Details of Registration, Attendance and Document Verification

Proxy, Voting and Method of Vote Counting

A. Method of registration and attendance

Method of Registration: Please see the manual for E-AGM registration (Attachment 4), shareholders may use link and QR Code below for registration since 7 April 2022.

Link

https://portal.eservice.set.or.th/Account/Login?refer=PUauzEE8FpPLc1A1vWqRdcbNq6UDUIvT5VHb6w95c1AdtH6OKuX5gA%3d%3d

QR Code



In addition, please register at least 2 days in advance before April 20, 2022, which is the date of the General Meeting of Shareholders for your convenience.

Any shareholders would like to ask questions in any agenda, please send questions in advance to the company by 15^{th} April 2022 to;

Corporate Affairs Group

LH Financial Group Public Company Limited

Q.House Lumpini, No.1

5th Floor, South Sathon Road, Thungmahamek, Sathon,

Bangkok 10120

Documents required for registration (Case by Case Basis)

1. Shareholder being a natural person

1.1 Physical attendance

A valid identification document, issued by an authority, containing the shareholder's photo and not expired, i.e. a personal identification card, a driver's license, an international driving license, an alien identification card and passport.

1.2 Proxy

- (A) Proxy Form A or B (Form B is recommended) (Details are shown in Enclosure 6.) as attached with the invitation letter to the shareholders meeting, completely and accurately filled in and signed by both the Grantor and the proxy and affixed with the stamp duty of Baht 20.
- (B) A photocopy of a proxy's identification documents issued by an authority with the grantor's signature as detailed in 1.1 above.
- (C) A photocopy of a proxy's identification documents issued by an authority with the proxy's signature as detailed in 1.1 above.
- (D) Personal identification document of the proxy issued by an authority as detailed in 1.1 above.

2. Juristic person

2.1 Attendance by a representative of juristic person

- (A) Personal identification document of representative issued by an authority as detailed in 1.1 above.
- (B) A photocopy of affidavit or certificate of incorporation of such juristic person issued by the Ministry of Commerce or the authority of jurisdiction in which such juristic person is located, or by an officer of such juristic person, containing details, name of the juristic person, person authorized to sign and bind the juristic person or to act on behalf of the juristic person, any conditions or limitations thereof and address of the head office, etc. The issue date of such documents must not be older than 1 year prior to the date of the meeting. A copy of these documents must be signed and certified by the representative of the juristic person.

2.2 Attendance by proxy

- (A) Proxy Form A or B (Form B is recommended) (Details are shown in Enclosure 6.) as attached with the invitation letter to the shareholders meeting, completely and accurately filled in and signed by both the Grantor and the proxy and affixed with the stamp duty of Baht 20.
- (B) A photocopy of affidavit or certificate of incorporation of such juristic person issued by the Ministry of Commerce or the authority of jurisdiction in which such juristic person is located, or by an officer of such juristic person containing details, name of the juristic person, person authorized to sign and bind the juristic person or to act on behalf of the juristic person, any conditions or limitations thereof and address of the head office, etc. The issue date of such documents must not be older than 1 year prior to the date of the meeting. A copy of these documents must be signed and certified by the representative of the juristic person.
- (C) A photocopy of government-issued valid identification document of the representative who signs the Proxy Form as detailed in 1.1 above. This document must be certified as true copy by such representative of the juristic person.
- (D) A photocopy of valid identification document of the proxy issued by an authority as detailed in 1.1 above. This identification document must be certified as true copy by the proxy.
- (E) A personal identification card of the proxy issued by an authority as detailed in 1.1 above.

