


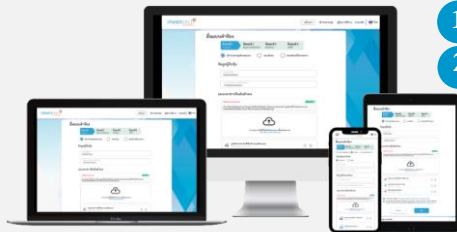
**Guidelines for attending the AGM through Electronic Meeting (E-AGM) and the Appointment of Proxies**

**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://con.inventech.co.th/UBE145230R/#/homepage> or scan QR Code  and follow the steps as shown in the picture



**1** Click link URL or scan QR Code in the letter notice Annual General Meeting

**2** Choose type request for request form to 4 steps

**Step 1** Fill in the information shown on the

**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

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

**3** Please wait for an email information detail of meeting and Password

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 7 April 2023 at 8:30 a.m. and shall be closed on 18 April 2023 Until the end of the meeting.


3. The electronic conference system will be available on 18 April 2023 at 12:00 p.m. (2 hours prior to the meeting start). Shareholders or proxy holders shall use the provided Username and Password and follow the instruction manual to access the system.

**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 April 7, 2023 at 5.00 p.m.

Company Secretary  
Ubun Bio Ethanol Public Company Limited  
7th floor, Sindhorn Tower 2, 130-132 Wireless Road, Lumpini Sub-District, Pathumwan District, Bangkok 10330

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

 02-931-9137

 @inventechconnect

 The system available during 7 – 18 April 2023 at 08.30 a.m. – 05.30 p.m.  
**(Specifically excludes holidays and public holidays)**

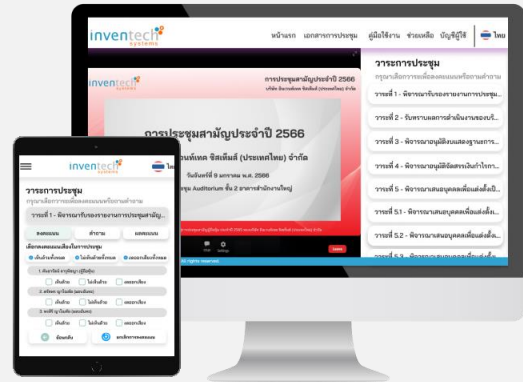


**Report a problem**  
**@inventechconnect**

## Voting process (e-Voting)

Use Cases PC/Laptop and Mobile/iPad

- 1 Get email and password that you received from your email or request OTP
- 2 Click on “Register” button
- 3 Then click on “Join Attendance”
- 4 Select which agenda that you want to
- 5 Click on “Vote” button
- 6 Click the voting button as you
- 7 The system will display status your latest



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 are closed.

### To ask questions via Inventech Connect



- Select which agenda
- Click on “Question” button
- 1 Ask a question
  - Type the question then click “Send”

