



*(Unofficial Translation)*

23 March 2022

Subject : Publication of the Notice of the 2022 Annual General Meeting of Shareholder (via electronic device)

To: President, The Stock Exchange of Thailand

Attachments 1. Procedures for attending the meeting via electronic device, voting and counting of votes, documents or evidence showing an identity of the shareholder required for attending the meeting (via electronic device), submission of document and procedure of registration, method of granting proxy.

Bluebik Group Public Company Limited (“the Company”) has taken into consideration of the Right and Equitability of shareholders category under the principle of good corporate governance. Therefore, the Company will hold the 2022 Annual General Meeting of Shareholders on Monday, April 25, 2022, which will be held only in teleconference through electronic device (“e-Shareholder Meeting), (no meeting room available in order to prevent the spread of Covid - 19 virus) according to the Emergency Decree on Electronic Meeting B.E. 2563. In this regard, the Company would like to further inform the following:

The Company has published the Notice of 2022 Annual General Meeting of Shareholders (via electronic device), together with accompanying documents including e-Shareholder Meeting User Manual, explanation of documents or evidence showing an identity of the shareholder required for attending the meeting (via electronic device), submission of document and procedure of registration, method of granting proxy and procedure of attendance to the meeting through the electronic device on the Company’s website, <https://bluebik.com>, under Menu “Investor Relations” / “Shareholder Information” / “Annual General Meeting of Shareholders 2022” from March 23, 2022 onwards.

Custodian, who is authorized by foreign shareholders, can download Proxy Form C (Custodian) via the Company’s website from March 23, 2022 onwards accordingly.

Please be informed accordingly.

Sincerely yours,

*-signature-*

Miss Sripree Thanathitiphan

Chief Financial Officer

The Registration, Guidelines on how to attend the Annual General Meeting of Shareholders  
via Electronic Means (E-Meeting) and how to attend the Meeting by Proxy

Guidelines for attending The Annual General Meeting of Shareholders via Electronic Means (E-Meeting)

Due to the situation of the outbreak of COVID-19 is still uncertain and to prevent the spread of COVID-19. The Company resolved to approve the convening of the 2022 Annual General Meeting of Shareholders only via electronic means (E-AGM), on 25 April 2022, at 10:00 a.m. without any physical registration and/or meeting settlement. In this regard, the Company has employed QuidLab Company Limited to provide services and systems for the Meeting via electronic means, which has been Certified according to the Information Security Standard of Conference Control System Version 1.1 under the Royal Decree on Teleconferences through Electronic Means B.E. 2563 (2020), Security measures as prescribed in the Notification of the Ministry of Communication and Information Technology re: Security Policy and Standards of the Meeting via Electronic Media B.E.2563 (2020) and relevant law. In order to ensure that the shareholders' meeting being transparency, fairness and for the benefit of the shareholders.

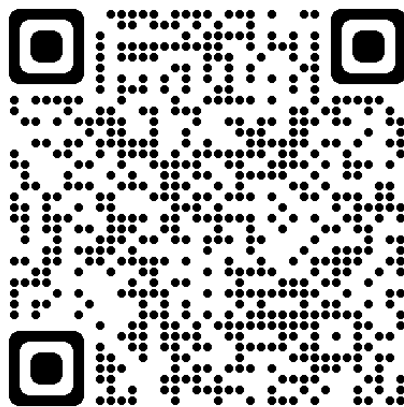
Guidelines for attending The Annual General Meeting of Shareholders via Electronic Means (E-Meeting)

▪ Requisition for attending the E-AGM

The Shareholders or proxies who would like to attend the E-AGM must submit an application to attend the meeting by Electronic Method via the Link at

<https://bbik.foqus.vc/registration/>

or scan this QR Code.



## User Manual for Registration System to receive the Username and Password

### Introduction

Quidlab E-meeting & Voting System does not require any special application to install. It is very easy to use system and does not require any special skills. We value your privacy & time and make document uploading system easy for you without asking details which are not needed so you can quickly complete the process. You can use any latest updated version of browser e.g. Google Chrome, Microsoft Edge, Apple Safari, Firefox etc. You can also use computer, laptop, tablet, or phone.

Please refer to E-meeting invitation for link or QR Code for document uploading. (Enclosure 9.)