3. Shareholder appointing a custodian in Thailand

- (A) Proxy Form C (Details are shown in Enclosure 6.) that is completely and accurately filled in and signed by the grantor and the proxy and affixed with a stamp duty of Baht 20.
- (B) Confirmation letter as to the fact that the custodian has obtained a license to undertake or engage in custodian business.
- (C) A photocopy of affidavit of the custodian issued by the Ministry of Commerce that is not older than 1 year prior to the date of the meeting, and signed certified as true copy by the representative of the custodian, or authorized person (if a power of attorney is presented, such power of attorney must state that the authorized person is empowered to certify the document as such).
- (D) A photocopy of identification document of the authorized representative of the custodian, issued by an authority as detailed in 1.1 above. This identification document must be certified as true copy by the authorized representative of the custodian.
- (E) A photocopy of a valid power of attorney of the custodian should there be an appointment of the authorized person to act on behalf of the custodian (that is still valid) and certified as true copy by the authorized representative of the custodian or the authorized person (if a power of attorney is presented, such power of attorney must state that the authorized person is empowered to certify the document as such), and a photocopy of the identification document of the authorized person issued by an authority as detailed in 1.1 above. This identification document must be certified as true copy by the authorized person.
- (F) A photocopy of valid identification document of the proxy, issued by an authority as detailed in 1.1 above. This identification document must be certified as true copy by the proxy.
- (G) An identification card of the proxy issued by an authority as detailed in 1.1 above.

If an original document is not written in Thai or English, the shareholder has to translate into English version certified by the authorized representative of the juristic person.

The company <u>will not complete registration and will not allow</u> shareholders and/or proxies to attend the shareholders meeting in the following circumstances:

- 1. A photocopy of affidavit or certificate of incorporation of such juristic person issued by the Ministry of Commerce or the authorized agencies (in case of a foreign juristic) or the authority of that juristic person issued over 1 year before the shareholders meeting.
- 2. The grantor did not sign the Proxy Form.
- Material information in the Proxy Form has been modified and the grantor did not sign on such modifications (all of the modifications).
- 4. An identification card of the grantor and/or the proxy required for the registration is incomplete and has not been signed the certified true copy.

4. In case of the death of shareholders

The administrator shall attend the meeting in person or by proxy. The administrator must bring the court order document justifying the administrator appointment and the document must be signed by the notary within no longer than 1 month before the meeting date.

5. In case of minor child as shareholder

The shareholder's parents or legal guardian shall attend the meeting in person or by proxy. They must bring the minor child shareholder's house registration to show at the registration counter.

6. In case of incompetent or quasi-incompetent shareholder

The shareholder's guardian or keeper shall attend the meeting in person or by proxy. They bring the court order document justifying the guardian appointment and the document must be signed by the notary within no longer than 1 month before the meeting date.

B. Method of granting proxy

1. Granting proxy to another person

- 1.1 The grantor must assign only one proxy to attend and vote at the meeting. The shares cannot be distributed to several proxies for the purpose of separating the votes.
- 1.2 The grantor must fill in the Proxy Form signed by both the grantor and the proxy.
- 1.3 If there is an amendment to the vote casting in each agenda item, the grantor must sign to certify such change. Without the signature of the grantor on each amendment, the company will deem that the person is "not entitled to vote" in such agenda item.
- 1.4 The proxy must present the proxy form to the company's staff at the meeting venue prior to the meeting session.

2. Proxy Form

The company has prepared the Proxy Form according to the Regulation of the Department of Business Development, which provides 3 Proxy Forms as follows:

- Proxy Form A., general and simple form
- Proxy Form B., containing the particulars of each matter
- Proxy Form C., used in case foreign shareholders appoint a custodian in Thailand

The company recommends the use of Proxy Form B so that shareholders who cannot attend the meeting can consider authorizing another person or the company's independent directors (according to name list of independent directors provided by the company) as a proxy to attend and vote at the meeting on behalf of the shareholders.

Enclosure 4

If the shareholder wishes to authorize a proxy in general, he/she can use the Proxy Form A, or if the shareholder is a foreign investor and has appointed a custodian in Thailand to guard the shares,

Proxy Form C is also applicable.

All 3 Proxy Forms can be downloaded at www.lhfg.co.th/investor relations/shareholder information/

shareholders meeting.

