tie vote, the chairman of the meeting shall have a casting vote, separate from the shareholder base.
5. After finishing the vote counting for each agenda item, the chairman of the meeting will announce the voting results to the meeting.