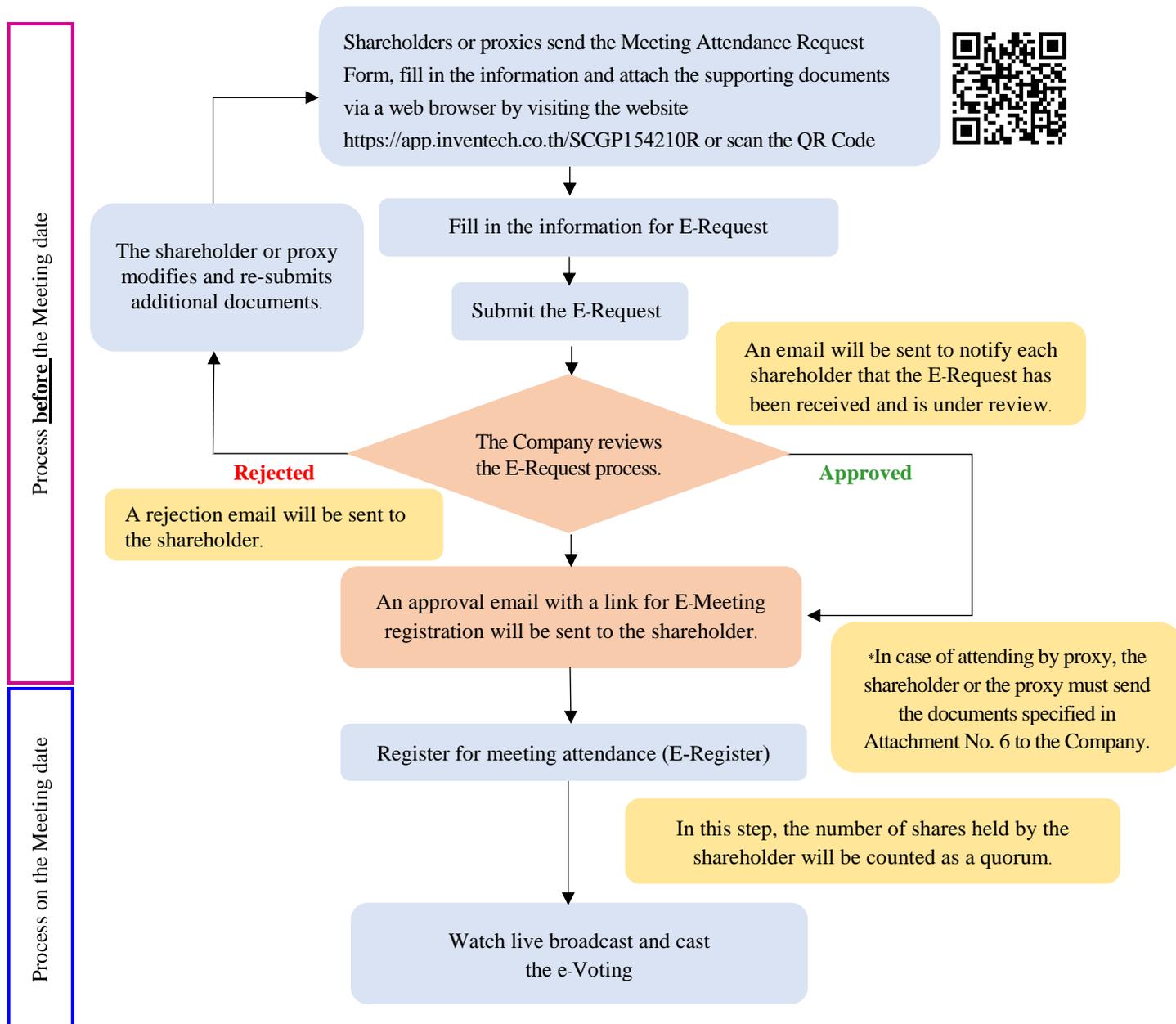


**Procedures for Submitting Meeting Attendance Request Form (E-Request) and  
Using Electronic Meeting Systems (E-Meeting)**

**Flowchart for E-Meeting Registration and Attendance**



**Remark** Operation of the electronic conference system and Inventech Connect system relies on the supported internet system of the shareholders or proxies as well as devices and/or their programs. Please consider using the following devices and/or programs:

**1. Internet speed**

- High-Definition Video: should have internet speed of 2.5 Mbps (Recommended internet speed).
- High Quality Video: should have internet speed of 1.0 Mbps.
- Standard Quality Video: should have internet speed of 0.5 Mbps.

**2. Supported devices**

- Smartphone/Tablet with IOS or android OS.
- PC/Laptop with Windows or Mac OS.

