



## Attachment 7

### Identity Verification process, registration documentation, a manual for registration and attending the shareholders meeting via electronic means, and voting of Ratchaphruek Hospital Public Company Limited

1. Registration processes for pin code identification and verification for the E-AGM log-in via IR PLUS AGM Period of registration and verification to confirm attendance at the E-AGM
  - o Registration opens through IR PLUS AGM from April 11, 2024, at 8.30 a.m. toward the end of the E-AGM on April 22, 2024.
  - o The processes for verification, registration, and the meeting attendance via IR PLUS AGM, which support all devices including smartphone, computer, laptop, and tablet are as follows:

<p>Scan QR Code to download the manual and demonstration video for registration and attending the shareholders meeting via electronic means or click URL:<a href="https://agm.irplus.in.th/manual/manual.html">https://agm.irplus.in.th/manual/manual.html</a></p> 	<p>To proceed via Mobile Application in iOS (Support since iOS 14.5), scan QR Code to download and the application "IR Plus AGM" at the App Store.</p> 
<p>To proceed via Mobile Application in Android (Support since Android 8), scan QR Code to download and the application "IR Plus AGM" at the Google Play Store.</p> 	<p>To proceed via Web Application, go to website <a href="https://webagm.irplus.in.th">webagm.irplus.in.th</a> via a web browser, Google Chrome, or click URL: <a href="https://webagm.irplus.in.th/">https://webagm.irplus.in.th/</a></p>  <p>"webagm.irplus.in.th"</p>

- o For shareholder who wish to attend the E-AGM in person, please prepare the required documents as detailed in Attachment 8 and register for identity verification via IR PLUS AGM as detailed above.
- o For appointing proxy who is not independent director of the Company, please complete and sign the proxy form together with required documents as detailed in Attachment 7 and the proxy is required to register for identity verification and submit that proxy via IR PLUS AGM as detailed above.
- o For appointing an independent director of the Company as the proxy, please complete and sign the proxy form together with required documents as detailed in Attachment 11, (register for identity verification is not required). Please submit the proxy form together with required documents to the Company via email at [comsec@rph.co.th](mailto:comsec@rph.co.th) or postal mail to the following address, to arrive at the Company by April 21, 2024, at 17.00 p.m. This will allow the Company's staff time to review the documents

#### Company Secretary

Ratchaphruek Hospital Public Company Limited

456 Moo 14, Floor 14, Mittrapharb Road, Mueang, Khon Kean 40000 or e-mail [comsec@rph.co.th](mailto:comsec@rph.co.th)

\*\* The company reserves the right to close applications within April 12, 2024 only.



- **If shareholders have any problems** with the software, please contact IR PLUS AGM Call Center: Tel. 02-022-6200 ext. 2 or 626 available on Monday to Friday at 9.00 a.m. to 17.30 p.m. (Specifically excludes holidays and public holidays).
- The electronic conference system for E-AGM will be available on April 22, 2024, at 07.00 a.m. (2.30 hours before the opening of the Meeting). Shareholders or proxy holders shall use the obtained Pin Code and follow the Guidelines for attending the Annual General Shareholders' Meeting for the year 2024 via IR PLUS AGM (*Attachment 8*) to access the system.
- Shareholders shall carefully study the details of meeting agenda before appointing a proxy.
- The proxy shall vote according to the shareholder's directions. If the proxy fails to comply with such directions, the damaged shareholder shall have the right to pursue legal action.



This document is made to be used for the Shareholders meeting of the Company. For the purpose of peace, harmony, transparency, and fairness in the Shareholders meeting for all parties. This document is considered as a regulation for all shareholders and attendances of the meeting to comply with, so long as it is not opposed to the Company's Articles of Association.

