

## Enclosure 3

Please study the details before the meeting

### Guidelines, Method and Procedure for Attending the Extraordinary General Meeting No.1/2024 via Electric Means (E-EGM) and Granting Proxy

#### 1. For shareholders who wish to attend the meeting by him/herself:

Please complete the Registration Form for Attending the Extraordinary General Meeting of Shareholders No.1/2024 through Electronic Means (E-EGM) as shown in **Enclosure 7** by clearly indicating that you intend to attend the meeting by self, including all details, e-mail address and mobile phone number which will be used for the registration to the meeting and attach the copy of the required identification documents for verification of the right to attend the meeting as follows:

##### For shareholder who is a natural person

Copy of identification card or copy of passport of the shareholder, which is not yet expired, certified as true and correct copy by the shareholder.

##### For shareholder who is a juristic person

Completed and signed proxy form, together with the supporting documents as detailed under the heading “**Required Documents for Proxy**” in the next page.

Please submit the said Registration Form for Attending the Extraordinary General Meeting of Shareholders No. 1/2024 through Electronic Means (E-EGM) together with the identification documents as specified above to the Company within 23 February 2024 via the following channels:

E-mail: [Comsec@cloverpower.co.th](mailto:Comsec@cloverpower.co.th)  
Address: Clover Power Public Company Limited  
Company Secretary Office (EGM 1/2024)  
No. 159 Soi Rama IX 57/1 (Wisetsuk 2), Phatthanakan,  
Suanluang, Suanluang, Bangkok 10250

#### 2. For shareholders who wish to appoint a proxy to attend the meeting:

In case where the shareholders cannot attend the meeting by him/herself, the shareholders can grant the proxy to any other person or one of the Company’s independent directors whose name and details are as shown in **Enclosure 4** to attend the meeting and cast vote according to your instruction. Please carefully study the details of meeting agenda items before deciding to appoint a proxy.

The shareholders who wish to appoint proxy, please complete the Registration Form for Attending the Extraordinary General Meeting of Shareholders No. 1/2024 through Electronic Means (E-EGM) as shown in Enclosure 8 and clearly state that you intend to appoint proxy to attend the meeting on your behalf, including all details for the registration to the meeting. Please also complete and sign the proxy form provided by the Company as shown in Enclosure 8 or download it from the Company’s website at [www.satpcl.co.th](http://www.satpcl.co.th) for completing and signing and then submit the Registration Form for Attending the Extraordinary General Meeting of Shareholders No. 1/2024 through Electronic Means (E-EGM) together with the proxy form and the copy of the required documents for proxy (as detailed under heading “**Required Documents for Proxy**” below) to the proxy and further send the said documents to the Company within 23 February 2024 and, in case the shareholders grant the proxy to one of the Company’s independent directors, please send the said documents to the Company within 23 February 2024 via the following channels:

**E-mail:** [Comsec@cloverpower.co.th](mailto:Comsec@cloverpower.co.th)  
**Address:** Clover Power Public Company Limited  
Company Secretary Office (EGM 1/2024)

No. 159 Soi Rama IX 57/1 (Wisetsuk 2), Phatthanakan,  
Suanluang, Suanluang, Bangkok 10250

The shareholders may revoke the proxy by sending a written notice to the Company 7 days prior to the commencement of the meeting. In case where the revocation notice is submitted to the Company after the specified date, the Company reserves the rights to not consider such revocation of proxy.

### **Required Documents for Proxy**

#### **In case of shareholder who is a natural person appoints a proxy**

- (1) The proxy form that is completely filled in and signed by the grantor and the proxy; and
- (2) Copy of identification card or copy of passport which is not yet expired and certified as true and correct copy by the grantor; and
- (3) Copy of identification card or copy of passport which is not yet expired and certified as true and correct copy by the proxy.