### How to use Inventech Connect



User Manual e-Request



User Manual e-Voting

**\* 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.**

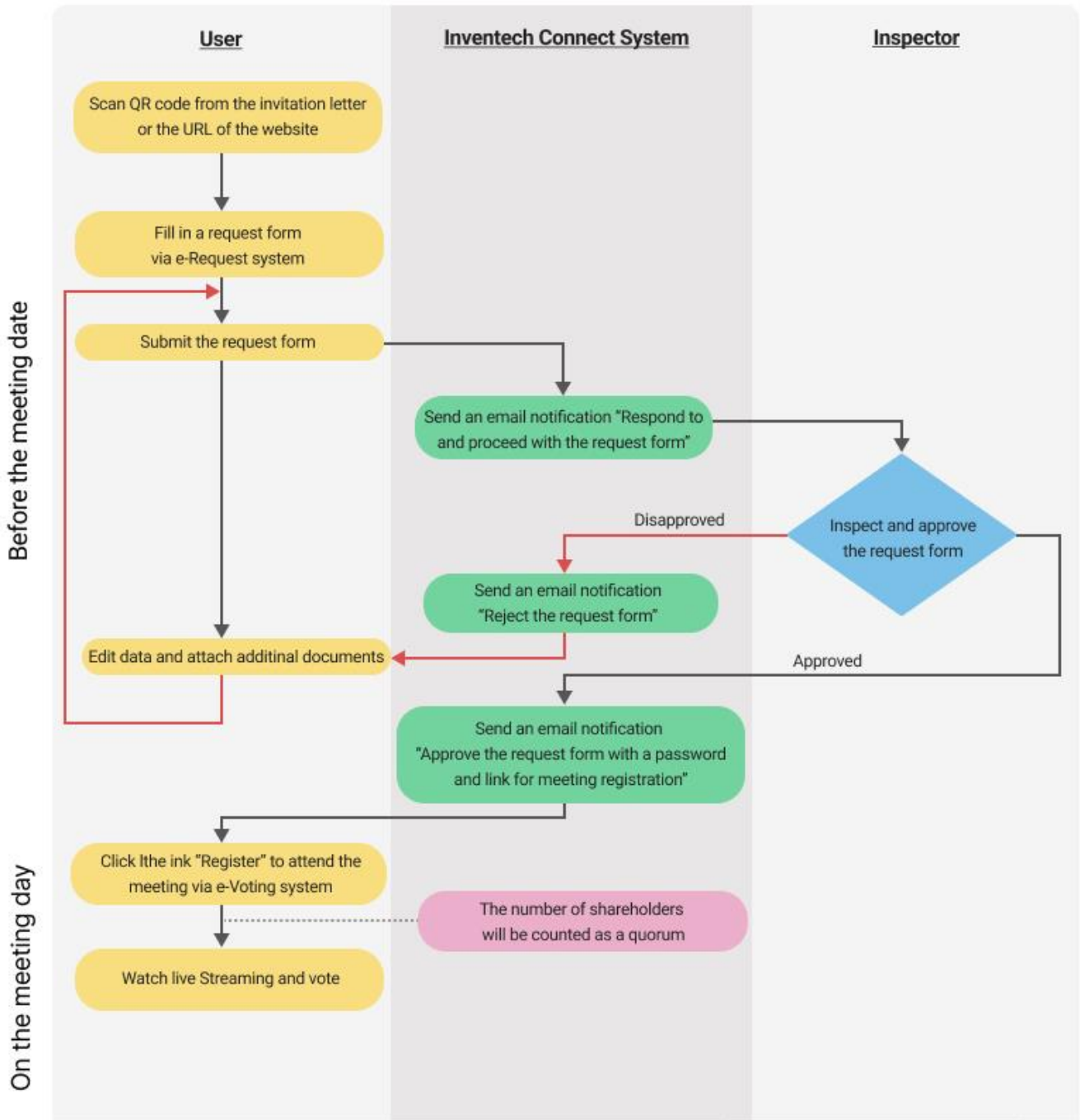
- **Smartphone/Tablet** that use IOS or android OS.

- **PC/Laptop** that use Windows or Mac OS.

**3. Requirement Browser Chrome (Recommend) / Safari / Microsoft Edge**

**\*\* The system does not support internet Explorer.**

**Guidelines for attending of Electronic Meeting**



**System Usage Conditions**

**In case of merging / changing accounts**

In case of submitting multiple request by using the same email and phone number, the systems will merge accounts or in case that user has more than 1 account, he/she can click on "Change account" to switch between accounts, will still be while counted as the base account in the meeting

**In case of leaving the meeting**

Attendees can click on "Register for leaving the meeting", the number of your shares will be deducted from base votes in all unfinished agenda items meeting base.

**Registration procedure, documents for registration, proxy and voting**

**1. Registration**

Inventech System (Thailand) Company Limited will be the facilitator to provide E-AGM system for the 2023 Annual General Meeting of Shareholders of Ubon Bio Ethanol Public Company Limited (the “Company”). The process of shareholder and proxy holder can register and submit the documents or evidences for confirmation to attend the Meeting as the description on topic “*Guidelines for attending the AGM through Electronic Meeting (E-AGM)*”, appeared in this document.

**2. Documents for Registration**

**1.) Individual Shareholder:**

**1.1) Thai citizen**

- (a) In the case of attendance in person: registration form and a valid identification document of the shareholder such as identification card, driving license, civil servant identification card or state-owned enterprise employee identification card.
- (b) In the case of attendance by proxy: registration form, a certified true and correct copy of the shareholder’s identification document, proxy holder’s identification document or passport (in case of foreigner), and a completed Proxy Form attached to the invitation to the meeting which is duly signed by the shareholder (proxy grantor) and the proxy.

