

**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.

Copies of documents must be certified as true copies. In the case of documents executed overseas, the signature must be notarized by a Notary Public, and such notarization must not be older than 6 months prior to the date of the Annual General Meeting of Shareholders for the year 2026.

Shareholders or proxies may register and submit documents or supporting evidence for verification from 9:00 a.m. on 24 April 2026 onwards.

Remark In the event that a shareholder is unable to attend the Annual General Meeting of Shareholders for the year 2026, the shareholder may appoint an independent director of the Company as proxy to attend the meeting and vote on their behalf by submitting a duly completed proxy form together with supporting documents via email at: **Haifa.b@viserve.co.th** or by post to the Company's address, addressed to the **Company Secretary, Viserve Enterprise Public Company Limited, True Tower 2, Building 1, 14th–15th Floor, No. 1252 Phatthanakan Road, Suan Luang Subdistrict, Suan Luang District, Bangkok 10250**. For the convenience of document verification, shareholders are kindly requested to submit the documents to the Company by **20 April 2026**.