3. Granting proxy to independent directors

3.1 The shareholder is required to specify the names and details of the 2 of company's independent

directors. In case any director is not able to attend the meeting, another director will be

the proxy to attend and vote in the meeting. Please see the details of the independent directors

to be proxies as follows:

(1) Mr. Adul Vinaiphat

Independent Director

Chairman of the Audit Committee

Age: 75 years

70 Soi Suan Phak 60, Sala Thamasop, Thawee Wattana, Bangkok 10170

(2) Dr. Supriya Kuandachakupt

Independent Director

Member of the Audit Committee

Age: 68 years

82 Soi Phaholyothin 14, Yak Soi samakki, Phaholyothin Rd., Samsennai, Phayathai, Bangkok 10400

3.2 The grantor must fill in and sign the Proxy Form that includes required documents. The company

would like to request all shareholders to submit the signed Proxy Form with required documents.

to the company's secretary within April 12th, 2022.

C. Method of Voting and Vote Counting

1. Voting

1.1 To cast votes in each agenda, the chairman will ask the shareholders or proxies who wish

to disapprove or abstain from voting to raise their hands.

• If there are no shareholders or proxies who raise their hands to indicate their disapproval or

abstention, the meeting will deem as having unanimous approval as proposed by

the chairman.

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- 1.2 If the grantor has not indicated in the Proxy Form his/her intention regarding the voting directions in any agenda item, or such indication of intention is unclear, if the meeting considers or resolves any matter other than those stated in the Proxy Form, or in case where there are some changes or additions to the facts, the proxy shall be authorized to consider and vote such matter on behalf of the shareholder as appropriate.
- 1.3 The shareholders who have authorized proxies to attend the meeting and have marked in the proxy forms of their votes: approval, disapproval or abstention in any particular agenda, in accordance with the regulation, these votes shall be calculated together with the votes of other shareholders in the meeting.
- 1.4 Any shareholder having any special conflicts of interest in any matter shall not be permitted to vote on such a matter and shall be advised by the chairman of the meeting to temporarily leave the meeting.
- 1.5 A secret vote may be made upon request of at least 5 shareholders and the meeting resolves accordingly. The method for secret vote shall be specified and informed to the meeting before voting by the chairman.

2. Vote Counting

2.1 One share is equivalent to one vote.

If the grantor grant proxy and vote as his/her intention, the company would record the votes "agree" "disagree" or "abstain" in the system and for shareholder who do not vote, the company shall consider as "agree"

- 2.2 Vote counting for each agenda item is divided into 3 categories:
 - Agenda item requiring majority vote of the shareholders present and vote.
 The company calculate votes base by counting shareholders who are present and voting excluding shareholder who do not vote. If the votes are equal, the chairman of the meeting can exercise the casting vote.
 - Not less than two-thirds (2/3) of the votes of the shareholders present is required to pass.

 The company calculate votes base by counting shareholders who are present.
 - Not less than three-fourths (3/4) of the votes of the shareholders present and entitled to vote is required to pass. The company calculate votes base by counting shareholders who are present and entitled to vote excluding shareholder who are not entitled to vote.

The chairman or a designated person will inform the meeting of the method for voting and vote counting before the meeting commences.

Method for attendance: Shareholders or proxies who have registered will receive a username and password via E-mail for logging into E-AGM from 11 a.m. of the meeting date.

User Manual e-Shareholder Meeting System



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Preparation for DAP e-Shareholder Meeting



For registration, please prepare an electronic device with a camera.







Notebook



Tablet



Mobile



Access to DAP e-Shareholder Meeting via Web Browser.



Google Chrome (recommended)



Safari



Internet Explorer

Documents required for registration

Individual shareholder



ID Card



Passport



Juristic person certificate

Juristic person



ID Card



Passport

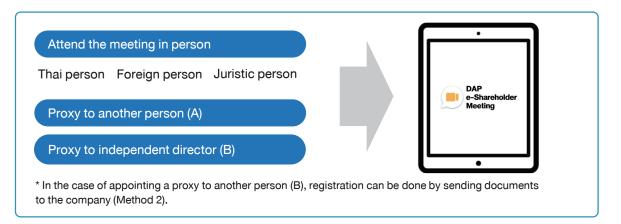


Preparation for DAP e-Shareholder Meeting



Registration methods for attending the shareholder meeting

e-Registration via DAP e-Shareholder Meeting system



Register by sending documents to the company*

For registration, shareholders submit the documents for identity verification to the company, as specified in the invitation to the shareholders' meeting