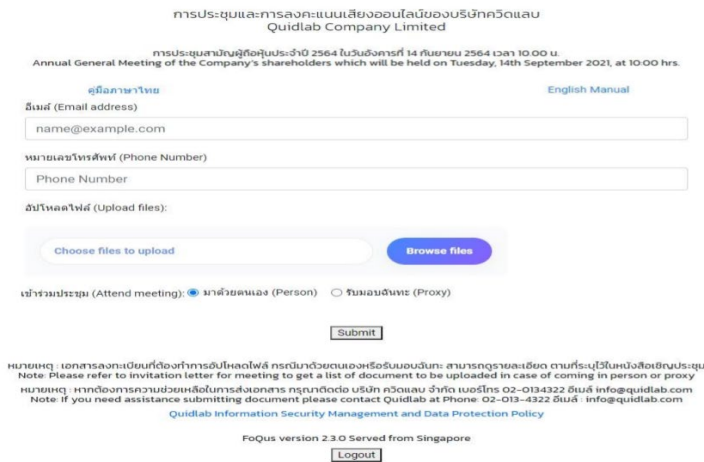
### Login and Documents Uploading

1. Scan QR Code provided or type url in browser to upload documents. You will be taken to document registration system portal as shown below



2. After logging into the system, the shareholders or proxies must prepare the following information (which should be in line with the shareholders information determined as at the Record Date from the Thailand Securities Depository Co., Ltd.) to fill in through the system:
  - Securities holder registration number
  - Identification Card Number/Passport Number/ Registration Number for juristic person
  - E-Mail address for receiving the WebLink, Username and Password for attending the Meeting
  - Mobile Phone Number
3. After filling out the details, please click a check mark in the Accept Terms box, then click on Submit.

4. When the information you have entered is correct, the screen for uploading documents appears as shown.



การประชุมและทำการลงคะแนนเสียงออนไลน์ของบริษัทควิดแลบ  
Quidlab Company Limited

การประชุมสามัญผู้ถือหุ้นประจำปี 2564 ในวันอังคารที่ 14 กันยายน 2564 เวลา 10.00 น.  
Annual General Meeting of the Company's shareholders which will be held on Tuesday, 14th September 2021, at 10:00 hrs.

คู่มือภาษาไทย English Manual

อีเมล (Email address)  
name@example.com

หมายเลขโทรศัพท์ (Phone Number)  
Phone Number

อัปโหลดไฟล์ (Upload files):  
Choose files to upload Browse files

เข้าร่วมประชุม (Attend meeting):  มาด้วยตนเอง (Person)  รับมอบอำนาจ (Proxy)

Submit

หมายเหตุ: เอกสารขอเป็นต้นสังกัดสำหรับการอัปโหลดไฟล์ กรุณาแนบเอกสารหรือต้นฉบับแนบมา: สามารถดูรายละเอียด ตามที่ระบุไว้ในหนังสือเชิญประชุม  
Note: Please refer to invitation letter for meeting to get a list of document to be uploaded in case of coming in person or proxy.  
หมายเหตุ: หากต้องการความช่วยเหลือในการส่งเอกสาร กรุณาติดต่อ บริษัท ควิดแลบ จำกัด เบอร์โทร 02-013-4322 อีเมล info@quidlab.com  
Note: If you need assistance submitting document please contact Quidlab at Phone: 02-013-4322 อีเมล info@quidlab.com

Quidlab Information Security Management and Data Protection Policy

FoQus version 2.3.0 Served from Singapore  
Logout

5. Fill the following detail (all below information is needed for successful registration):

- Email address where you want to receive username & password for joining E-meeting.
- Telephone number in case the Company wants to get in touch with you.
- Upload documents as specified by the Company as indicated in invitation letter.

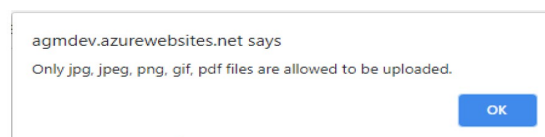
Attending in person	Proxy to any person who is not the Company's Independent Director / Juristic person
Details as shown in Enclosure 9. in the topic of "Document and evidence required for E-Meeting". And original documents to send by post.	Details as shown in Enclosure 9. in the topic of "Document and evidence required for E-Meeting". And original documents to send by post.

- System allows you to upload maximum 5 documents each time with each document not more than 5MB. Only jpg, png, gif & pdf files are allowed.
  - In case you choose proxy, you must also enter proxy name and type of proxy e.g. A, B or C.
6. Once you have added details you can submit documents by clicking on Submit button, you will get an alert for successful submission or rejection as shown below:



agmdev.azurewebsites.net says  
Registration updated successfully  
OK

Or with Error Message indicating reason in case, you get an error message which is not self-explanatory then get in touch with us.



agmdev.azurewebsites.net says  
Only jpg, jpeg, png, gif, pdf files are allowed to be uploaded.  
OK

7. After successful submission the following screen will be presented in case you need to add more documents you can submit more at this step.

