

Procedures for Registration and Voting through Electronic Media (E-EGM) and Appointment of Proxy

List of documents or evidence confirming the right to attend the meeting and the authorization of proxies

1. In case that the shareholder attends the meeting in person: please present a copy of personal identity card/ identity card of government officer/ identity card of state enterprise officer/ or passport (in case of a foreigner) with a signature to certify a true copy.

2. In case of proxy:

Please fill and provide authorized signature in the attached proxy form. The shareholders may choose to use other proxy form as prescribed by law.

2.1 In case that the shareholder appointing the proxy is natural person, please attach

- Copy of the personal identity card/ identity card of government officer/ identity card of state enterprise officer/ or passport (in case of a foreigner) that is certified true copy by the shareholder appointing the proxy and proxy.

2.2 In case that the shareholder appointing the proxy is juristic person, custodian, Mutual fund, Private fund and Provident fund please attach

- (1) Copy of Corporate Affidavit that is certified true copy by the authorized director(s) who sign(s) the proxy form and stamped with the company seal (if any)
- (2) Copy of the personal identity card/ identity card of government officer/ identity card of state enterprise officer/ or passport (in case of a foreigner) of the authorized director(s) who sign(s) the proxy form that is certified true copy
- (3) In case of custodian is proxy grantor, please attach Power of Attorney from shareholder authorized a custodian to sign the proxy form on behalf of shareholder and evidence of such shareholder and custodian according to 2.2 (1) and (2), and also letter of certification or copy of a permit to certify the permission to act as a custodian
- (4) In case of Mutual fund, Private fund and Provident fund, the asset management company shall attach copies of the following documents certified true copy by the authorized director
 - 4.1 Copy of Power of Attorney from shareholder authorized the Asset Management Company to sign the proxy form on behalf of shareholder
 - 4.2 Copy of Asset Management Company's Affidavit
 - 4.3 Copy of Power of Attorney from Asset Management Company
 - 4.4 Copy of sub Power of Attorney from Asset Management Company in case that the person who attend the meeting is not the same attorney in fact in 4.3

The proxy has to attach the copy of personal identity card/ identity card of government officer/ identity card of state enterprise officer/ or passport (in case of a foreigner) with a signature to certify a true copy of the proxy.

3. In case Shareholders are Minors

Their parents or legal guardians attending the meeting in person or appointing a proxy on their behalf must attach a copy of identification card or house registration of their minors.

In case you cannot attend the meeting and prefers to appoint the Independent directors, you can appoint

1. Mr. Pachara Yutidhammadamrong Independent Director or 2. Mr. Visut Montriwat Independent Director or
3. Mr. Pipat Pumananda Independent Director

Information of Independent Directors are as shown in Enclosure 6

In such case of appointing the above Independent director(s), please send the proxy together with document number 2.1 or 2.2 for each applicable case that is certified true copy to the Company at the following address within 17.00 P.M. of September 17, 2021 so that the Company can arrange the meeting properly:

Corporate Secretary Office
 Bangkok Aviation Fuel Services Public Company Limited
 171/2 Kamphaeng Phet 6 Rd., Donmueang, Donmueang, Bangkok 10210

The Company reserves the right to permit only person who presents correct and complete document(s) or evidence(s) to attend the meeting

****Stamp Duty will be provided by the Company for the case of proxy****

Guidelines for attending the Annual General Meeting of Shareholders

by Electronic Means via Inventech Connect

1. The Shareholders must submit a request to attend the meeting by Electronic Means via Web Browser at : <https://app.inventech.co.th/BAFS190525R/>

or scan QR Code:



2. The Shareholders must prepare the following information to fill-in through the system:
 - Identification Card Number/Passport Number for foreigner
 - Shareholders Registration Number (Appear on a notification of meeting)
 - Name and Surname
 - Amount of shares
 - E-Mail Address
 - Mobile Number
 - Additional Attachments
 - For Shareholders who wish to attend the meeting by Electronic Means themselves, please attach the copy of Identification Card /Passport for foreigner and certified true copy, and a photo is also applicable to upload into the system.
 - For Shareholders who wish to attend the meeting by Electronic Means with proxies, please also attached the proxy forms with required documents.
3. After completely filled-in all required information and attachment, please select *“I have read and agreed to comply with meeting attendance requirements, and meeting attendance requirements through Inventech Connect”* then click *“accept on the term of service”*.
4. Then click to *“submit the request”*.
5. After completing the fourth step: An assigned administration team will proof the document. Once your request is approved, the Shareholders will receive an email to notify on the followings: (1) Link of meeting (2) Username and Password for e-Voting (3) Link for user manual. The Shareholders can access the system to attend the meeting on the date specified in the notice of the shareholders' meeting. In case the request is rejected, shareholders will receive an email to notify them on the details and the reason for rejection, then the shareholders can resubmit through the system.
6. For Shareholders who would like to attend the Meeting through the Electronic Means by proxy, please appoint any person to act as your proxy or authorize one of the Company's Independent Directors to attend and vote on your behalf.