- **Documents required for registration**

- **For Ordinary Person**

- **Thai Shareholder**

- 1) Self-Attending: - Original identification card or government officer identification card Proxy
- 2) Proxy Form - Signed by the grantor and the proxy with stamp duty of Baht 20
  - Certified true copy of unexpired identification card or government officer identification card of the grantor
  - Certified true copy of unexpired identification card or government officer identification card of the proxy

- **Foreign Shareholder**

- 1) Self-Attending: - Passport Proxy
- 2) Proxy Form - signed by the grantor and the proxy with stamp duty of Baht 20
  - Certified true copy of unexpired passport of the grantor
  - Certified true copy of unexpired identification card or government officer identification card or passport (in case of foreigner) of the proxy

- **For Juristic Person**

- 1) Juristic Person Registered in Thailand
  - Proxy Form signed by the authorized director(s) as shown in the Affidavit, affixed the company seal (if any) and stamp duty of Baht 20
  - Certified true copy of the Affidavit, certified by the Ministry of Commerce not later than 6 months, signed by the authorized director(s) as shown in the Affidavit, affixed the company seal (if any)
  - Certified true copy of unexpired identification card or government officer identification card or passport (in case of foreigner) of the authorized person(s)
  - Certified true copy of unexpired identification card or government officer identification card or passport (in case of foreigner) of the proxy
- 2) Juristic Person Registered in Foreign Countries
  - Proxy Form signed by the authorized director(s) as shown in the Affidavit, affixed the company seal (if any) and stamp duty of Baht 20
  - Certified true copy of the Affidavit, issued not later than 6 months by the government authority that has juristic power in the country where the juristic person is domiciled. The Affidavit must be certified by the Notary Public officer and by authorized government official not later than 6 months
  - Certified true copy of unexpired identification card or government officer identification card or passport (in case of foreigner) of the authorized person(s)
  - Certified true copy of unexpired identification card or government officer identification card or passport (in case of foreigner) of the proxy

In the case where the shareholder is a juristic person incorporated in foreign country and is a foreign institutional investor who appoints a commercial bank in Thailand to be a Custodian, the Custodian will be able to exercise rights under the proxy granted by the shareholder whereby the Company may not require additional identification documents of the shareholders if a Custodian is able to show in written that **(1 ) the shareholder is a foreign institutional investor, (2 ) the commercial bank in Thailand represents as a Custodian of the shareholder (3) the commercial**



bank has a duty to provide and has already provided Know Your Customer (KYC) and Customer Due Diligence (CDD) in compliance with the internal policies and has complied with the Bank of Thailand's regulations including Ministerial Regulation Prescribing Rules and Procedures for Customer Due Diligence B.E. 2556 (2013) issued under the Anti-Money Laundering Act B.E. 2542 (1999).

The Company reserves the right to request additional documents as the Company deems fit or proper. The shareholders who would like to appoint a proxy, the Company has prepared Proxy Form B, (Proxy Form containing specific details) as enclosed, please complete the detail of the proxy who is authorized to attend and vote at the meeting, and sign the name of the shareholder. Shareholders who desire to vote for each agenda shall have the right to either approve or disapprove or abstain by fill in the detail in Proxy Form. Furthermore, shareholder may download Proxy Form A (General Proxy Form) or Proxy Form C (Proxy Form for foreign shareholder who has custodians in Thailand only) on company website [www.rph.co.th](http://www.rph.co.th) Shareholder may select the most appropriate Proxy Form, one form only.

○ **Dead Shareholder**

The administrators of a view may attend the meeting or empower other person to attend the meeting, by additionally bringing order of the court for being appointed as the administrators of a view certified as true copy by authorized officer not later than 6 months, and certificate of the case being a final judgment issued by the court having territorial jurisdiction before the meeting. In case the case has not become final due to it is in the appeal period or in process of application for certificate, the administrators of a view must make a certification that there was no appeal of the order of the court. Youth Shareholder Father-Mother or guardian by law may attend the meeting or empower other person to attend the meeting and bring copy of census of the youth shareholder. Incompetent or Quasi Incompetent Shareholder The guardian or the curator may attend the meeting or empower other person to attend the meeting, by additionally bringing the order of the court for being appointed as the guardian or curator, certified as true copy by authorized officer not later than 6 months, and certificate of the case being a final judgment issued by the court having territorial jurisdiction before the meeting. In case that the case has not become final due to it is in the appeal period or in process of application for certificate, the guardian or the curator must make a certification that there was no appeal of the court order appointing the guardian or the curator

○ **Youth Shareholder**

Father-Mother or guardian by law may attend the meeting or empower other person to attend the meeting and bring copy of census of the youth shareholder.