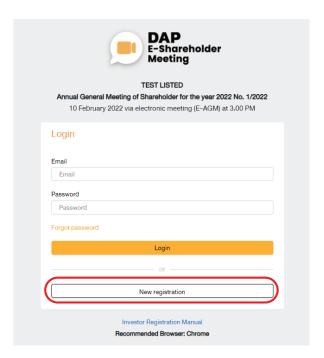
The company officer will check the information and proceed registration. The system will inform the shareholders of the registration result and username for attending the meeting.

*Please study the details of registration such as document list / document submission, as specified in the invitation to the shareholders' meeting

In case of proxy

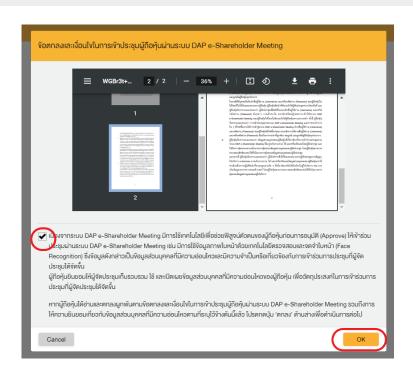
For shareholder who is unable to attend the meeting, they may appoint a proxy. Please find more information about proxy in the invitation letter to shareholders' meeting.

Steps of e-Registration



Log in to register from the registration link provided in the invitation to the shareholders' meeting.

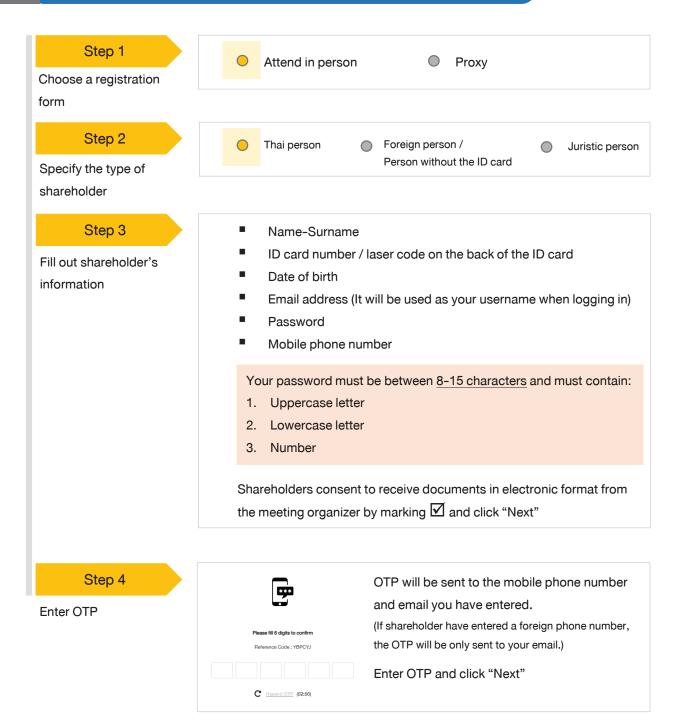
1. Click "New registration"



2. Shareholders accept the terms and conditions for attending the shareholders' meeting via DAP e-Shareholder system by marking ✓ and click "OK"

