

Verification and Procedure for Attending the 2024 Annual General Meeting of Shareholders via Electronic Means (E-AGM)

The Company will hold the 2024 Annual General Meeting of Shareholders on April 26, 2024, at 2 p.m. via electronic means (E-AGM) under the Emergency Decree on Electronic Meeting B.E. 2563 (2020). In this regard, the shareholders are required to verify themselves for the meeting attendance in advance between April 10, 2024, at 9.00 a.m. and April 26, 2024, at 15.00 a.m. Shareholders can study in user manual e-shareholder meeting system in Enclosure 10.

The registration for the meeting attendance, appointment of the independent directors of the Company as proxy, and submission of questions in advance are detailed as follows:

1. The registration to state the intention to attend the shareholders' meeting

1.1 Individual shareholders who intend to use their identification card to verify themselves, and attend the meeting: Shareholders can register to attend the meeting by verifying themselves via DAP e-Shareholder Meeting system at

URL: <https://portal.eservice.setgroup.or.th/Account/Login?refer=osxcgNLtUdUNm7N5k%2b3ujEAQLXk2jgXH0pgO8Pn11dbdde%2bspoLchO%3d%3d>

Or scan QR Code



The DAP e-Shareholder Meeting will issue the Username and Password for the shareholders to login to the system on the day of the 2024 Annual General Meeting of Shareholders.

1.2 Individual shareholders who intend to use other documents to verify themselves, and attend the meeting: Shareholders are required to send the verification documents as listed below:

- Form of the meeting notification, signed by the shareholders.

- Copy of valid government officer card or driving license or passport (in case of foreign shareholders) of the shareholders, and if there are any changing of name or surname, please provide the evidence documents.

By sending the e-mail to weena@asphere.co, or by post to the Company Secretary, Asphere Innovations Public Company Limited, No.51 Major Tower Rama 9 – Ramkhamhaeng, 18th Floor, Room 3-8 Rama 9 Road, Hua Mak, Bangkok, Bangkok Thailand 10240 within April 20, 2024 for the registration. In the case that shareholders send the documents by post, please provide shareholders' e-mail for the Company to inform the Username and Password to the e-mail which the shareholders provided.

After verifying the list of shareholders according to the information at the record date, the Company will issue Username and Password for the shareholders via e-mail for using to login to the system on the day of the 2024 Annual General Meeting of Shareholders.

1.3 Individual shareholders intend to appoint others as their proxies for attending the meeting:

Shareholders are required to send the verification documents as listed below:

- Form of the meeting notification, signed by the proxy.
- Proxy form which correctly and clearly filled in, by choosing either Proxy Form A., or Proxy Form B., and signed by the shareholders and the proxy, and affixed with Baht a stamp duty.
- Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the shareholder, certified as true and correct copy by the shareholder.
- Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the proxy.

By sending the e-mail to weena@asphere.co, or by post to the Company Secretary, Asphere Innovations Public Company Limited, No.51 Major Tower Rama 9 – Ramkhamhaeng, 18th Floor, Room 3-8 Rama 9 Road, Hua Mak, Bangkok, Bangkok Thailand 10240 within April 20, 2024 for the registration. In the case that shareholders send the documents by post, please provide shareholders' e-mail for the Company to inform the Username and Password to the e-mail which the shareholders provided.

After verifying the list of shareholders according to the information at the record date, the Company will issue Username and Password for the shareholders via e-mail for using to login to the system on the day of the 2024 Annual General Meeting of Shareholders.

1.4 Thai juristic person shareholders by authorized representative intend to attend the meeting:

Shareholders are required to send the verification documents as listed below:

- Form of the meeting notification, signed by the authorized representative.
- Copy of valid identification card or government officer card or driving license or passport (in case of foreigners) of the authorized representative, certified as true and correct copy.
- Copy of an affidavit of the shareholder, issued by the Ministry of Commerce not more than 1 month prior to the meeting date, certified as true and correct copy by the authorized representative, together with the seal being affixed (if any).

