

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

1. In case the shareholders attending the E-Meeting by themselves
  - 1.1. Please fill the registration form for the AGM through Electronic Media (E-Meeting) attached to this guideline. Kindly clearly fill your email and cell phone number in order to be used for the meeting registration and attach identification documents to confirm the attendance of E-Meeting as follows:
    - In the event that the shareholder is an ordinary person - a valid certified true copy of ID card, passport/ other official documents issued by government authority.
    - In the event that the shareholder is a juristic person – please attach an executed version of the power of attorney or a proxy and supporting documents as per the detail in item “supporting documents for the appointment of proxy”.Please submit the registration form for the AGM through Electronic Media (E-Meeting) and such identification documents to the Company **within April 23, 2024** via the following channels:
    - Email: [comsec@interpharma.co.th](mailto:comsec@interpharma.co.th) or
    - Post: Company Secretary  
Inter Pharma Public Company Limited  
140/9 ITF Tower, 9th Floor, Silom Road, Suriyawongse, Bangrak, Bangkok 10500
  - 1.2. When the Company receives documents as per item 1.1 from you, the Company will proceed with inspecting documents for confirming the meeting attendance. Once the inspected is completed, the Company will send username and password, together with WebLink for attending the E-Meeting. Kindly refrain from giving your username and password provided for shareholder to other person as only the shareholders and their proxies are entitled to attend the E-Meeting. Providing username and password to those who are not authorized to attend the meeting may result in such person to be held responsible by the relevant laws. In the case your username and password are lost or you have not received it **within April 24, 2024**, please immediately contact the Company.
  - 1.3. The Company will send details such as username and password to you and also send a manual for using the E-Meeting system at the same time. Please read the manual thoroughly from the email that the Company sends to you. The system will be opened 60 minutes prior to the meeting so that the shareholder will be able to the meeting attendance. However, live broadcast will be commencing at 14.00 hrs.

- 1.4. For casting the vote during the E-Meeting, a shareholder may cast his or her vote in each agenda to either approve, disapprove, or abstain from voting. For the shareholders who do not vote in any agenda, the system will automatically count your vote as “approve”.
  - 1.5. If you have encounter with any technical problem in using the E-Meeting system before or during the meeting, please contact Quidlab Co., Ltd. who will be the Company’s service provider for the Company’s E-Meeting’s meeting. The Company will mention a contact channel to Quidlab Co., Ltd. in the email that the Company sends username and password to you.
2. In case the shareholders appointing proxy to attend the E-Meeting In case that a shareholder is unable to attend the meeting, he/she may authorize another person or the Company’s independent director, to attend and vote on his/her behalf. The name of independent director is as follows:
- Clinical Professor Emeritus Udom Kachintorn, MD and Mr. Kamtorn Sila-on (Details as per Attachment No. 6 of the invitation letter to the 2024 Annual General Meeting of Shareholders. The independent director has vested no special interest in all agenda. Please fill statement and sign in the proxy, as appeared in Attachment No. 7 in the invitation letter and send the proxy together with supporting documents for the appointment of proxy (as mentioned below) to the Company **within April 23, 2024** via the following channels:
    - Email: [comsec@interpharma.co.th](mailto:comsec@interpharma.co.th) or
    - Post: Company Secretary  
Inter Pharma Public Company Limited  
140/9 ITF Tower, 9th Floor, Silom Road, Suriyawongse, Bangrak,  
Bangkok 10500

## Supporting documents for the appointment of proxy

### 1. Ordinary Person

#### 1.1 Thai citizen shareholder

- a) A Proxy Form which is completely filled and signed by the proxy grantor and the proxy;
- b) A copy of valid ID card or a copy of government official card or a copy of state enterprise employee card or a copy of valid driving license certified true copy by the proxy grantor; and
- c) A copy of valid ID card or passport (for foreigner only) certified true copy by the proxy. (Documents are required for the change of name and/or surname)

#### 1.2 Foreign shareholder

- a) A Proxy Form which is completely filled and signed by the proxy grantor and the proxy;
- b) A copy of valid ID card or passport certified true copy by the proxy grantor; and
- c) A copy of valid ID card or passport (for foreigner only) certified true copy by the proxy.

### 2. Juristic Person

#### 2.1 Juristic person registered in Thailand

- a) A Proxy Form which is completely filled and signed by the proxy grantor and the proxy;
- b) A certified true copy of the Affidavit or Certificate of Incorporation issued by the Department of Business Development of the Ministry of Commerce in the period of not exceeding 6 months; and
- c) A certified true copy of valid ID card or passport (for foreigner only) of authorized directors whose signatures appear in the letter of proxy and a certified true copy of valid ID card or passport (for foreigner only) of the proxy; and

#### 2.2 Juristic person registered in overseas.

- a) A Proxy Form which is completely filled and signed by the proxy grantor and the proxy;
- b) Affidavit or Certificate of Incorporation or Mutual Fund; and
- c) A certified true copy of valid ID card or passport (for foreigner only) of authorized directors, whose signatures appear in the letter of proxy, and a certified true copy of valid ID card or passport (for foreigner only) of the proxy

### 3. Channel for shareholder to send comment or questions related to business, industry and business operation of the Company or any relevant agenda to be considered in this E-Meeting are as follows:

- 3.1 During the E-Meeting meeting, the shareholder attending the meeting can submit comment or questions during E-Meeting system.

3.2 The shareholder can submit comments or question in advance to the Company prior to the meeting date via following channels:

- Email: [comsec@interpharma.co.th](mailto:comsec@interpharma.co.th) or
- Fax: (662) 634-0135