○ **Incompetent or Quasi Incompetent Shareholder**

The guardian or the curator may attend the meeting or empower other person to attend the meeting, by additionally bringing the order of the court for being appointed as the guardian or curator, certified as true copy by authorized officer not later than 6 months, and certificate of the case being a final judgment issued by the court having territorial jurisdiction before the meeting. In case that the case has not become final due to it is in the appeal period or in process of application for certificate, the guardian or the curator must make a certification that there was no appeal of the court order appointing the guardian or the curator.



## 2. Voting

- 1) One share held equals one vote.
- 2) For the agenda of the election of the Company's directors, each shareholder must exercise all the votes he/she has under clause 1 to elect one or several persons as directors or a group of directors but cannot divide his/her votes to any person particularly.
- 3) If the grantor prescribes votes in a proxy, the Proxy must vote as prescribed in the proxy only.
- 4) Voting and vote counting methods to be determined by the chairman concerning practices and regularity. To vote in each agenda, only shareholders who disapprove or abstain from voting through electronic meeting system application shall cast their votes, shareholders who approve the agenda are not required to vote through electronic meeting system. To count the votes, disapproved and abstained will be deducted from the total votes of the shareholders attending the meeting and are entitled to vote.
- 5) In order to ensure fairness and transparency, if a shareholder or proxy attends the meeting after the votes have been counted, they will only be able to vote on the next agenda on which the vote counting system is allowed. The Company won't be able to edit any information in the system once the vote counting system is disabled for each agenda.
- 6) The Shareholders meeting's resolution must be passed by the votes as follow:
  - in case of normal voting, the majority of the votes of the shareholders who attend the meeting and cast their vote. In case of a tie vote, the Chair of the meeting shall have an additional casting vote.
  - in the case where relevant laws and/or the Company's Articles of Association prescribes other than normal voting, the Company will proceed as so prescribed.



### 3. The Shareholders Meeting's Regulations

- 1) Before the meeting start, the Chair of the meeting or the authorized person shall inform the shareholders for the number of the attending shareholders, Proxy and the amounting of shares.
- 2) The shareholder who has a special interest in a matter, cannot vote on such matter unless it is a voting for the Board of Directors election. The Chair of the meeting may ask such shareholder to temporarily leave the meeting room. Before casting the vote, the Chair of the meeting will inform the meeting of any shareholders who have a special interest in any agendas (if any), as well as the number of shares that shareholder owns, who must abstain from voting on such agenda if the Board of Directors is aware of such interests.
- 3) Before voting, the Chair of the meeting or the authorized person shall inform the shareholders the voting through electronic meeting system. Following the electronic voting by shareholders, the system will proceed in accordance with the voting procedures for each agenda. Once the vote counting for such agenda is completed, the Chair of the meeting or the authorized person will announce the voting results regarding the number of shareholders who cast their votes with the votes, approved, disapproved, and abstained, to the meeting.
- 4) In case of argument or trouble relating to the conduct of the shareholders meeting occurs, the Chair of the meeting shall make a final decision taking into consideration good faith of relevant persons and tradition of the meeting.
- 5) A person is prohibited from taking photo (still or moving), sound recording, video recording or taking memo or any other media without permission from the Chair of the meeting. In case of disobedience, the Chair of the meeting is entitled to give a leaving order and have the equipment brought out of the meeting room. The Company reserves the right to take possession of the photo, video, record file or media or message or any other media. The aforementioned equipment is prohibited from bringing into the room.
- 6) The Chair of the meeting is entitled to manage the meeting peace and fair for the shareholders. The Chair of the meeting has absolute right to manage the meeting for sake of harmony and benefit of the meeting.
- 7) Before casting the vote in each agenda, the Chair of the meeting will give shareholders an opportunity to shareholders to make inquiries or comments on the issues related to such agenda as appropriate. In this regard, shareholders who wish to make the inquiries or comments are requested to push the live notification button, notify their names, place a question by typing in a question box, and please wait for the response from the administrator to turn on the camera and microphone and making the inquiries or comments in the meeting.
- 8) The Chair of the meeting is entitled and has discretion to disallow anyone who is not related to the meeting from attending the meeting or presenting at the meeting room.
- 9) Speech, making in the meeting room, must relate to the matter being in consideration. If the Chair of the meeting views that the speech has been made at the certain proper level, the Chair of the meeting may order the person to end the speech.

\*\*\*\*\*