**1.2) Non-Thai citizen**

- (a) In the case of attendance in person: registration form and passport of the shareholder.
- (b) In the case of attendance by proxy: registration form, a certified true and correct copy of the shareholder’s passport, proxy holder’s identification document or passport (in case of foreigner), and a completed Proxy Form attached to the invitation to the meeting which is duly signed by the shareholder (proxy grantor) and the proxy.

**2.) Juristic Entity Shareholder:**

**2.1) Juristic entity registered in Thailand**

- (a) Registration form and company affidavit issued by Department of Business Development, Ministry of Commerce within 180 days together with identification card or passport (in case of foreigner) of the authorized director attending in person;
- (b) In the case of attendance by proxy:
  - Registration form;
  - Certified true and correct copy of Company Affidavit issued by Department of Business Development, Ministry of Commerce within 180 days by the authorized director(s) together with the Company’s seal affixed (if any);
  - Identification card or passport (in case of foreigner) certified true and correct copy by the authorized director who signs on the Proxy Form;
  - Identification card or passport (in case of foreigner) of the proxy; and
  - A completed Proxy Form attached to the invitation to the meeting which is duly signed by the shareholder (proxy grantor) and the proxy.

**2.2) Juristic entity registered outside of Thailand**

- (a) Registration form and company affidavit issued by the relevant authority within 1 year showing details of the authorized signatories together with identification card or passport (in case of foreigner) of the authorized director attending in person;
- (b) In the case of attendance by proxy:
  - Registration form;
  - Certified true and correct copy of Company Affidavit issued by the relevant authority within 1 year showing details of the authorized signatories by the authorized director(s) together with the Company’s seal affixed (if any);
  - Identification card or passport (in case of foreigner) certified true and correct copy by the authorized director who signs on the Proxy Form together with identification card or passport (in case of foreigner) of the proxy; and
  - A completed Proxy Form attached to the invitation to the meeting which is duly signed by the shareholder (proxy grantor) and the proxy.

All photocopies must be certified as true and correct copies and in the case of documents produced or executed outside of Thailand, such documents should be notarized by a notary public.

**3. Proxy**

The Company provided 3 types of proxy form which are form A, form B, and form C to shareholders for using in accordance with the Notification of Department of Business Development regarding the proxy forms (No.5) B.E. 2550 (2007) as follows:

- Proxy Form A: General proxy form (it can be used for all shareholders in any cases)
- Proxy Form B: Proxy form which the details of proxy are specified in each agenda (it can be used for all shareholders in any cases)
- Proxy Form C: Proxy form to be used by shareholder who is a foreign investor and appoint the Custodian in Thailand to act as the securities depository agent.

The shareholder who is not able to attend the meeting may appoint a person as your proxy by proceeding follows:

- 1) Complete only one of the proxy forms;
- 2) Authorize a person or an Independent Director (**Attachment No. 8**) to attend and vote at the Meeting on your behalf by specifying the name with details of a person to be your Proxy by choosing only one person to be the proxy to attend the meeting;
- 3) Affix the Baht 20 stamp duty with specifying the date of Proxy Form across such stamp duty.

Allocation of shares to several proxies to vote in the Meeting is not allowed. The Shareholder shall authorize the Proxy to cast the votes by all the shares held by it. Authorization of less than the total number of shares is not allowed except for the Custodian appointed by the Foreign Investor in accordance with Proxy Form C.

**4. In counting of votes, resolutions shall be passed by votes as follows:**

Agenda 2 to Agenda 4 and Agenda 6 require the approval of the meeting by a majority of vote of shareholders attending and casting the votes at the meeting.

Except for:

Agenda 2	which is for acknowledge the Board of Directors' report on 2022 operating results and thus voting is not required.
Agenda 5	which is for consider and approve the Directors' remuneration for the year 2023 and requires the approval of the meeting with the votes of not less than two-thirds (2/3) of the total number of votes of shareholders attending the meeting.

In connection with the **Agenda 5** which is for the consideration and approval of the appointment of the directors to replace those retired by rotation in accordance with the criteria set out in Article 14 of the Company's Articles of Association as follows.

- (1) Each shareholder shall have a number of votes equal to one (1) share(s) one (1) vote(s).
- (2) Each shareholder may elect the director individually.
- (3) The persons who receive the highest majority votes in descending order shall be appointed as directors in the amount of the directors required or as to be elected in such the Meeting. Where the votes cast for candidates in descending order are tied, which would otherwise cause the number of directors to be exceeded, the chairperson shall have a casting vote.