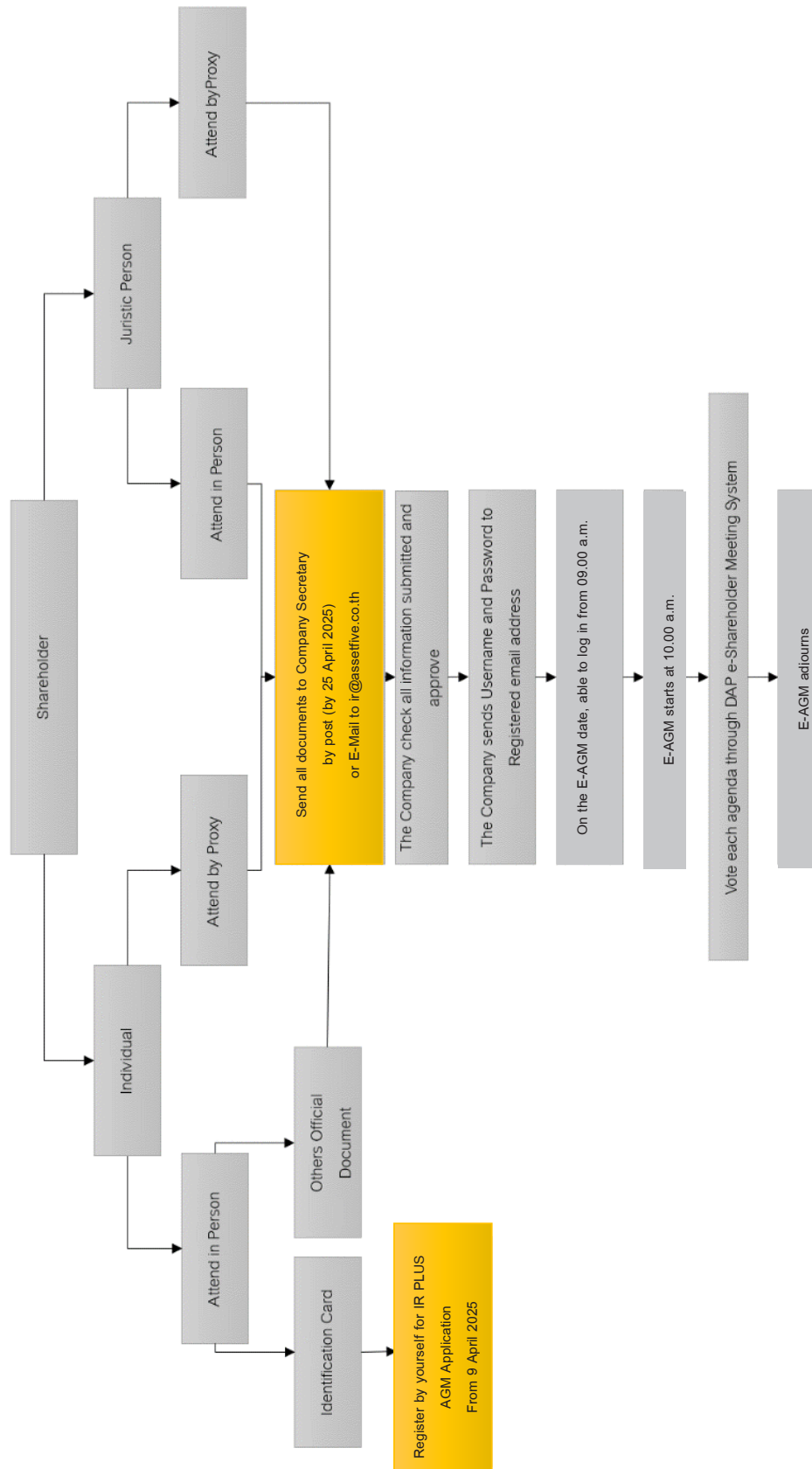


Enclosure 7

Procedures and instructions for attending  
the 2025 E-AGM and related Articles of Association



## Registration

### Document for registration and Appointment of Proxy

#### 1. In case the Shareholders is present at the meeting in person use the following documents

##### 1.1 Individual shareholder with Thai nationality

- Citizen Identification card
- Others official document

##### 1.2 Individual shareholder with foreign nationality

- Notice of Meeting (QR Code)
- Shareholder's certificate of alien registration or passport or document used in lieu of passport

In case of change of first name or surname, evidence verifying such change shall be presented.

