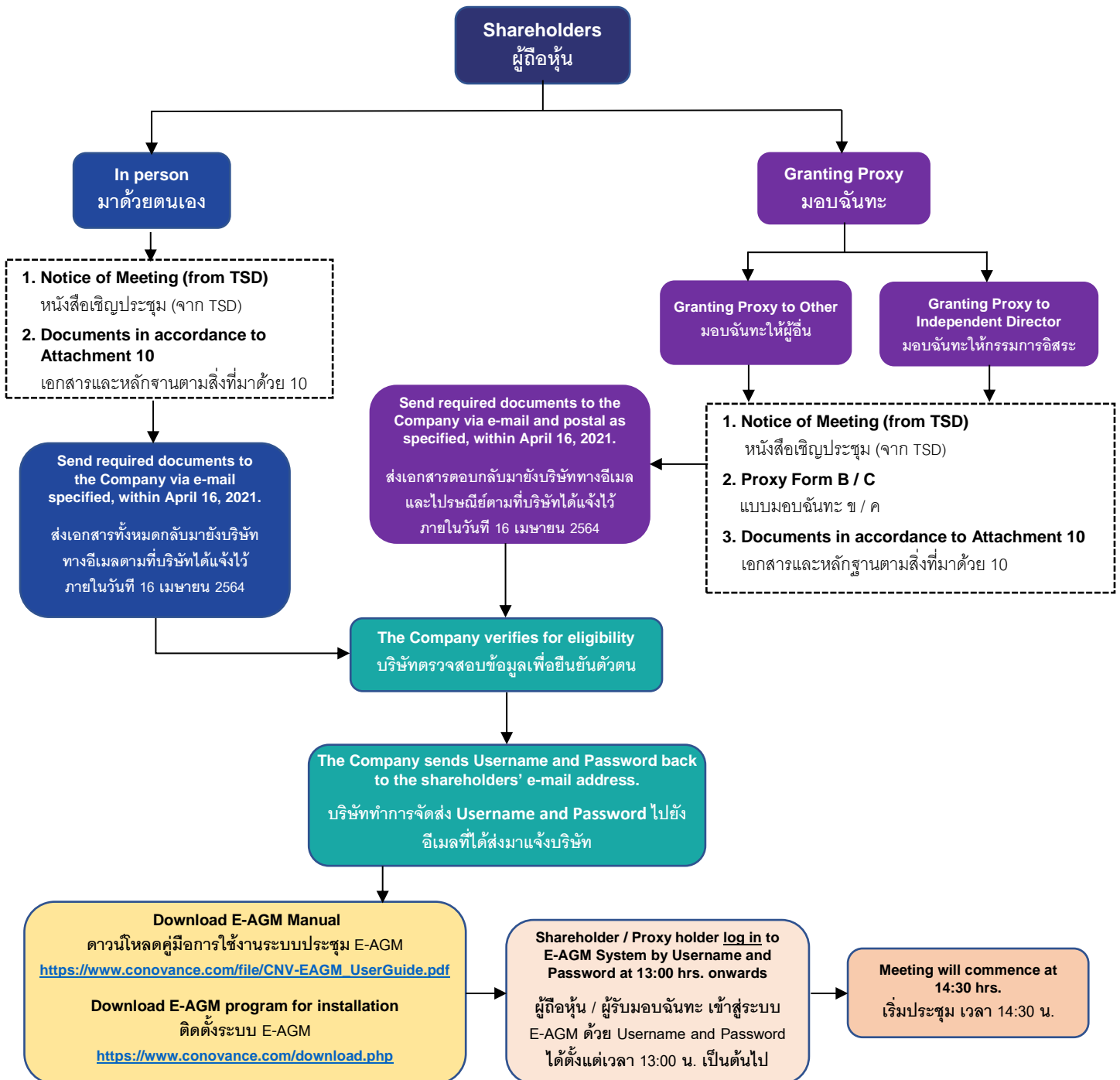


## Procedures for verifying eligibility and attending the 2021 E-AGM



**Required Devices: Desktop Computer / Portable Computer : Laptop and Tablet**  
 (\*Windows OS Only\*): Windows XP / 7 / 8 / 10 and up and Internet bandwidth 2 Mbps up