Steps of e-Registration

2.1 Attend the meeting in person – Individual person with the ID Card

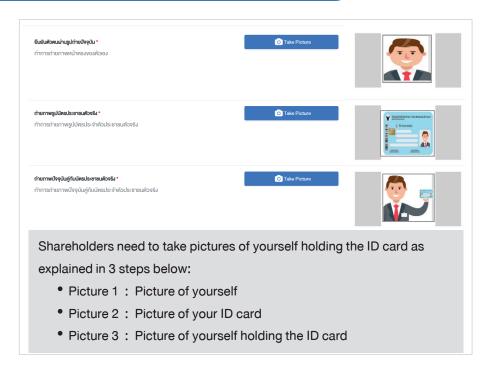


Steps of e-Registration

2.1 Attend the meeting in person – Individual person with the ID Card

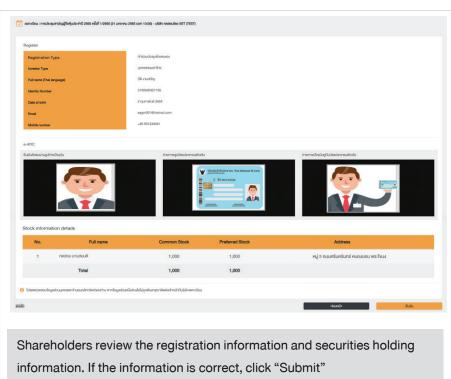
Step 5

Take pictures of yourself



Step 6

Review registration and securities holding information



Please keep your username and password confidential. Your login account should never be disclosed to others.

Steps of e-Registration

2.2 Attend the meeting in person – Foreign person / Person without the ID card OR Juristic Person

Step 1

Choose a registration form

Step 2

Specify the type of shareholder

Step 3

Fill out personal information



Foreign person /

Person without the ID card

- Name-Surname
- Passport / Non-Thai ID /
 Government Officer Number
- Email address (It will be used as your username when logging in)
- Password
- Mobile phone number

Juristic person

- Juristic person Name (Company Name)
- Registration Number
- Juristic person representative information: ID card number / laser code on the back of the ID card and date of birth
- Email address (It will be used as your username when logging in)
- Password
- Mobile phone number

Your password must be between 8-15 characters and must contain:

- 1. Uppercase letter
- 2. Lowercase letter
- 3. Number

Shareholders consent to receive documents in electronic format from the meeting organizer by marking

✓ and click "Next"

Step 4

Enter OTP

Please fil 6 digits to confirm Reference Code : YBPCYJ

OTP will be sent to the mobile phone number and email you have entered.

(If shareholder have entered a foreign phone number, the OTP will be only sent to your email.)

Enter OTP and click "Next"

Step 5

Take a picture of yourself / Attach files

Take a picture of yourself and upload attachments as specified in the invitation letter

Upload attachments as specified in the invitation letter

Step 6

Review registration and securities holding information

Shareholders review the registration information and securities holding information. If the information is correct, click "Submit"

Please keep your username and password confidential. Your login account should never be disclosed to others.

Steps of e-Registration

2.3 Proxy to another person (A)

Step 1

Choose a registration form

Attend in person

Proxy

Step 2

Specify the type of proxy

Proxy to another person (A)

Proxy to independent director (B)

Step 3

Fill out the information of the shareholder who appoints a proxy and enter OTP

Name-Surname

- ID card number / laser code on the back of the ID card
- Date of birth
- Email Address
- Mobile phone number

Enter OTP

Step 4

Fill out proxies information

■ Name-Surname / Age

- ID card number / Address
- Email Address
- Mobile phone number



Click "Next"

Step 5

Review registration and securities holding information

Shareholders review the registration information and securities holding information. If the information is correct, click "Submit"

Proxies will receive an email with the initial password.

Proxies will have to reset a new password before logging in to DAP e-Shareholder Meeting

Steps of e-Registration

2.4 Proxy to independent director (B)

Step 1

Choose a registration form

Step 2

Specify the type of proxy

Step 3

Fill out the information of the shareholder who appoints a proxy and enter OTP

Step 4

Specify the name of the independent director

Step 5

Cast a vote in advance

- Attend in person
 Proxy

 Proxy to another person (A)

 Proxy to independent director (B)
 - Name-Surname
 - ID card number / laser code on the back of the ID card
 - Date of birth
 - Email Address
 - Mobile phone number

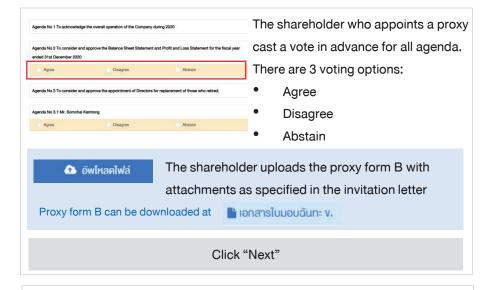
Shareholders consent to receive documents in electronic format from the meeting organizer by marking ✓ and click "Next"

