AIRA Factoring Public Company Limited
บริษัท ไอร่า แฟคตอริ่ง จำกัด (มหาชน)
เลขที่บมจ. 0107547000141

188, Spring Tower Building, Floor 12A, Unit 6-10, Phayathai Road, Thung Phayathai Subdistrict, Ratchathewi District, Bangkok Postal Code 10400 Tel. 0-2657-6222 Fax: 0-2657-6244, 0-2657-6245
188 อาคารสปริง ทาวเวอร์ ชั้น 12A ยูนิตที่ 6-10 ถนนพญาไท แขวงทุ่งพญาไท เขตราชเทวี กรุงเทพฯ 10400
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Attachment no .8

Voting Procedure for Participation via e-Proxy Voting

Shareholders who wish to grant a proxy electronically (e-Proxy Voting) must first be registered as members of the TSD Investor Portal. Identity verification can be conducted through NDID or ThaiID.

System Availability Period

The system will be available one day after the meeting invitation has been dispatched and will remain open until 5:00 p.m. on the business day preceding the meeting date.

Steps for Voting and Granting Proxy via Electronic Means

Shareholders who wish to grant proxy electronically by themselves may proceed as follows:

- Log in to the **TSD Investor Portal** system or access the website:

  https://ivp.tsd.co.th/signin

  or scan the QR Code to enter the system.

- Select the menu **"Other Transactions."**

- Select **"Proxy / Shareholders' Meeting Voting"** and choose the desired action: **Create – Edit – Cancel.**

- Confirm the service terms and conditions.

- Verify the **ID card status** to activate the proxy appointment / shareholders' meeting voting function.

- Verify identity by entering the **Laser Code** on the back of the national ID card to validate information with the **Department of Provincial Administration**.

- Click **"OTP Request"** to receive a one-time password (OTP) for transaction verification.

- Click the **security name** to proceed with the proxy appointment / voting process.

- The system will display details of **shareholder entitlements and the list of proxy holders.**

- Select the **director to be appointed as proxy.**

- Vote on each agenda item and click **"Next"** to proceed to the next agenda.

- After completing voting for all agenda items, the **Proxy Form (Form B)** will be displayed for review or download.

- After reviewing, click **"Close"** on the Proxy Form (Form B) page.

- **Stamp duty payment:** The Company will pay the stamp duty on behalf of shareholders.

Registration for TSD Investor Portal

Link: https://www.set.or.th/th/tsd/services/investors/e-services/investor-portal

Registration Requirements

- Must be an **individual securities holder**

- Must have a **mobile phone number registered in Thailand** to receive OTP via SMS

- Must have a **valid email address** to receive registration results and notifications regarding shareholder benefits

Registration Procedures

1. Register for membership via the link:

   https://www.set.or.th/th/tsd/services/investors/e-services/investor-portal

   or scan the QR Code.

2. Select the **type of identification card.**

3. Enter the **13-digit national ID number.**

   a. Click **Next** to proceed.

4. The system will display the **Terms and Conditions of TSD Investor Portal.**

   a. Tick the **checkbox** to accept the terms and conditions.

   b. Click **"Next"**.

5. Verify identification documents and take photographs.

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For **Thai shareholders**, when using a device that supports photography:

• Enter the **Laser Code on the back of the national ID card**, title, name, surname, and date of birth.

• Click "**Verify with Department of Provincial Administration**".

6. Select the **identity verification method**:

• Take a photo of the **original national ID card and a selfie holding the ID card**, then verify identity via **ThaiID**, or

• Take a photo of the **original national ID card** and verify identity via **NDID** (requires Mobile Banking from the selected bank)

• Click "**Capture Photo**" and "**Confirm**"

• Click "**Next**"

7. Open the **ThaiID application** or the selected **mobile banking application** and complete identity verification according to the app instructions.

8. Return to the **TSD Investor Portal registration screen** and enter the following information:

• Username (email)

• Password

• Mobile phone number

• Click "**OTP Request**"

• Enter the **OTP code**

• Click "**Next**"

9. The system will confirm that **registration information has been successfully recorded**.

10. Click **Finish**.

11. Registration results will be notified via **SMS / email within the next business day**.

12. Once the registration is **approved by TSD**, users can log in to the TSD Investor Portal using the registered **Username (email) and Password**.