#### 2. In case the shareholder is present at the meeting by proxy

2.1 The shareholders can appoint any person to be their proxies as they wish.

2.2 Shareholders are recommended to appoint an independent directors as their proxies as the following (**Enclosure 9**):

| Name                    | Age<br>(year) | Position  | Address  | Special conflict<br>of interest in the<br>proposed agenda |
|-------------------------|---------------|---|--|---|
| Mr. Wallop Sripaisal    | 52            | Independent Director<br>/ Chairman of Audit<br>and Risk Committee | 199 S-OASIS Building, 12th Floor, Unit 1210, 1211, 1212,<br>Vibhavadi-Rangsit Rd., Chomphol, Chatuchak Bangkok 10900 | No special conflict of<br>interest in any Agenda          |
| Miss Sansanee Poolsawat | 46            | Independent Director<br>/ Audit Committee                         | 199 S-OASIS Building, 12th Floor, Unit 1210, 1211, 1212,<br>Vibhavadi-Rangsit Rd., Chomphol, Chatuchak Bangkok 10900 | No special conflict of<br>interest in any Agenda          |
| Mr. Puripat Chumtham    | 43            | Independent Director<br>/ Audit Committee                         | 199 S-OASIS Building, 12th Floor, Unit 1210, 1211, 1212,<br>Vibhavadi-Rangsit Rd., Chomphol, Chatuchak Bangkok 10900 | No special conflict of<br>interest in any Agenda          |

Appointment of proxy use the following documents

#### 1. Individual shareholder with Thai nationality

- Notice of Meeting (QR Code)
- Proxy Form A. or Form B.
- Photocopy of the shareholder's citizen identification card or civil servant identification card which are certified true and correct by the shareholder.

and correct by the shareholder.

• Photocopy of proxy's citizen identification card, driving license or civil servant identification card or passport (in case of foreign person) which are certified true and correct by the proxy.

#### 2. Individual shareholder with foreign nationality

- Notice of Meeting (QR Code)
- Proxy Form A. or Form B.
- Photocopy of the shareholder's certificate of alien registration or passport or document used in lieu of passport which are certified true and correct by the shareholder.

which are certified true and correct by the shareholder.

• Photocopy of proxy's citizen identification card, driving license or civil servant identification card or passport (in case of foreign person) which are certified true and correct by the proxy.

#### 3. Shareholder is a juristic person registered in Thailand

- Notice of Meeting (QR Code)
- Proxy Form A. or Form B.
- Photocopy of citizen identification card or civil servant identification card of the authorized director(s) which are certified true and correct by the authorized director(s) power to bind such juristic person.

certified true and correct by the authorized director(s) power to bind such juristic person.

• Photocopy of Certification Document issued by Ministry of Commerce or competent authority issued no longer than 1 year which certified true and correct by the authorized director(s) power to bind such juristic person.

- Photocopy of proxy's citizen identification card, driving license or civil servant identification card or passport (in case of foreign person) which are certified true and correct by the proxy.

#### 4. Shareholder is a juristic person registered in a foreign country

- Notice of Meeting (QR Code)
- Proxy Form A. or Form B.
- Photocopy of juristic person's certification document and citizen identification card of passport (in case of foreign) of the authorized director(s) which its signature is certified by notary public no longer than 1 year.
- Photocopy of proxy's citizen identification card, driving license or civil servant identification card or passport (in case of foreign person) which are certified true and correct by the proxy.

#### 5. Shareholder is a juristic person registered in a foreign country for which a custodian in Thailand is appointed

- Notice of Meeting (QR Code)
- Proxy form C.
- Power of Attorney executed by the shareholder authorized the custodian to execute the proxy form on behalf of such shareholder.
- Letter confirming that the person executing the proxy form has obtained a license for being a custodian
- Photocopy of proxy's citizen identification card, driving license or civil servant identification card or passport (in case of foreign person) which are certified true and correct by the proxy.