#### **In case of shareholder who is a juristic person appoints a proxy**

- (1) The proxy form that is completely filled in and signed by the authorized person of such juristic person with seal to be affixed (if any) as grantor and signed by the proxy; and
- (2) A Copy of an affidavit of the juristic person who is the grantor, certified as true and correct copy by the authorized person of such juristic person with seal to be affixed (if any) and issued no longer than 6 months before the meeting date; and
- (3) A Copy of identification card or copy of passport which is not yet expired and certified as true and correct copy by the authorized person of such juristic person; and
- (4) A copy of identification card or copy of the passport which is not yet expired and certified as true and correct copy by the proxy.

#### **For the shareholder who is the foreign natural person, or the juristic person registered in the foreign country.**

In case the document(s) mentioned above is not made in Thai or English language, English translation of such document(s) which is certified as true and correct translation by the shareholders or the authorized person of the juristic persons with seal to be affixed (if any) is required to be presented.

3. Once the Company receives all required documents specified in items 1 and/or 2 as aforementioned above, the Company will verify the documents in order to confirm the meeting attendance's right and when the verification is approved, the Company will assign OJ International Company Limited (who is the e-meeting control system provider of the Company) to send the weblink for logging into the e-meeting system to an e-mail provided to the Company.

In case that you have not received such weblink within 10 October 2023, please contact the Company immediately.

4. Please study the Manual for Attending Meeting through Electronic Means as shown in the link <https://www.cloverpower.co.th/storage/content/download/shareholders-meetings/egm01-2023/20231005-cv-egm01-2023-attending-meeting-en.pdf> which will be sent to you via e-mail by OJ International Company Limited. The system for registration will be opened 60 minutes prior to the meeting's time. The live broadcast of the meeting will begin at 08.30 a.m.
5. To log into the meeting system, the attendee (whether being the shareholder or the proxy) shall use the Shareholder Registration Number and Identification Card Number of shareholders for logging into the meeting system through weblink that OJ International Company Limited send to you via email.

- 6. To cast the vote during the meeting, the shareholder may cast his or her vote in each agenda either “Approve”, “Disapprove”, or “Abstain” from voting. For the shareholders who do not cast the vote in Any agenda, the system will automatically count your vote on such agenda as “Approve”.
- 7. If you have any technical queries or problems in using the e-meeting system before or during the meeting, please contact OJ International Company Limited via the following channels:

Tel : 02-079-1811 or 065-238-4792  
 E-mail : [agm@ojconsultinggroup.com](mailto:agm@ojconsultinggroup.com) or other channels specified in the e-mail sent to you by OJ International Company Limited

- 8. Channels for shareholders to submit the suggestions or questions relating to the Company or this meeting’s agendas:



The shareholders can submit suggestions or questions to the Company in advance within 23 February 2024 to [taranun.t@cloverpower.co.th](mailto:taranun.t@cloverpower.co.th) and/or [thanutchas@cloverpower.co.th](mailto:thanutchas@cloverpower.co.th) and/or [Comsec@cloverpower.co.th](mailto:Comsec@cloverpower.co.th) by stating your name, surname and contact number so that the Company can collect all questions and details and further clarify them to the meeting.

- 8.1 During the meeting, the shareholders attending the meeting can submit their suggestions or questions through the e-meeting system.

**9. Attending the meeting through electronic means (E-EGM)**

The shareholders can attend the meeting and cast their vote through electronic means by using the computer, notebook, tablet and mobile phone through Web Browser: Chrome with 4G speed internet or basic internet for household.

**Remark:** In case that the shareholders wish to attend the meeting through tablet or mobile phone, the shareholders must install Zoom Cloud Meeting program before attending the meeting. Such program can be downloaded through the QR Code below:

iOS	Android
	
<a href="https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307">https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307</a>	<a href="https://play.google.com/store/apps/details?id=us.zoom.videomeetings">https://play.google.com/store/apps/details?id=us.zoom.videomeetings</a>

### E-EGM Flowchart