7. 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 14 September 2021 at 8:30 a.m. onward until 23 September 2021 Until the end of the meeting
8. For Shareholders who authorize one of the Company's Independent Directors to attend and vote on his or her behalf, please submit the proxy form together with required documents to the Company by mail to the following address. Such proxy form and required documents shall be delivered to the Company by 17 September 2021 at 17.00 p.m.

Company Name BANGKOK AVIATION FUEL SERVICES PCL.

Department

Address 171/2 Kamphaeng Phet 6 Road, Sub-District Don Mueang, Khet Don Mueang Bangkok
10210

Manual to attend the Meeting by Electronic Means and login for Inventech Connect (Live Streaming)

1. Meeting and Inventech Connect (Live Streaming) systems support Web Browser procedure and operation manual as below:


1.1 Using Inventech Connect (Live Streaming)

Manual Inventech Connect (Live Streaming) <https://qr.go.page.link/obr8g>



1.1.1 Steps for using Inventech Connect (Live Streaming):

1. Shareholders click the link to enter the Meeting Room in the approval notification Email for Inventech Connect.
2. Then the system will display information for e-Register. Fill-in the Username and Password that received by email, then click "sign-in" button.
3. The system will display the Shareholders' registration information. (*At this procedure, it will be considered that the Shareholders has already registered to attend the meeting and the number of shares of the Shareholder to be counted as a quorum.)
4. After step 3, The Shareholders will be able to watch the live broadcast and can vote as follows:

- 4.1 Press on the menu (Top left corner) or symbol as in the picture 
- 4.2 Go to the menu “รับชมถ่ายทอดสด / Live”
- 4.3 The system will display the menu to access all 4 parts. 1.การถ่ายทอดสด / Live
2.การลงคะแนน / Vote 3.การส่งคำถาม / Question 4.เอกสารการประชุม / File
5. If shareholders want to watch live streaming (Live Streaming), Can press the button "Broadcasting / Live"
 6. When Shareholders want to vote, choose the agenda to vote. Then the system will show all 4 voting buttons i.e. 1. Agree (green colour), 2. Disagree (red colour), 3. Abstain (orange colour), and 4. Do not submit vote (blue colour). **If selecting “Do not submit vote” or “Abstain”, the Company will put your votes into the scores determined by the meeting, and voting may be changed until the agenda ends voting results submission.**
 7. If shareholders want to send question, Shareholders can 2 options 1. Message shareholders can do this by typing the letters and sending. 2. Voice message shareholders can do press to “บันทึกเสียง” than finish shareholders press to “หยุดบันทึกเสียง” and sending
 8. Shareholders can conduct a review of the votes on an agenda basis. When the voting results are closed, select the agenda you want to review, and then the system will display a graph and a table showing voting information of the selected session.
 9. If shareholders want to download file shareholders can do press to “เอกสารการประชุม / File”
 10. In the event that a Shareholder has been authorized by multiple accounts, select “User Icon” and click on the “Switch Account” button to access other accounts. Votes and quorum will not be removed from the meeting.
 11. Shareholders may leave the meeting by selecting the “User Icon” and click “Leave Meeting” button. ***At this step, if the Shareholder leave the meeting during the meeting, the system will remove the right to vote of the Shareholders from the meeting on the agenda that has not yet been processed.**
 12. The electronic conference system will be available on September 23, 2021 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.
 13. The functionality of the electronic conferencing system (Cisco Webex Meeting) and Inventech Connect is dependent on the internet system supported by shareholders or

proxies. Including equipment and/ or program of the device. Please use the device and/or the following programs to operate the system.

- Recommended internet speed should be at least 4 Mbps
- Internet Browser: Firefox or Chrome (recommended) or Safari.

Remark:

1. The Shareholders must fill-in the Username and Password that received via email for register and join the meeting, at this procedure, it will be considered that the Shareholders has already registered to attend the meeting, (if Shareholders do not register to attend the meeting, your shares will not be counted as a quorum, and you cannot vote or watch the live meeting). Also, if the Shareholders leave the meeting during the meeting by pressing the “leave the meeting” button, the system will remove the votes of the Shareholders from the quorum of the meeting.
2. The Shareholders must prepare the Email Address for e-Request to obtain 1. Link for the meeting, and 2. Username and Password for attending the meeting.
3. The required information must be aligned with the information as of the record date that provided by Thailand Securities Depository Co., Ltd (TSD).

For a troubleshooting related to the system, please contact: [02-021-9123](tel:02-021-9123) (1 lines), the service will be available from 14 September 2021 at 8:30 a.m. onward until 23 September 2021 Until the end of the meeting