**3. Web browser: Firefox or Chrome (Recommended browser) or Safari**

## Guidelines for Attending Electronic Meeting by Inventech Connect

For shareholders or proxies wishing to attend the electronic meeting, please proceed according to the procedures for submitting the E-Request form before attending the meeting via electronic media as follows:

### **Steps for Submitting the Meeting Attendance Request Form via Electronic Media before the Meeting**

1. Submit the E-Request form, fill in the information and attach the supporting documents via a web browser by visiting <https://app.inventech.co.th/SCGP154210R> or scan this QR Code to sign in, and follow the steps below:



- 1) Click the URL link or scan the QR Code in the Notice of the Annual General Meeting of Shareholders.
- 2) Shareholders select the options to file the E-Request form.
- 3) Fill in the information specified in the registration form and attach the supporting documents stated in the system.
- 4)  to accept the terms and conditions for meeting attendance via Inventech Connect.
- 5) Click “Request” button.
- 6) Please wait for an email informing you of the meeting details and Username & Password.

**\*\* 1 email account per 1 shareholder ID\*\***

2. For Shareholders who would like to attend the Meeting through electronic means either by yourself or by authorizing a proxy who is not the Company’s director, please note that the electronic registration system will be available for submitting the e-request form prior to the meeting date from **Tuesday, March 22, 2022, at 08:30 hours** until the meeting is adjourned.
3. On the meeting date, the electronic conference system will be accessible on **Tuesday, March 29, 2022, at 12:30 hours (2 hours before the meeting begins)**. Shareholders or proxies shall use the provided Username and Password and follow the user manual to access the system.

### **Appointing an Independent Director as a Proxy**

Should the shareholder wish to appoint an independent director of the Company as a proxy, please follow the procedures specified in Attachment No. 6 and send the Proxy Form together with the supporting documents to reach the Company **by Monday, March 28, 2022**.

**Should there be any problems, please contact Inventech Call Center.**

**Call:** 02-931-9131

**Line@:** @inventechconnect

The service will be available on March 22-29, 2022, at 08.30 – 17.30 hours.

**(Only on working days, excluding public holidays and holidays)**



Report a problem

## Installation Guide for Webex Meetings

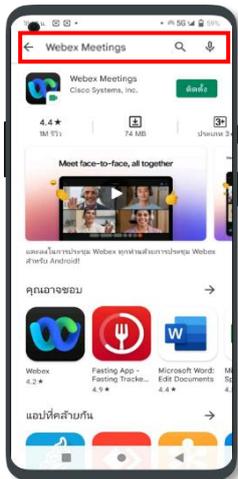
### 1. For IOS Operating System



- 1) Go to **App Store** Application.
- 2) Search for **Webex Meetings**.
- 3) Press **“GET”** to install the application.
- 4) Please **wait** until the application download is complete.
- 5) Once the installation is **complete**, the application icon will appear on the screen.



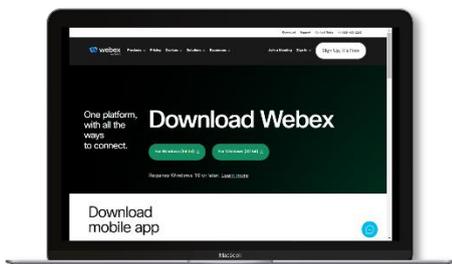
### 2. For Android Operating System



- 1) Go to **Play Store** Application.
- 2) Search for **Webex Meetings**.
- 3) Press **“INSTALL”** to install the application.
- 4) Please **wait** until the application download is complete.
- 5) Once the installation is **complete**, the application icon will appear on the screen.



### 3. For Windows Operating System



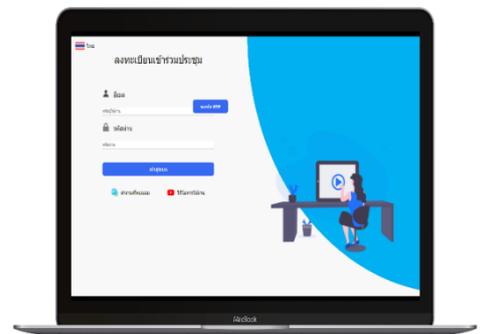
- 1) Go to the website <https://www.webex.com/downloads.html>
- 2) Click **“For Windows (64 bit)”** or **“For Windows (32 bit)”**, depending on the operating system of your computer.
- 3) Click the downloaded file **“webex.msi”** to install Webex Meetings.
- 4) Click **“Next”** to install the program.
- 5) Please **wait** until the download is complete.
- 6) Click **“Finish”** once the installation is complete.
- 7) Click **“Agree”** to accept the terms and conditions of the license agreement.
- 8) Enter **“your email”** and click **“Next”** to access the program.

## Steps for Meeting Attendance Registration (e-Register)

1. Click the registration URL link from the approval email.
2. Enter the **Username and Password** that you received from your email or request **OTP** to login.
3. Click **“REGISTER”**. The number of votes of this username will be counted as a quorum.
4. Click **“Live broadcast”**.

