

Procedure and Terms and Conditions

for attending the 2024 Annual General Meeting of Shareholders through Electronic Media

To attend the 2024 Annual General Meeting of Shareholders of Asia Aviation Public Company Limited through Electronic Media, please thoroughly study and fully observe the Procedure and the terms and conditions stated below.

**1. Filing of request for meeting registration and attendance via Inventech Connect**

1.1 Shareholders/proxies intending to attend the meeting are required to file a request to attend the meeting via Inventech Connect. In doing so, all required personal data and relevant documents as indicated in Attachment 6.1 of the notice of the general meeting of shareholders of the Company must be duly and completely provided in support of the identity verification of shareholders/proxies.

The Company reserves the right to accept requests for meeting attendance via Inventech Connect from shareholders who are, as of the record date announced by the Company, eligible to attend the 2024 Annual General Meeting of Shareholders.

1.2 In filing the request stated in 1.1 above, shareholders/proxies hereby affirm that all information provided is complete and correct, and acknowledge that the Company reserves the right to proceed with relevant verification. Should findings from such verification give grounds for doubts about the validity of relevant information or documents, the Company may at its discretion proceed with any actions, which include but are not limited to the rejection of their requests and the suspension of their meeting attendance rights, to ensure compliance of the meeting with applicable laws and the Company's rules and regulations.

1.3 Shareholders may file a meeting attendance request from April 5, 2024 until the Meeting is adjourned. However, the officers will inspect the e-Request only on business days during 8.30 hrs. - 17.30 hrs.

**2. Meeting attendance and voting via Inventech Connect**

2.1 After the meeting attendance request filed each shareholder/proxy has been approved, a username and a password will be sent to the e-mail address specified by the shareholder/proxy during the request filing stated in 1.1 above. Kindly note that such username and password are considered personal data of shareholders/proxies. Therefore, shareholders/proxies shall be accountable for the confidentiality of such information and shall not disclose the username and password provided by the Company to any other parties.

2.2 The rights to attend and vote at the meeting are personal rights of shareholders/proxies. As each username can log into Inventech Connect only from one device at a time, shareholder/proxies shall keep the username and password only for their own and sole use without allowing other parties to use their username and password. The Company shall not be responsible for any damage arising from or in consequence of non-compliance of shareholders/proxies with these terms and conditions.

- 2.3 With regard to voting via Inventech Connect, shareholders/proxies may opt for advance voting on all agenda items or for live voting. However, shareholders/proxies must remain logged in throughout the session of such agenda item(s) and are required to cast their votes on each agenda item prior to its close of voting. Shareholders/proxies who leave the meeting (log-out) prior to the close of voting of any agenda item will not be counted toward the quorum for such agenda item and their votes will be annulled for such agenda item. Nonetheless, log-out during any agenda items does not bar the rights of shareholders/proxies to re-login or vote on remaining agenda items.
- 2.4 To make inquiries or express opinions, shareholders/proxies may press “Question” button on the screen, followed by their questions and/or opinions. The questions and/or opinions raised by shareholders/proxies must be related to items on the meeting agenda. Suggestions and questions that are irrelevant to any items on the meeting agenda may be presented during the open session at the end of the meeting. The Company reserves the right to provide answers and clarifications in response to matters that are relevant to the items on the meeting agenda only.
- 2.5 In the event that audiovisual communication is used as a means for shareholders/proxies to raise their questions and/or opinions, shareholders/proxies give consent that the Company may create, use and distribute video and audio records of shareholders/proxies for the benefit of the electronic meeting and relevant documentation. For the effectiveness of the meeting facilitation and time management, each shareholder/proxy should finish their questions and/or opinions concisely and the Company reserves the right to limit the number of shareholders/proxies presenting their questions and/or opinions to the meeting via the audiovisual communication as deemed appropriate. In addition, the Company reserves the right to terminate any inquiries and/or opinions that are considered violation of laws or rights of others.

### **3. Personal data**

- 3.1 The Company will collect, use and process personal data of shareholders and proxies in support of rights and identity verification, meeting attendance, voting, and meeting minutes preparation. The Company will also collect, use, distribute and create video and audio records of shareholders and proxies for the benefit of the meeting. Shareholders and proxies who have provided personal data of third parties shall be accountable for notifying such third parties the details about the collection, use and disclosure of personal data and rights according to the Privacy Policy Notice.
- 3.2 Personal data will be retained by the Company according to the data retention period prescribed by laws but no longer than 10 years. Such personal data will be erased/destroyed upon the end of the data retention period.

**4. Other terms and conditions**

- 4.1 Contents, including video and audio records, of this meeting are intellectual property of the Company as the sole owner. Recording, extraction, copying, use, and distribution of contents, including video and/or audio records, of the meeting by any means are strictly prohibited, and the Company reserves the right to take legal actions against any breaches of such prohibitions.
- 4.2 In the event that shareholders/proxies use any systems related to the meeting via Inventech Connect in any manners which violate the terms and conditions stated herein or any other stipulations of the Company for this meeting and therefore potentially cause damages or losses to the Company in any manners whatsoever, such shareholders/proxies shall be liable for fully compensating the Company for all costs and expenses arising from litigation initiated by any third parties and litigation initiated by the Company against them or violators.
- 4.3 The Company reserves the rights to deny access to this meeting by shareholders/proxies who do not agree to comply with the terms and conditions stated herein and to terminate access to this meeting by shareholders/proxies who do not follow the terms and conditions stated herein or the decisions of the chairman of the meeting.
- 4.4 Shareholders/proxies acknowledge that the audio and video quality of the meeting will vary with the internet network, data transmission and connectivity, and devices of shareholders/proxies. Shareholders/proxies agree that if they cannot attend the meeting due to any reasons that are beyond the Company's control, they will not make any claims nor take any actions to impose responsibilities on the Company.