Enter OTP

Specify an independent director you wish to appoint a proxy

Independent Director

Independent Director



Step 6

Review registration and securities holding information

Shareholders review the registration information and securities holding information. If the information is correct, click "Submit"

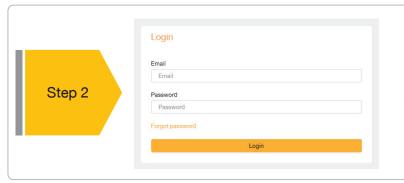
The shareholder will receive an email informing your proxy registration result to confirm that the proxy registration has been completed. However, the shareholder will not receive the password, as the proxy are appointed to independent director and your vote was already casted.

3 Steps of joining the e-Meeting

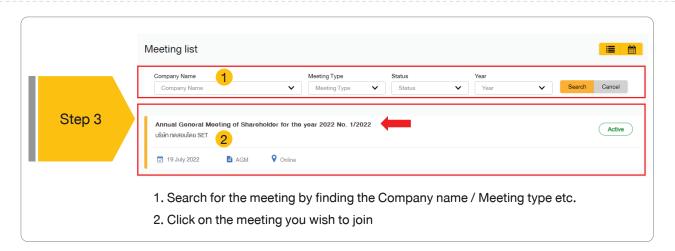


Shareholders log in to DAP e-Shareholder Meeting system on the date and time specified by the company

Click the meeting link in the email received from the system.



Enter username (email address that you have registered) and password

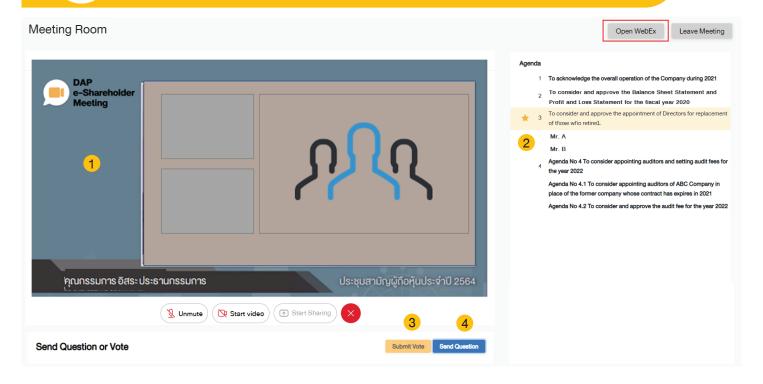


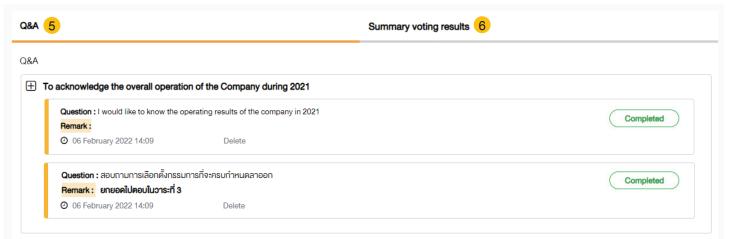


Menu bar will display information as follow:

- 1. Meeting information
- 2. Meeting agenda
- 3. Your question list
- 4. Voting result (after announced)
- Click "Join Meeting" Join Meeting
- Agree to the terms and conditions of service by marking ✓ and click "Join Meeting"
- Confirm name and voting rights
- Enter OTP