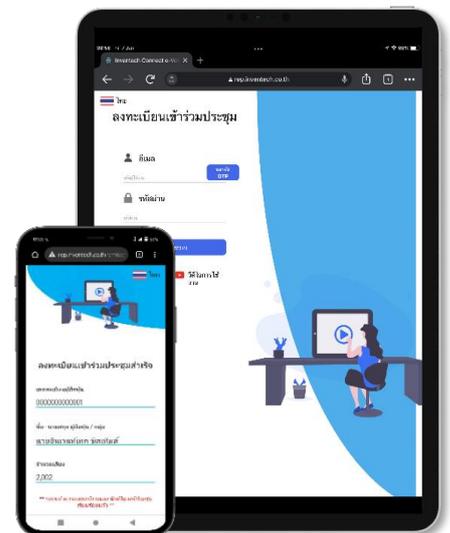
**Via PC/Laptop:** Please fill in the details to register for live broadcast watching via the Webex Meetings application as follows:

- 1) Enter the same email address you submitted in the E-Request form in the Email Address field.
- 2) Click **“Join Now”**.
- 3) Click **“Run a temporary application”**.
- 4) Click the downloaded file.
- 5) Click **“Join Event”** to attend the meeting.



**Via Mobile/iPad :** Please fill in the details to register for live broadcast watching via the Webex Meetings application as follows:

- 1) Press **“Join”** button  
In case the shareholder never uses Webex Meetings before, press **“ACCEPT”** (Android OS) or **“I Accept”** (iOS).
- 2) Enter your name in the Name box and enter the same email address you submitted in the E-Request form in the Email Address box.
- 3) Press **“Accept”** to accept access for application.
- 4) Press **“Join”** to attend the meeting.



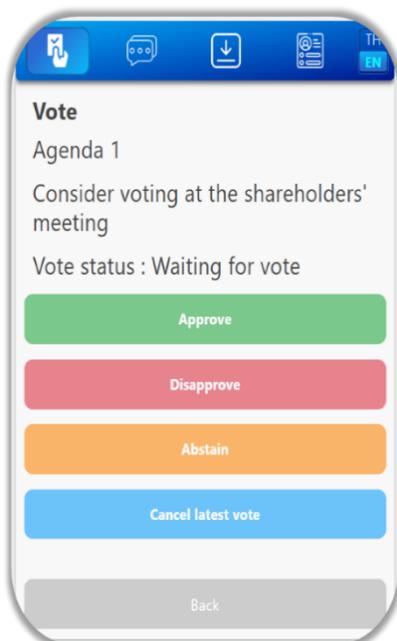
## E-Voting Procedures

### Via PC/Laptop

- 1) Click “**Continue**” on the “Multimedia Viewer” menu.
- 2) Enter the same **Username and Password** you received from your email or request **OTP** to login.
- 3) Click “**Login**”.
- 4) Click on the “**Voting**” menu or the  icon.
- 5) Select the agenda item that you wish to vote.
- 6) Click on the voting button of your determination.
- 7) The system will display the status of your latest vote determination.

### Via Mobile/iPad

- 1) Press the “**Participants**” menu or the  icon.
- 2) Press the “**Chat**” menu and choose the message from Inventech Connect (for Android) or press on the “**Chat**” menu or the  icon (for iOS).
- 3) Press the link for registration and voting.
- 4) Then press “**Continue**”.
- 5) Enter the same **Username and Password** you received from your email or request **OTP** to login.
- 6) Press “**Login**”.
- 7) Press the “**Voting**” menu or the  icon.
- 8) Select the agenda item that you wish to vote.
- 9) Press the voting button of your determination.
- 10) The system will display the status your latest vote determination.



**To cancel your latest vote, please click the button**

**Cancel latest vote**

(This means that if the “Cancel latest vote” option is selected or nothing is selected, the system will consider the votes as “Approve”.)  
**You can change your voting until the voting system is closed for that agenda item.**

## Step to ask questions via Inventech Connect Systems

Click on the “Ask a question” menu or the



icon

### Sending questions via messages

- 1) Select the agenda item that you wish to ask a question.
- 2) Type the question and then click “Send”



### Asking questions via video or voice

- 1) Select the agenda item that you wish to ask a question.
- 2) Click on the “Get queue ask the question via video” button or the icon.
- 3) Enter the name you use on Webex
- 4) Click “**Get the queue**” or the **Get the queue** icon
- 5) Please wait for the signal from the staff to ask questions in the Chat channel.

Get queue ask the question via video 

Get the queue

## Installation Guide for Webex Meetings and How to use Inventech Connect



User Manual  
for E-Request



Installation Guide for  
Webex Meetings



User Manual for  
Inventech Connect Systems

### \*Usage Note

#### **For a proxy appointed by multiple shareholders**

The proxy can click on the “**Switch Account**” button to vote. Votes from the previous account will still be counted as a quorum.

#### **In case you wish to leave the meeting**

Click “**Leave Meeting**”. The system will remove the votes of shareholders/proxies from the remaining agenda items that have not yet been voted at the Meeting.