### **Procedures for Registration**

Participation in the shareholders' meeting via electronic media is a convenience for shareholders/proxies to be able to participate in the meeting via electronic media and vote in the E-Voting system in accordance with the laws related to meetings via electronic media. Therefore, before registering for meeting via electronic media through the aforementioned IR Plus AGM application, please read, understand and agree to the terms and conditions, including the manual of Mobile Application IR Plus AGM and Web Application IR Plus AGM which can be scanned the QR Code and proceed according to the details in the Company's shareholders' meeting invitation letter.

#### **1. Registration**

Shareholders / Proxies can register from Wednesday, April 9, 2025 at 08.00 hrs. to Friday, April 25, 2025 at 17.00 hrs. for convenience in attending the meeting.

#### **2. Shareholders allow the Company to register for them.**

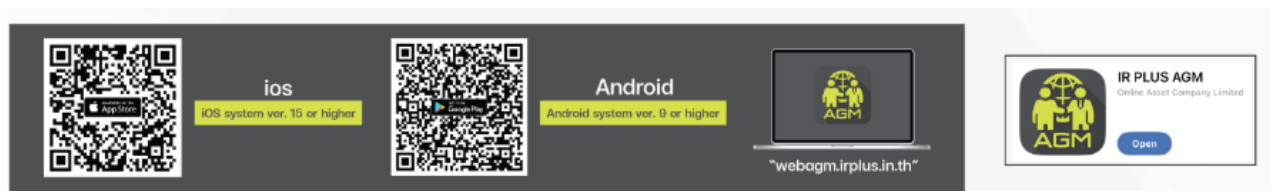
In the event that shareholders are unable to register through the system by themselves, shareholders can send the documents according to Section 1 to the Company by Friday, April 25, 2025 via 2 channels as follows:

1. E-mail: [ir@assetfive.co.th](mailto:ir@assetfive.co.th) or
2. Postal: Company Secretary, Asset Five Group Company Limited (Public Company) No. 199, S Oasis Building, 12th Floor, Room No. 1210, 1211, 1212, Vibhavadi Rangsit Road, Chom Phon Subdistrict, Chatuchak District, Bangkok 10900

#### **3. Installation of the IR Plus AGM Application and Verification of Identity (KYC)**

##### **3.1 Installation of the IR Plus AGM application**

The Company provides a meeting channel via IR Plus AGM. application Shareholders/proxies who wish to attend the meeting via the said IR Plus AGM application may install the application from the App Store (iOS 15 or later) or Google Play Store (version 9 or later) or attend the meeting via the website "[webagm.irplus.in.th](http://webagm.irplus.in.th)" on browser which allows to log in without additional application or program installed.





## Steps for Shareholders / Proxy Holders to Verify Identity (KYC) through the **IR PLUS AGM** System

### For Shareholders Attending the Meeting in Person

1. Prepare the invitation letter issued by TSD, ID card, or passport.
2. Select the company you wish to attend the meeting with or search for the Stock Symbol.

Scan the QR code issued by TSD to log in to the system or log in using your ID card number or passport number to proceed with identity verification (KYC).



Enter your phone number and email to verify your identity via the ThaiID app.



Fill in personal information and upload a photo to complete identity verification (KYC) and registration.

Set a 6-digit Pincode to access the IR PLUS AGM system.

### Assigning Proxy to the "Independent Director"

Select the menu: "Proxy"

Prepare documents: A copy of the ID card and the proxy form. Select the name of the Independent Director to assign as the proxy.

Upload the ID card copy and proxy form. Ensure all documents are complete, then click "Confirm"

**\*\*Submit in advance, at least 1 day before the meeting.**

On the meeting day, shareholders/proxy holders log in to the **IR PLUS AGM** system and enter the 6-digit Pincode to register for the meeting.