By sending the e-mail to weena@asphere.co, or by post to the Company Secretary, Asphere Innovations Public Company Limited, No.51 Major Tower Rama 9 – Ramkhamhaeng, 18th Floor, Room 3-8 Rama 9 Road, Hua Mak, Bangkok, Bangkok Thailand 10240 within April 20, 2024 for the registration. In the case that shareholders send the documents by post, please provide shareholders' e-mail for the Company to inform the Username and Password to the e-mail which the shareholders provided.

After verifying the list of shareholders according to the information at the record date, the Company will issue Username and Password for the shareholders via e-mail for using to login to the system on the day of the 2024 Annual General Meeting of Shareholders.

1.5 Thai juristic person shareholders by authorized representative intend to appoint others as their proxies for attending the meeting:

Shareholders are required to send the verification documents as listed below:

- Form of the meeting notification, signed by the proxy.
- Proxy form which correctly and clearly filled in, by choosing either Proxy Form A., or Proxy Form B., and signed by the shareholder and the proxy, and affixed with a stamp duty.
- Copy of valid identification card or government officer card or driving license or passport (in case of foreigners) of the authorized representative, certified as true and correct copy.
- Copy of valid identification card or government officer card or driving license or passport (in case of foreigners) of the proxy.
- Copy of an affidavit of the shareholder, issued by the Ministry of Commerce not more than 1 month prior to the meeting date, certified as true and correct copy by the authorized representative, together with the seal being affixed (if any).

By sending the e-mail to weena@asphere.co, or by post to the Company Secretary, Asphere Innovations Public Company Limited, No.51 Major Tower Rama 9 – Ramkhamhaeng, 18th Floor, Room 3-8 Rama 9 Road, Hua Mak, Bangkapi, Bangkok Thailand 10240 within April 20, 2024 for the registration. In the case that shareholders send the documents by post, please provide shareholders' e-mail for the Company to inform the Username and Password to the e-mail which the shareholders provided.

After verifying the list of shareholders according to the information at the record date, the Company will issue Username and Password for the shareholders via e-mail for using to login to the system on the day of the 2024 Annual General Meeting of Shareholders.

1.6 Shareholders, who are foreign investors and have appointed a custodian in Thailand to be a share depository and keeper: are required to send the verification documents as listed below:

- Form of the meeting notification, which has been signed by the authorized representative.
- The Proxy Form C correctly and completely filled in and signed by the authorized representative of the Custodian who is the grantor and the proxy, and completely affixed with a stamp duty.
- Copy of document confirming that the person who signed the proxy form is permitted to operate the custodian business, certified as true and correct copy by the authorized representative of the custodian, together with the seal being affixed (if any).
- Copy of an affidavit of the Custodian, issued not more than 1 month prior to the meeting date, certified as true and correct copy by the authorized representative of the Custodian together with the seal being affixed (if any).
- Copy of valid identification card or government officer card or driving license or passport (in case of foreigners) of the authorized representative of the Custodian, certified true and correct copy.
 - Power of Attorney from the shareholder appointing the Custodian to sign the proxy form on its behalf.
- Copy of valid identification card or government officer card or driving license or passport (in case of foreigners) of the proxy.

By sending the e-mail to weena@asphere.co, or by post to the Company Secretary, Asphere Innovations Public Company Limited, No.51 Major Tower Rama 9 – Ramkhamhaeng, 18th Floor, Room 3-8 Rama 9 Road, Hua Mak, Bangkapi, Bangkok Thailand 10240 within April 20, 2024 for the registration. In the case that shareholders send the documents by post, please provide shareholders' e-mail for the Company to inform the Username and Password to the e-mail which the shareholders provided.

After verifying the list of shareholders according to the information at the record date, the Company will issue Username and Password for the shareholders via e-mail for using to login to the system on the day of the 2024 Annual General Meeting of Shareholders.

