

**Documents and evidence showing an identity of the shareholder or a representative
of the shareholder entitled to attend the meeting**

The policy of the Board of the Stock Exchange of Thailand, dated February 19, 1999, relating to good practices for holding of a shareholders' meeting, aims to establish guidelines for listed companies to follow. This will create confidence to shareholders, investors and all relevant parties. In order for the shareholders' meeting of the Company to be transparent, fair and beneficial to shareholders, the Company considers it appropriate to inspect the documents or evidence showing an identity of the shareholder or a representative of the shareholder entitled to attend the meeting. This will also be applied in the future. However, since some shareholders may not be familiar with this, the Company reserves the right to waive any of these requirements for some of the shareholders on a case by case basis as the Company considers appropriate.

1. Natural Person

1.1 Thai Nationality

- (a) Identification card of the shareholder (personal I.D. or identification card of government officer or identification card of state enterprise officer); or
- (b) In case of proxy, copy of identification card of the shareholder and identification card or passport (in case of a foreigner) of the proxy.

1.2 Non-Thai nationality

- (a) Passport of the shareholder; or
- (b) In case of proxy, copy of passport of the shareholder and identification card or passport (in case of a foreigner) of the proxy.

2. Juristic Person

2.1 Juristic Person Registered In Thailand

- (a) Corporate affidavit, issued within 30 days by Department of Business Development, Ministry of Commerce; and
- (b) Copy of identification card or copy of passport (in case of a foreigner) of the authorized director(s) who sign(s) the proxy form including identification card or passport (in case of a foreigner) of the proxy.

2.2 Juristic Person Registered Outside of Thailand

- (a) Corporate affidavit; and
- (b) Copy of identification card or copy of passport (in case of a foreigner) of the authorized director(s) who sign(s) the proxy form including identification card or passport (in case of a foreigner) of the proxy.

A copy of the documents must be certified true and correct. In case of any documents or evidence produced or executed outside of Thailand, such documents or evidence should be notarized by a notary public for the period of not more than 6 months before the Extraordinary Annual General Meeting of Shareholders No.1/2025

A shareholder or a proxy may register and submit the required documents or evidence for inspection via electronic means (E-Meeting) according to the Emergency Decree on Electronic Meetings B.E. 2563 (2020) 09.00 a.m. on September 29, 2025.

Remark If any shareholder cannot attend the Extraordinary Annual General Meeting of Shareholders No.1/2025, the shareholder may grant the proxy to independent director of the Company to act as proxy holder to attend and vote on his/her behalf by sending the duly completed proxy form with supporting documents via email to Haifa.b@viserve.co.th or through post at the address of the Company by Addressed to **Company secretary, Viserve Enterprise Public Company Limited, True Tower 2, Building 1, Floor 14-15, No. 1252 Phatthanakan Road, Suan Luang Subdistrict, Suan Luang District, Bangkok 10250**. To facilitate a thorough documents review, please kindly submit of all documents to the Company by September 23, 2025.