Steps of joining the e-Meeting





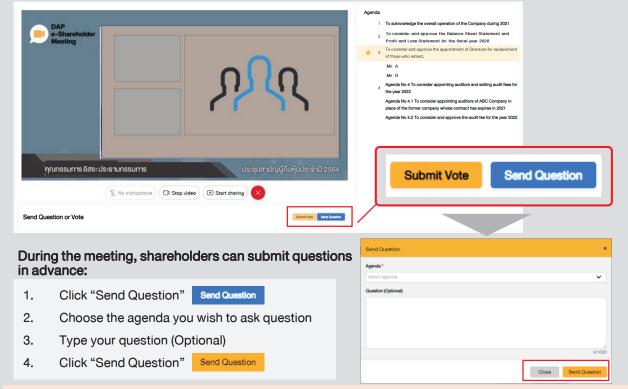
Description

- Meeting Display: Webex Meeting screen will be embedded in DAP e-Shareholder Meeting, If the screen does not work, click 'Open WebEx' on the top right to view the meeting via Application Cisco Webex Meeting instead
- 2. Current agenda will be indicated by star icon and yellow bar.
- 3. e-Voting functions: voting can be casted only within appointed time frame
- 4. e-Question functions: queueing your questions for both current and upcoming agenda
- 5. Your questions submitted in the meeting
- 6. Voting results: It will be only shown after the company has announced results for each agenda

e-Question and e-Voting functions

e-Question functions

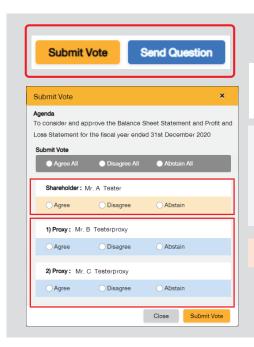




When you are allowed to ask questions, the company will call your name. Please turn on your microphone and/or camera (VDO) to ask such question by yourself

e-Voting functions





For each agenda, there are 3 voting options:

"Approve", "Disapprove" and "Abstain"

- 1. Click "Submit Vote"
- Vote within the period of time given for both your vote rights and proxy's (if any)
- 3. Click "Submit Vote" Submit Vote

Shareholders are able to vote only within given time frame.

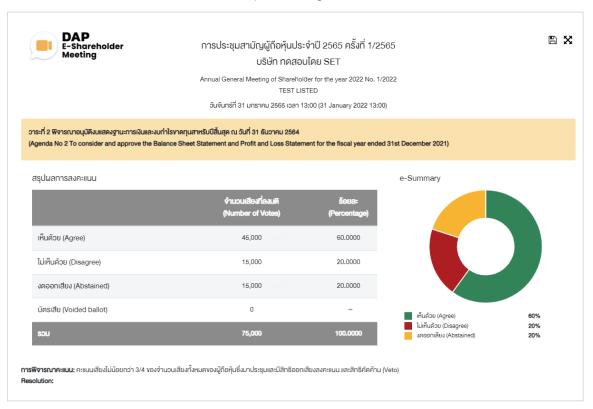


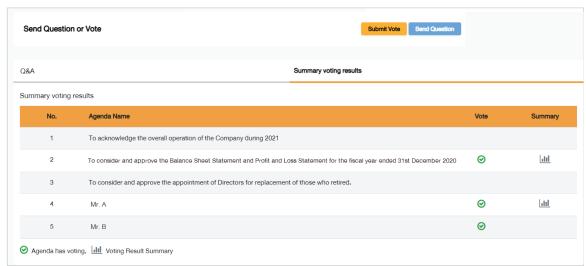
e-Question and e-Voting functions

e-Voting functions



Example of voting results



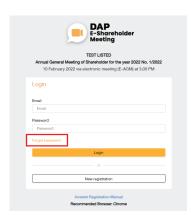


After the closing of voting in each agenda, the company will announce results. Shareholders can check the result of each agenda by clicking the

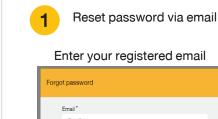
Resetting password



To retrieve your password, shareholders can reset password by clicking "Forgot password" button.



There are 2 options to reset your password:





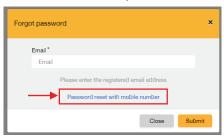


2 Reset password via mobile phone number

Close Submit

Click the link to reset password via mobile phone

Password reset with mobile number



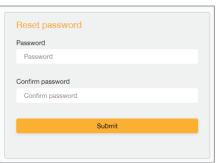




Request for OTP and enter OTP



Set new password







shareholders could study more information at:

https://www.set.or.th/en/eservice/shareholder.html



Or scan the following QR Code:

