

Documents or evidence required and Guideline for Attending the 2023
Annual General Meeting of Shareholders
via Electronic Means (E - Meeting) and Appointment of Proxy
BBGI Public Company Limited
Wednesday, 5th April 2023 at 1:30 p.m

Proxy

1. A shareholder authorizing any person who is not an independent director of the Company, as a proxy, must authorize only one proxy who is become one's legal age to attend the meeting and cast the votes under the Proxy Form as attached in Enclosure 8.
2. In case that a shareholder wishes to authorize an independent director of the Company, as a proxy, the shareholder may authorize:
 - 1) Assoc. Prof. Jaruporn Viyanant; or
 - 2) Mrs. Patricia Mongkhonvanit; or
 - 3) Dr. Thitapha Smitinont; or
 - 4) Mr. Matthew Kichodhan

In this regard, the Company would like to request for your cooperation to authorize at least 2 independent directors as proxies in case where one of them is under force majeure and is not able to attend the meeting. The details of independent directors are set out in Enclosure 6.

3. For a shareholder who authorizes the independent directors as the proxies, please deliver the Proxy Form together with supporting documents or evidence for proxy appointment to the Company prior to the meeting by Tuesday, 4th April 2023 by completely filling the information with the signature. In case there is any change or deletion of any important statements, the proxy grantor must sign the signatures in all modified places. THB 20 stamp duty must be affixed in the Proxy Form.

Supporting Documents Required for Appointment of Proxy

1. In case the proxy grantor is an individual person (It is recommended to use Proxy Form B and specify votes casting in each agenda item.)

1.1 A notification of meeting (registration form) which contains the barcode

1.2 Proxy Form in which the information is completely and correctly filled, together with the signatures of the proxy grantor and the proxy

1.3 A copy of an identification card or a copy of a driver license or a copy of passport (in case a proxy grantor is a foreigner) of the proxy grantor, certified as a true copy by the proxy grantor. In this regard, the copy of such documents must clearly show the proxy grantor's information and face, and must not be expired prior to or on the date of the meeting.

1.4 A copy of an identification card or a copy of a driver license or a copy of passport (in case a proxy is a foreigner) of the proxy, certified as a true copy by the proxy. In this regard, the copy of such documents must clearly show the proxy's information and face, and must not be expired prior to or on the date of the meeting for the registration according to the using process of Inventech Connect system.

2. In case the proxy grantor is a juristic person (It is recommended to use Proxy Form Band specify votes casting in each agenda item.)

2.1 A notification of meeting (registration form) which contains the barcode

2.2 Proxy Form in which the information is completely and correctly filled, together with the signatures of the proxy grantor, by the authorized person(s) of the juristic person and affixing with such juristic person's seal (if any), and the proxy

2.3 In case the proxy grantor is a juristic person registered in Thailand, a copy of Affidavit which is issued by the Department of Business Development, Ministry of Commerce not exceeding 6 months prior to the date of the meeting, certified as a true copy by the authorized person(s) of the juristic person and affixing with such juristic person's seal (if any)

2.4 In case the proxy grantor is a juristic person registered in a foreign country, a copy of juristic person certificate, which is issued by a competent government agency of the country where such juristic person is located, certified by the notary public or the competent government agency, not exceeding 1 year prior to the date of the meeting

2.5 In case of a foreign juristic person, any copy of document whose original is not in English, its English translation must also be provided and the authorized person(s) of such juristic person must sign to certify the correctness of such English translation.

2.6 A copy of an identification card or a copy of a driver license or a copy of passport (in case a proxy is a foreigner) of each of the representative(s) of the juristic person (who signs the Proxy Form) and the proxy, which clearly shows his/her information and face, and must not be expired prior to or on the date of the meeting. Such copy must be certified as a true copy for the registration according to the using process of Inventech Connect system.

3. Proxy Form C (This form is used only in case where a shareholder is a foreign investor and appoints a Custodian in Thailand as a share depository and keeper)

3.1 A notification of meeting (registration form) which contains the barcode

3.2 Power of attorney from the shareholder, who is a foreign investor, to authorize the Custodian to sign the Proxy Form on behalf of such shareholder

3.3 Letter certifying that a person signing the Proxy Form has obtained a license to operate the Custodian business.

3.4 Proxy Form which is signed by the authorized persons of the juristic person in accordance with the Affidavit and affixing with such juristic person's seal (if any).

3.5 In case the proxy grantor is a juristic person registered in Thailand, a copy of Affidavit which is issued by the Department of Business Development, Ministry of Commerce not exceeding 6 months prior to the date of the meeting, and certified as a true copy by the authorized persons of the juristic person and affixing with such juristic person's seal (if any).

3.6 In case the proxy grantor is a juristic person registered in a foreign country, a copy of juristic person certificate which is issued by a competent government agency of the

country where such juristic person is located, certified by the notary public or the competent government agency, not exceeding 1 year prior to the date of the meeting.

3.7 Any of the above documents whose original is not in English, an English translation must be also provided and the person using such document or the authorized person(s) of such person must sign to certify the correctness of such English translation.

3.8 A copy of an identification card or a copy of a driver license or a copy of passport (in case a proxy is a foreigner) of each of the representative(s) of the juristic person (who signs the Proxy Form) and the proxy, which clearly shows his/her information and face, and must not be expired prior to or on the date of the meeting. Such copy must be certified as a true copy by the proxy for the registration according to the using process of Inventech Connect system.

In this regard, the Proxy Form that the Company sent to the shareholders as appeared in Enclosure 8 is the Proxy Form with the detailed information for granting proxy (Form B).

In case that a foreign investors and appoints a custodian in Thailand to be a share depository and keeper desire to appoint a proxy is able to download such Proxy Form (Form C.) at the Company's website by accessing following menus: Investor Relations > Shareholder Information > Shareholders' Meeting through the following link:

<https://www.bbgigroup.com/en/investor-relations/download/shareholders-meeting>

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://inv.inventech.co.th/BBG102123R/#/homepage> or scan QR Code  and follow the steps as shown in the picture



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

- 1 Click link URL or scan QR Code in the letter notice Annual General Meeting
- 2 Choose type request for request form to 4 step
 - Step 1 Fill in the information shown on the registration page
 - 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
- 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 27 March 2023 at 8:30 a.m. and shall be closed on 05 April 2023 Until the end of the meeting.

3. The electronic conference system will be available on 05 April 2023 at 11:30 a.m. (2 hours before the opening of the meeting). Shareholders or proxy holders shall use the provided Username and Password and follow the

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 Tuesday, 4th April 2023 at 5.00 p.m.

BBGI Public Company Limited

Legal and Company Secretary Department

2098 M Tower Building, 5th Floor, Sukhumvit Road, Phra Khanong Tai, Phra Khanong, Bangkok 10260 Thailand.

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

 02-931-9133

 @inventechconnect

 The system available during 27 March – 05 April 2023 at 08.30 a.m. – 05.30 p.m.
(Specifically excludes holidays and public holidays)



Report a problem
@inventechconnect

Installation Guide for Webex Meetings

For Shareholders use via PC/Laptop is not install application, for use via Mobile are install steps as follows.

For IOS Operating System

- 1 Go to Application **App Store** 
- 2 Search **Webex Meetings**
- 3 Click **“GET”** for install application
- 4 Please **wait** until to download is complete
- 5 **Finish** the application has installed it will appear on your smart phone



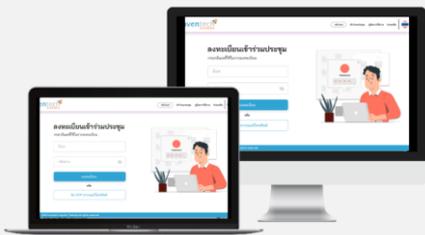
For Android Operating System

- 1 Go to Application **Play Store** 
- 2 Search **Webex Meetings**
- 3 Click **“INSTALL”** for install application
- 4 Please **wait** until to download is complete
- 5 **Finish** the application has installed it will appear on your smart phone



Step for registration for attending the meeting (e-Register)

- 1 Click registration link URL for join meeting from email approve
- 2 Get Username and password or request OTP to login
- 3 Click **“Register”** button the system has already registered and counted
- 4 Then click **"Join Attendance"** button
- 5 Click **"Watch Meeting"** button



- 6 Click **"Open Webex"** button
- 7 Use Cases PC/Laptop: Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows
 - 7.1 Fill in the Name and Email Address to match the information you submitted the request form.
 - 7.2 Click on **“Next”** button
- 8 Click on **“Join”** button to get in to meeting.

- 6 Use Cases Mobile/iPad: Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows
 - 6.1 Fill in the Name and Email Address to match the information you submitted the request form.
 - 6.2 Click on **“OK”** button
- 7 Click on **“Allow”** for accept access for application
- 8 Click on **“Join”** button to get in to meeting.



Step voting process (e-Voting)

Use Cases PC/Laptop

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



Use Cases Mobile/iPad

- 1 Click on “Participants” or symbol 
- 2 Click on menu “Chat” and choose message from Inventech Connect (Android) or click on “Chat” or Symbol  (iOS)
- 3 Click link in the chat message.
- 4 Click on “Continue” button
- 5 Get email and password that you received from your email or request OTP
- 6 Click on “Login” button
- 7 Then click on “Join Attendance” button
- 8 Select which agenda that you want
- 9 Click on “Vote” button
- 10 Click the voting button as you choose
- 11 The system will display status your latest vote

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.

Step to ask questions via Inventech Connect



- Select which agenda
- Click on “Question” button
- 1 Ask a question
 - Type the question then click “Send”
- 2 Ask the question via video
 - Click on “Conference”
 - Click on “OK” for confirm your queue
 - Please wait for the queue for you then your can open
 - microphone and camera

Installation Guide for Webex Meetings and How to use Inventech Connect



User Manual e-Request



User Manual e-Vote

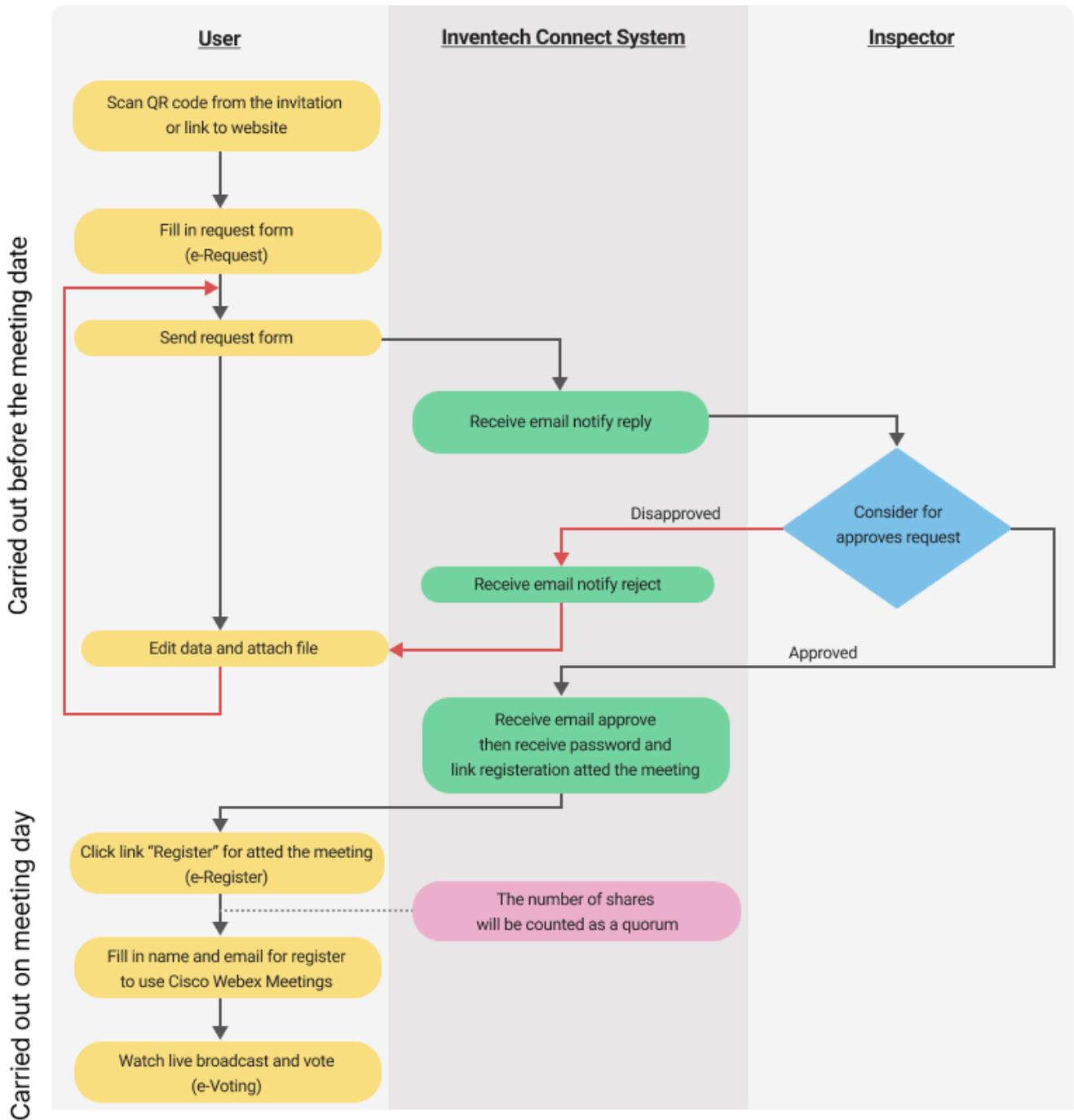
* Note Operation of the electronic conferencing system and Inventech Connect systems. Check internet of shareholder or proxy include equipment and/or program that can use for best performance. Please use equipment and/or program as the follows to use systems.

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 supported internet explorer.**

You can check the supported device versions at <https://help.webex.com/en-us/article/nki3xrq/Webex-Meetings-Suite-System-Requirements> or scan the QR Code





Condition of use

In case Merge account/change account

In case filing request multiple by using the same email and phone number, the systems will merge account or in case user has more than 1 account , you can click on "Change account" and the previous account will still count the base in the meeting.

In case Exit the meeting

Attendees can click on "Register for exit the quorum", the systems will be number of your shares out from the meeting base.