In case of any documents or evidence produced or executed outside of Thailand, such documents or evidence should be notarized by a notary public.

2. In the case that shareholders intend to appoint the independent director of the Company as their proxies.

Shareholders shall send the proxy form with the supporting documents via e-mail weena@asphere.co, or by post to the Company Secretary, Asphere Innovations Public Company Limited, No.51 Major Tower Rama 9 – Ramkhamhaeng, 18th Floor, Room 3-8 Rama 9 Road, Hua Mak, Bangkok, Bangkok Thailand 10240. In order to facilitate document verification please, deliver the documents to the Company within April 20, 2024. The supporting documents for the proxy are as follows:

2.1 In the case that shareholder is individual person:

- Form of the meeting notification, signed by the shareholders.
- Proxy form which correctly and clearly filled in, by choosing either Proxy Form A., or Proxy Form B. (the Company recommends using the Proxy Form B., and specify the vote in each agenda), and signed by the shareholder and the proxy, and affixed with a stamp duty.
- Valid copy of identification card or government officer card or driving license or passport (in case of foreigners) of the shareholder, certified as true and correct copy by the shareholder.

2.2 In the case that shareholder is juristic person:

- Form of the meeting notification, signed by the shareholders.
- Proxy form which correctly and clearly filled in, by choosing either Proxy Form A., or Proxy Form B. (the Company recommends using the Proxy Form B., and specify the vote in each agenda), and signed by the shareholder and the proxy, and affixed with a stamp duty.
- Copy of valid identification card or government officer card or driving license or passport (in case of foreigners) of the authorized representative, certified as true and correct copy.
- Copy of an affidavit of the shareholder, issued by the Ministry of Commerce not more than 1 month prior to the meeting date, certified as true and correct copy by the authorized representative, together with the seal being affixed (if any).

2.3 In the case that shareholders, who are foreign investors have appointed a custodian in Thailand to be a share depository and keeper:

- Form of the meeting notification, signed by authorized representative of the Custodian.
- The Proxy Form C correctly and completely filled in and signed by the authorized representative of the Custodian who is the grantor and the proxy, and completely affixed with a stamp duty.
- Copy of document confirming that the person who signed the proxy form is permitted to operate the custodian business, certified as true and correct copy by the authorized representative of the Custodian, together with the seal being affixed (if any).
- Copy of an affidavit of the custodian, issued not more than 1 month prior to the meeting date, certified as true and correct copy by the authorized representative of the custodian together with the seal being affixed (if any).
- Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the authorized representative of custodian, certified true and correct copy.
- Power of Attorney from the shareholder appointing the Custodian to sign the proxy form on its behalf.

Remark:

In case the shareholders appoint a proxy to attend the meeting on their behalves, or appoint the independent director as a proxy by using the Proxy Form, in which the voting in each agenda item is specified in advance (Proxy Form B), the proxy will not be able to attend the meeting via DAP e-shareholder Meeting system to cast votes on the meeting date. In this regard, the shareholders will be able to watch the meeting. The Company will inform the shareholders of the channel to watch the meeting prior to the meeting date.

3. Attending the meeting via electronic means (E-AGM).

Shareholders may study the user manual e-shareholder meeting system in Enclosure 10.

4. Submitting the questions in advance.

Shareholders are able to submit questions in relation to each agenda in advance within April 20, 2024 via email: weena@asphere.co. In this regard, shareholders or proxies who will attend the meeting are still able to ask questions in each agenda.

5. Contact.

If shareholders have any further questions in relation to the 2024 Annual General Meeting of Shareholders, please contact weena@asphere.co

For the organization of the Annual General Shareholder's Meeting via electronic means, the Company will collect, use, and disclose the personal data information of the shareholders in order to perform the duties as required by law and for the benefit of providing the services to the shareholders in the Annual General Shareholder's Meeting, according with Privacy Notice for Annual General Meeting 2024 as set out in Enclosure 12