Download the Application IR PLUS AGM iOS system ver. 15 or higher



Download the Application IR PLUS AGM Android system ver. 9 or higher



User Manual IR PLUS AGM system TH and ENG



Meeting on Web App  
**"webagm.irplus.in.th"**

Contact Us  
Add us  
on Line



@irplusagm

Scan QR Code

Call Center : 02-022-6200 Ext. 2  
e-mail : irplus.agm@irplus.in.th



## Steps for Shareholders / Proxy Holders to Verify Identity (KYC) through the **IR PLUS AGM** System

### Assigning Proxy to the "Independent Director"

Select the menu "Proxy-Direct"

The "Shareholder" logs in with their ID to authorize the "Independent Director"

Prepare documents: A copy of your ID card and the completed proxy form.

Select "Independent Director"  
Choose the name of the Independent Director to assign as your proxy.

Upload documents Upload the ID card copy and completed proxy form. Ensure all documents are complete, then click "Confirm" and proceed with the process.

Set a 6-digit Pincode  
to access the IR PLUS AGM system.

### Proxy Holder Attending the Meeting

Select the menu "Proxy-Direct"

"Proxy Holder" logs in with their ID card number to complete the identity verification (KYC) process for meeting attendance.

Prepare documents: A copy of the ID card for both the "Shareholder" and the "Proxy Holder" along with the completed proxy form. If applicable, include company representative details.

Select "Other Names"  
Enter the information for the "Proxy Holder"

Upload documents: Upload the ID card copies for both the "Shareholder" and the "Proxy Holder," along with the completed proxy form. Ensure all documents are complete, then click "Confirm" to proceed with the

Set a 6-digit Pincode  
to access the IR PLUS AGM system.

On the meeting day, shareholders/proxy holders log in to the **IR PLUS AGM** system and enter the 6-digit Pincode to register for the meeting.



Download the  
Application IR PLUS AGM  
iOS system ver. 15 or higher



Download the  
Application IR PLUS AGM  
Android system ver. 9 or higher



User Manual  
IR PLUS AGM system  
TH and ENG



Meeting on Web App  
"webagm.irplus.in.th"

Contact Us  
Add us  
on Line



@irplusagm

Call Center : 02-022-6200 Ext. 2  
e-mail : irplus.agm@irplus.in.th

### 3.2 Verification of Identity (KYC)

Before participating in the meeting via electronic media, shareholders and proxies (in case of proxy), have to proceed for the verification of identity via the IR Plus AGM application which is installed as mentioned in item 3.1., by filling in the personal information displayed on the screen accurately, and prepare all documents as specified in the IR Plus AGM application, such as national identification card or copy of national identification card, proxy form (in case of proxy) and meeting invitation letter, and take a photo for the verification of identity as instructed by the IR Plus AGM application. After that, the system will send One Time Password.

### 4. Attendance of the meeting and voting via IR Plus AGM application

The 2025 Annual General Meeting of Shareholders via electronic media will be held on Tuesday, April 29, 2025 at 10:00 a.m. The meeting will be conducted in Thai language. Participants can log-in to the IR Plus AGM application from 9:00 a.m. with the following steps:

4.1 After the verification of identity and setting a password (Pin Code) by the shareholder according to item 3.2, shareholders / proxies shall attend the meeting via IR Plus AGM application by scanning barcode appears on the meeting invitation letter which the security registrar (Thailand Securities Depository Co., Ltd. : TSD) sent to you or you may enter the national identification card number, username and password (Pin Code)

4.2 Right to attend the meeting and voting via IR Plus AGM application is the exclusive right of the shareholders. Thus, one username can not be used to log in to IR Plus AGM application to attend the meeting simultaneously on multiple devices. Therefore, shareholders/proxies shall use their Username and Password (Pin Code) to attend the meeting in person only and will not assign Username and Password (Pin Code) to any person.

4.3 In the event that a proxy receives a proxy form from multiple shareholders, **such proxy shall attend the meeting on behalf of one shareholder per one device only.**

4.4 Voting via IR Plus AGM application, shareholders / proxies may cast a vote in advance before commencing the meeting or cast a vote for the agenda which is under consideration of the Meeting. All votes casted by shareholders/proxies will be collected after the agenda is closed.

4.5 For counting the votes, the Company has set default of vote as "Approve", and vote of "Disapprove" and "Abstain" shall be deducted from the total votes. Therefore, in the event that shareholders / proxies wish to vote **"Disapprove"** or **"Abstain"**, shareholders / proxies shall select one of the aforementioned resolutions. In the event that shareholders/proxies do not choose one of the aforementioned resolutions, the system will automatically consider that such shareholders / proxies have cast votes in favor of such agenda.

4.6 In the event that shareholders/proxies leave the meeting by logging out the IR Plus AGM application before the voting in any agenda is closed, shareholders / proxies will not be counted as part of the quorum on such agenda and the votes of such shareholders/proxies will not be counted in that agenda. However, leaving the meeting in the previous agenda does not prejudice the right of shareholders/proxies to log in to attend the meeting again and to vote in the next pending agenda consideration in the meeting.

4.7 Agenda 1 is for acknowledgement only, there is no voting required. For Agenda 2, Agenda 3, Agenda 4, Agenda 5 and Agenda 7, the resolutions must be approved by majority vote of the shareholders attending the meeting and casting their vote. For Agenda 6, the resolution must be approved by a vote of not less than two-thirds (2/3) of the total number of votes of the shareholders attending the meeting. Moreover, for Agenda 8-12 the resolution must be approved by a vote of not less than three-quarters (3/4) of the total votes of the shareholders attending the meeting and being entitled to vote.

4.8 The Company will record the votes from **"Disapprove"** and **"Abstain"** on each agenda item. The rest of the votes will be counted as **"Approve"** For shareholders or proxies that registered to attend the meeting and not click any button to express their votes, the Company, then, considers as **"Approve"**. The vote counting base includes votes for approval and disapproval only. The abstained votes will not be counted as the vote counting. Except Agenda 6, the vote counting base will be equal to the total number of votes of the shareholders attending, and agenda 8-12 the resolution must be approved by a vote of not less than three-quarters (3/4) of the total votes of the shareholders attending the meeting and being entitled to vote.

4.9 Upon the completion of vote counting on each agenda item, the results of the vote counting will be announced to the Meeting for acknowledgement, divided into **"Approve"**, **"Disapprove"**, and **"Abstain"** in percentage. The vote results of the agenda on the election of directors will be announced on an individual basis.

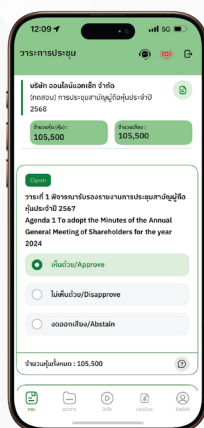
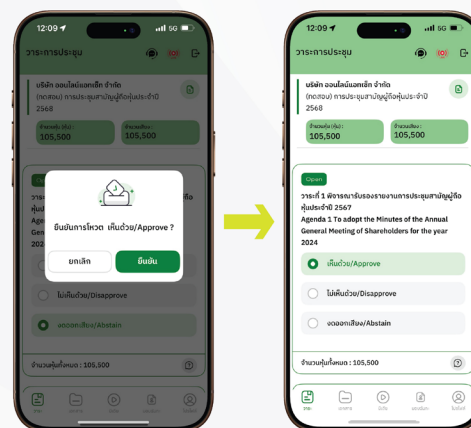
### 5. Asking Question

5.1 The meeting will be broadcast live via the IR Plus AGM application only. Shareholders/proxies who have questions or wish to express opinions on any agenda, Shareholders/proxies can select the menu to express an opinion in text format, can select the question mark icon in the agenda which wish to ask a question or select the headphone icon that appears on the screen to ask questions or express opinions in video and audio format (Video conference). The system will arrange the order of questions in chronological order to provide an opportunity to ask questions or express opinions at the meeting on the relevant agenda both in video and audio. However, questions or comments shall be relevant to the agenda only.

5.2 To provide an opportunity to the shareholders/proxies to ask questions in the meeting via video conference, the Company reserves the right to terminate the questions or comments of the shareholders/proxies if the questions or comments are rude, threatening, obscene, defamatory, violating any law or infringe the rights of other persons.