การประชุมและการลงคะแนนเสียงออนไลน์ของบริษัทควิดแลบ  
Quidlab Company Limited

การประชุมสามัญผู้ถือหุ้นประจำปี 2564 ในวันอังคารที่ 14 กันยายน 2564 เวลา 10.00 น.  
Annual General Meeting of the Company's shareholders which will be held on Tuesday, 14th September 2021, at 10:00 hrs.

คู่มือภาษาไทย English Manual

เอกสารของคุณอยู่ระหว่างการพิจารณา โปรดตรวจสอบอีกครั้งในภายหลัง  
Your documents are under consideration. Please check again later.

คุณได้ส่งเอกสารแล้วคุณสามารถเพิ่มเอกสารเพิ่มเติมได้หากต้องการ  
You have already submitted documents, you can add more documents if you wish.

อัปโหลดไฟล์ (Upload files):

Choose files to upload Browse files

[Submit Documents](#)

หมายเหตุ : เอกสารลงทะเบียนที่ต้องทำกรอกรหัสไฟล์ กรุณาด้วยตนเองหรือรับมอบแทน: สามารถรายละเอียด ตามที่ระบุไว้ในหนังสือเชิญประชุม  
Note: Please refer to invitation letter for meeting to get a list of document to be uploaded in case of coming in person or proxy

หมายเหตุ : หากต้องการความช่วยเหลือในการส่งเอกสาร กรุณาติดต่อ บริษัท ควิดแลบ จำกัด เบอร์โทร 02-0134322 อีเมล info@quidlab.com  
Note: If you need assistance submitting document please contact Quidlab at Phone: 02-013-4322 อีเมล : info@quidlab.com

Quidlab Information Security Management and Data Protection Policy

FoQus version 2.3.0 Served from Singapore

[Logout](#)

8. Once finished click on Logout button to exit. You will also receive an email confirming successful submission.
9. When the Company receives the documents from shareholders or proxies. The Company will check the documents to confirm the right to attend the meeting. After that shareholders or proxies will receive an email with the following details.
  - a. Username and Password
  - b. WebLink for attending E-AGM system
  - c. User manual
- \* Please contact us or the Company in case you do not receive username and password within 24 hours before meeting time or as indicated in the invitation letter.
10. In case documents are not approved you will receive an email with reason from the Company. You can login again to document registration portal and upload additional documents to rectify cause.
11. Please keep your username and password confidential. Do not disclose it to others and in case your username and password are lost or not received by 21 April 2022, please contact Quidlab Co., Ltd., the E-AGM's service provider via e-mail: info@quidlab.com or phone number: 0 2013 4322 and 080 008 7616.

:00 a.m.

13. In case you encounter technical problems while using the E-AGM meeting system before the meeting or during the meeting, please contact Quidlab, the E-AGM conference system provider of the Company. The channel to contact Quidlab can be found in the email that has sent username and password to you.

- **Accessing for attending the E-AGM**

On the meeting date, the registration will start from 8.00 a.m. and the meeting will begin at 10.00 a.m. on Monday 25 April 2022 via electronic Means (E-AGM) only.

In case you encounter any technical problem on the registration, E-AGM system before or during the meeting, please contact Quidlab Co, Ltd., the E-AGM's service provider via e-mail: [info@quidlab.com](mailto:info@quidlab.com) or phone number: 0 2013 4322 and 080 008 7616.

Remark: Please see the details of how to use the system at <https://bluebik.com>, topic of Investors Relations > Shareholder > 2022 Annual General Meeting of Shareholders.

- **Voting and Counting of Votes**

- **Voting**

The Chairman or a designated person will inform the meeting the method summary for voting and counting of votes before proceeding with the meeting agenda.

Voting Process

1. One share for one vote
2. In each agenda, the Chairman or a designated person will ask the shareholders only who wish to vote for disapproval or abstention to click "Vote" menu and click either disapprove or abstain on the meeting system (Please see details of the how to vote from the User's Manual that will be sent to you via e-mail that you have provided to the Company). In case you do not cast vote on any agenda, it shall be deemed that you vote for approval.
3. For those shareholders who authorize the Company director as your proxy to attend the E-AGM on your behalf and vote according to your intention specified in the proxy form, after the Company's director has already made a registration, the Company will, in advance, record your vote cast in each agenda as specified in the proxy form and such vote shall be calculated together with the votes of other shareholders in the meeting.