อุปกรณ์ที่รองรับการใช้งาน : คอมพิวเตอร์ตั้งโต๊ะ / คอมพิวเตอร์พกพา : แล็ปท็อป และ แท็บเล็ต  
 (\*ระบบปฏิบัติการ Windows เท่านั้น\*) ระบบปฏิบัติการ Windows XP / 7 / 8 / 10 ขึ้นไป และอินเทอร์เน็ตความเร็ว 2 Mbps ขึ้นไป

The 2021 Annual General Meeting (AGM) of the Company will be held via teleconference through an online electronic application (E-AGM) only which will be conducted in accordance with the laws and regulations regarding an electronic meeting (E-Meeting). The Meeting agenda as per the invitation had been sent to all shareholders, details as per the following:

- **Opening and conducting the meeting**

The Company will conduct the E-AGM in accordance with the Company's Articles of Association relating to shareholders' meeting in Attachment 11.

- **If the shareholder is attending the Meeting:**

The shareholders must fill up their information in the Notice of Meeting Form and send it together with their signed proof of identity documents as shown in Attachment 10 to Company via **email: ir@lagunaresorts.com within Friday, April 16, 2021**. Upon verifying the shareholders' information according to the latest Record Date, the Company will then forward the Username and Password to the qualified shareholders (through the same email address that was used to contact the Company) for logging in to the E-AGM.

- **If the shareholder would like to appoint a proxy to attend the Meeting:**

A shareholder may appoint a proxy to attend the Meeting and vote on his/her behalf by completing and signing, including affixing a duty stamp to, Proxy Form B. Foreign shareholders who appoint a custodian in Thailand to keep and safeguard their shares, can choose to use either Proxy Form B or Proxy Form C. Both Proxy Forms B and C are attached in Attachment 7. If a shareholder wishes to give a proxy to the Company's independent directors, that shareholder may appoint either

1. Dr. Jingjai Hanchanlash, or
2. Mr. Vudhiphol Suriyabhivadh,

as a proxy. Their profiles are shown in Attachment 8. The Proxy Form, together with all documents as shown in Attachment 10, is to be submitted to the Company Secretary in advance via **email: ir@lagunaresorts.com** and the **original documents must be mailed via post** to the Company's address at **No. 21/66 Thai Wah Tower 1, 22nd Floor, South Sathorn Road, Tungmahamek, Sathorn, Bangkok 10120** and must reach the Company within **Friday, April 16, 2021**. For your convenience, the Company will affix Baht 20 duty stamp on the proxy forms.

- **Procedure to attend E- AGM**

1. Shareholders or proxies can download the manual for installation and usage at [https://www.conovance.com/file/CNV-EAGM\\_UserGuide.pdf](https://www.conovance.com/file/CNV-EAGM_UserGuide.pdf) from **April 16, 2021 onwards.**
2. Shareholders or proxies can download the program for installation at <https://www.conovance.com/download.php> from **April 16, 2021 onwards.**

- **Required device and Internet speed for installing the program for the E-AGM system**

1. Devices must support Microsoft Windows Operating Systems: Windows OS only: XP/ 7/ 8/ 10
  - Desktop Computer
  - Portable Computer: Laptop / Tablet
2. Internet Bandwidth : 2 Mbps or higher

- **Sending queries in advance**

Shareholders can submit their queries related to the meeting agenda items in advance via email: [ir@lagunaresorts.com](mailto:ir@lagunaresorts.com) or by fax to number 66 (0) 2285 0733. The Form for Queries Submission is in [Attachment 13](#). The Shareholders or proxy holders who attend the E-AGM by themselves may submit their queries during the meeting as per the E-AGM agendas.

- **Channels for contacting and submitting documents**

1. Email: [ir@lagunaresorts.com](mailto:ir@lagunaresorts.com)
2. Postal mail: Company Secretary, Laguna Resorts & Hotels Public Company Limited, No. 21/66 Thai Wah Tower 1, 22nd Floor, South Sathorn Road, Tungmahamek, Sathorn, Bangkok 10120.

- **Other Contact Channels**

Company Secretary

Email : [ir@lagunaresorts.com](mailto:ir@lagunaresorts.com)

Telephone : 0-2677-4455 Ext. 296