### 3. How to vote.

The system will Default vote "Agree" on every agenda that can change the vote result "Disagree" or "Abstain" Then press the bottom confirms to confirm. The system Will change the voting result immediately. As shown in the picture.




### 4. Asking question, Text format and VDO Call format







#### In case, Asking questions via VDO Call

Click  that shown on your screen, then type the question. Then wait for the staff will get back to you.

#### In case, Asking questions via Text

Click  that shown in every agenda to send questions to be asked in that agenda. You can ask a question in the system at any time until the agenda is closed.

### 5. Other Menu

-  : Document
-  : Media or VDO Presentation
-  : Proxy \*Incuse Provide proxy to independent directors only.  
This must be completed 1 day prior the meeting date
-  : Profile
-  : Log out **\*\*When you confirm to log out the meeting Your vote will eliminate from the vote base immediately.**
-  : Live stream



If you encounter problems in the use please contact : IR PLUS AGM Call Center  
Call : 02-022 6200 ext. 2, 626 Office hours: 9:00 a.m. to 5:00 p.m. Monday to Friday



Add Line id : @irplusagm  
Or scan QR Code to report a problem using the system to get help quickly

### 6. Other Requirements

Content, Video and audio of the meeting are the sole intellectual property of the Company and the Company does not permit you to record, modify or disseminate video and audio of the meeting. The Company reserves the right to take legal action against those who act against this provision. In the event that shareholders/proxies use any system related to the meeting via IR Plus AGM in any way which does not comply with this requirement or does not comply with other manuals that the Company has provided to the shareholders for use in supporting the meeting and it causes damage to the Company in any way, such shareholders and/or proxies shall be liable for the compensation for damages and expenses resulting from claim and litigation filed by external parties, including claim and litigation by the Company against such shareholders and/or proxies who causes such damage.

#### Note :

In case of any problems on using the IR Plus AGM Application, please contact the administrator at +662 022 6200 ext. 2 during office hours: 9:00 a.m. to 5:30 p.m. Monday to Friday .



## **Articles of Association of the Company Regarding the Shareholder Meeting**

### **Section 6: Shareholders' Meeting**

**Article 32.** The Board of Directors shall call for a shareholders' meeting which is an annual general meeting of shareholders within four (4) months from the last day of the fiscal year of the Company.

Shareholders' meetings other than the one referred to in the first paragraph shall be called extraordinary general meetings.

The Board of Directors may call for the extraordinary general meeting of shareholders at any time as deemed appropriate.

In this regard, the shareholders' meeting may be held via electronic means. The meeting via electronic means shall be held in accordance with the procedures prescribed by law governing electronic meetings.

In the case that the meeting is conducted via electronic means, the head office of the Company shall be deemed to be the place of the meeting.

One or more shareholders, holding not less than 10% of an aggregate of shares sold, may at any time request the Board of Directors in written to call an extraordinary meeting of shareholders, provide the reasons for calling such meeting be clearly stated in the request. In such case, the Board of Directors shall arrange for a meeting of shareholders within 45 days from the date of the receipt of the request.

In case of the Board does not arrange a meeting within the period specified in the four paragraphs. Shareholders who have their names or other shareholders shall convene the meeting themselves within 45 days from the date of maturity of the period under paragraph one. Such shareholder(s) who call for the meeting may deliver the written notice to shareholder(s) via electronic means which specified by the Company. If the shareholder(s) have notified their intention to receive or consented to the Company or the board of directors, in accordance with the relevant laws. In such cases, the meeting shall be deemed as the board called the meeting of shareholders. The Company shall be responsible for all necessary expenses incurred during the provision of appropriate meetings and facilities.

In the event of the meeting of shareholders are convened by the reasons under paragraph seven, and the number of shareholders attending the meeting do not constitute a quorum as stipulated in Article 34. The shareholders under paragraph seven shall be jointly liable for the expenses incurred from the holding of such meeting to the Company.