- **Counting of Votes**

1. One share shall be counted as one vote and the majority of the votes shall be deemed a resolution, except as specified otherwise by law. In case of a tie of votes, the Chairman shall have cast a deciding vote.
2. In order to count the vote results for each agenda, the Company will count only the votes as disapproval and abstentions and deduct from the total votes of shareholders and proxies recorded in advance.
3. The voting results for each agenda will be announced for votes as approval, disapproval, and abstention based on the number of shares held by attendants in the meeting.

Document and evidence required for E-Meeting

Document for attending The 2022 Annual General Meeting of Shareholders via Electronic Method (E-AGM)

**Ordinary Person**

1. **In case the shareholders attend the meeting by themselves :** Valid evidence that issue by government authorities, e.g., the identification card, government officer identification card, driver license or passport, including the evidence of name or last name's change (if any).
2. **In case of granting proxy holder**
  - 2.1 One of the proxy forms as attached to the notice to shareholders, completely filled in and signed by shareholder and proxy.
  - 2.2 Certified true copy of valid evidence of the shareholder as specified in item 1.
  - 2.3 Certified true copy of valid evidence of the proxy as specified in item 1.

**Juristic Person**

1. **In case of shareholder's representative (director) attend the meeting by themselves.**
  - 1.1 The identification document of such authorized representative similar to those of ordinary person as specified in item 1.
  - 1.2 Copy of shareholder's Affidavit not over three months and certify by the authorized director showing that the authorized director has the authority to act on behalf of the shareholder.
2. **In case of shareholder appoint proxy holder**
  - 2.1 One of the proxy forms as attached to the notice to shareholders, completely filled in and signed by the authorized director of shareholder and proxy.
  - 2.2 Copy of shareholder's Affidavit not over three months and certify by the authorized director showing that such authorized director signing the proxy form has the authority to act on behalf of the shareholder.
  - 2.3 Certified true copy of valid evidence issued by government authorities of the authorized director signing the proxy form.
  - 2.4 Certified true copy of valid evidence of the proxy issued by government authorities similar to those of individual shareholder specified in item1.
3. **In the case of a shareholder who is a foreign investor and appoints a custodian in Thailand to be a stock depository and keeper**
  - 3.1 All evidence similar to those of the Juristic Person as specified in items 1 or 2.
  - 3.2 In case the foreign shareholder authorizes the custodian to sign the proxy form on its behalf, the following documents are required:
    - 1) Power of Attorney by foreign shareholder authorizing custodian to sign the proxy form on its behalf.
    - 2) Letter certifying that such custodian signing the proxy form has the permission to engage in the custodian business. In case the original documents are not in English, it shall be translated to the

English language and certified true and correct translation by the shareholder (in case of ordinary person) or the authorized representative of shareholder (in case of juristic person).

Custodian can record the votes specified in the Proxy via an e-Proxy voting system of Thailand Securities Depository Co., Ltd (TSD) in advance, before 17.00 hours one day prior to the meeting date.

\*\* By the Company will not make a request for additional document or creating an undue burden to the shareholders (ex. undefined to use the shareholder's the ID card of proxy, specify in addition to the documents or the circular letter formal related) \*\*

### Guideline for Proxy Preparation

The Company has provided 3 proxy forms: Form A/ Form B / Form C prescribed by the Department of Business Development, Ministry of Commerce to be used in the following cases:

Form A: simple and general proxy form

Form B: specific proxy form

Form C: proxy form for foreign shareholder appointing the custodian in Thailand

### The shareholder who is not able to attend the Meeting may appoint the proxy as follows:

1. Select only one of the three forms provided above as follows:
  - 1.1 General shareholder shall select only one of either Form A or Form B.
  - 1.2 Shareholder listed in the share register book as foreign shareholder appointing the custodian in Thailand can select only one of the three proxy forms.
2. Authorize a person or an Independent Director to attend and vote at the Meeting on your behalf by specifying the name with details of a person to be your proxy or marking in front of the name of an Independent Director to be your proxy.
3. Affix the 20 Baht stamp duty on the proxy form in order to be valid and legally binding.
4. The shareholder may send the completed proxy form together with the above documentation to the Head Office of the Company at:
  - 1) Email: IR@bluebik.com and
  - 2) (Original document) Postal delivery: Attention to: "Investor Relations Department"  
Bluebik Group Public Company Limited  
51 Naradhiwas Rajanagarindra Rd. Silom, Bangrak, Bangkok, 10500

No later than 5.00 p.m. (Thailand time) on April 20, 2022 so that officers of the Company are given enough time to check the documentation. Spilt of shares to several proxies to vote in the meeting is not allowed. Shareholder shall authorize the proxy holder to cast the votes equal to the total number of shares held by shareholder. Authorizing less than the total number of shares is not allowed except for the custodian appointed by foreign shareholder in accordance with proxy form C.