**Article 33.** In calling a shareholders' meeting, whether a physical meeting or a meeting via electronic means, the Board of Directors shall prepare a written notice specifying the place, date, time, agenda of the meeting and the matters to be proposed to the meeting in appropriate detail by clearly indicating whether it is a matter proposed for acknowledgement or for consideration, as the case may be, including the opinion of the board of directors on the said matters, and the said notice shall be distributed to the shareholders and the public limited company registrar not less than seven (7) days prior to the date of the meeting. The notice shall be published in the newspaper for not less than three (3) consecutive days and not less than three (3) days prior to the date of the meeting or advertised via electronic means in accordance with regulations prescribed by law.

The delivery of written notice and meeting documents may deliver via electronic means which specified by the Company. If the shareholder(s) have notified their intention to receive or consented to the Company or the board of directors, in accordance with the relevant laws.

The place of the meeting shall be in the province in which the head office of the Company is situated or in any nearby provinces, or at any other location within the Kingdom, where the board of directors prescribed

**Article 34.** The shareholders' meeting, whether a physical meeting or a meeting via electronic means, shall require the presence of not less than twenty-five (25) shareholders and proxies (if any), or not less than a half (1/2) of the total number of shareholders, and the number of shares which represent in aggregate should not less than one-third (1/3) of all issued shares to constitute a quorum.

In any shareholders' meeting, upon a lapse of one (1) hour from the scheduled time of the meeting, if the number of shareholders present at the meeting fails to constitute a quorum as required in the first paragraph, and if such meeting is called at the shareholders' request, such meeting shall then be cancelled. If such shareholders' meeting is not called at the shareholders' request, the meeting shall be called again, in which case, a notice of meeting shall be sent to the shareholders at least seven (7) days prior to the meeting date, and at this subsequent meeting, no quorum is required.



## **Articles of Association of the Company Regarding the Shareholder Meeting (continue)**

### **Section 6: Shareholders' Meeting (continue)**

**Article 35.** The Chairman of the Board shall preside over the shareholders' meeting. In the absence of the chairman or the chairman's inability to exercise his or her duties, the Vice-chairman of the Board shall preside over the meeting. If there is no Vice-chairman of the Board or if there is one but he or she is not present at the meeting or is unable to perform their duties, the meeting shall elect one of the shareholders present to preside over the meeting.

**Article 36.** In a shareholders' meeting, a shareholder may appoint another person as his/her proxy to attend the meeting and vote on his/her behalf. Such proxy must be in writing date, signed by the grantor and in the form designated by the public company registrar. Such proxy form shall be furnished to the chairman or the person who designated by the chairman before such proxy attends the meeting.

The proxy may be made via electronic media, by such a method that is secure, and reliable that the proxy is made by the shareholder, in accordance with the criteria prescribed by the Registrar.

**Article 37.** In the voting process at the shareholders' meeting, one (1) share shall have one (1) vote, and any shareholder who has a particular interest in any matter shall be disqualified from voting on that matter, except for voting for the election of directors. The shareholders' meeting resolution must include the following votes:

(1) In ordinary instances, the majority vote of shareholders presents, and vote shall prevail. If the votes are tied, the chairperson of the meeting shall have an additional vote (1) as a casting vote.

(2) In the following cases, the votes not less than three-fourths (3/4) of the total number of votes of shareholders who attend the meeting and have the right to vote shall prevail:

- a) Selling or transferring all or a major portion of the business of the Company to another individual
- b) Purchasing or accepting a business transfer of a private company or other public companies to become part of the Company.
- c) Making, revising, or terminating contracts related to leasing all or a major portion of the Company's business, assigning another person to run the Company's business, or merging with another person for the purpose of sharing profits and losses.
- d) Amendment to the memorandum of association or the articles of association
- e) Increase or decrease the Company's registered capital.
- f) Dissolution
- g) Issuing debentures of the Company
- h) Merging the business of the Company with other companies

**Article 38.** The following are the affairs that the annual ordinary meeting of shareholders should convene:

- (1) Acknowledge the Board of Directors' report on the Company's business over the previous fiscal year.
- (2) Consider and approve the balance sheet and profit and loss statements.
- (3) Consider and approve the allocation of profits and dividend payment.
- (4) Consider election of new directors to fill the vacancies created by rotation
- (5) Consider the determination of directors' remuneration.
- (6) Consider appointment of auditors and determination of the amount of audit fees; and
- (7) Other affairs