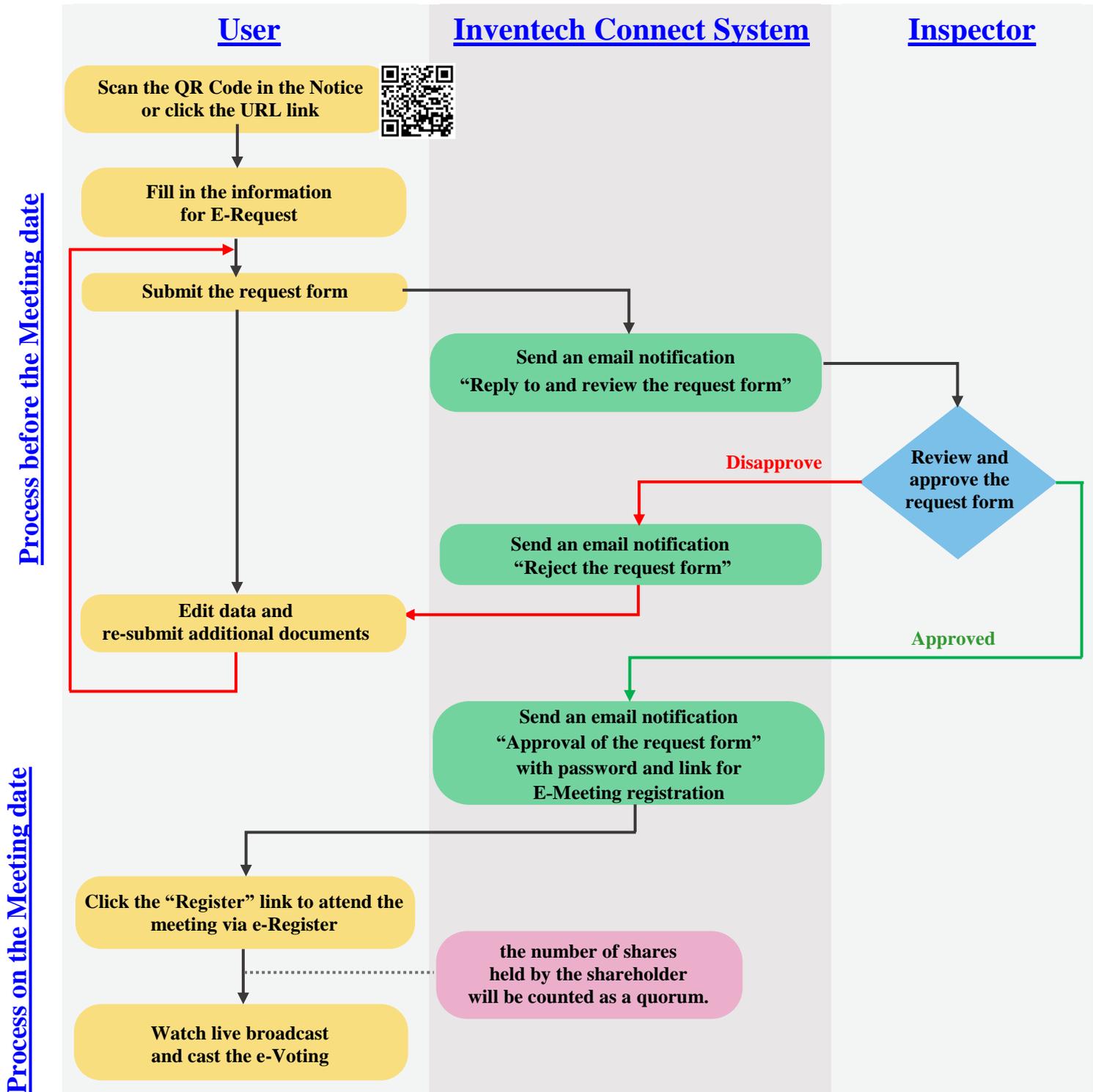


**Procedures for Submitting Meeting Attendance Request Form (E-Request) and Using Electronic Meeting Systems (E-Meeting)**

Flowchart for E-Meeting Registration and Attendance



**In case of merging / switching accounts**

In case of submitting multiple request forms by filling in the same email and phone number, the system will merge all accounts. In case that the user has more than 1 account, please click "Change account" to switch between different accounts. In this case, the previous account will still be counted as a quorum.

**In case of leaving the meeting**

Attendees can click "Register for exit the quorum". The system will remove the votes of shareholders/proxies from the remaining agenda items that have not yet been voted at the Meeting.

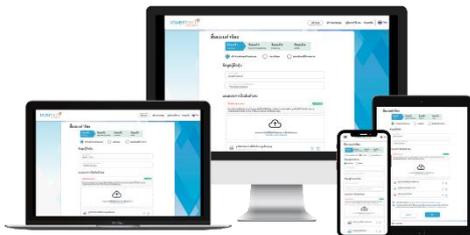
**Usage Note**

## 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://pro.inventech.co.th/SCGP169820R/#/homepage> or scan this QR Code to sign in, and follow the steps below:



**\*\* In case of merging accounts, please register with the same email and phone number. \*\***

- 1) Click the URL link or scan the QR Code in the Notice of the Annual General Meeting of Shareholders.
- 2) Select the options to process with 4 steps:
  - Step 1 Fill in the information
  - Step 2 Fill in the information for identity verification
  - Step 3 request OTP verification
  - Step 4 Upon completion, the system will display the information to verify the accuracy of information.
- 3) Please wait for an email informing you of the meeting details and Password.

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 19, 2024, at 08:30 hours** until the meeting is adjourned.
3. On the meeting date, the electronic conference system will be accessible on **Tuesday, March 26, 2024, 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 25, 2024**.

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

**Call:** 02-931-9133

**Line@:** @inventechconnect

The service will be available on March 19-26, 2024, at 08.30 – 17.30 hours.

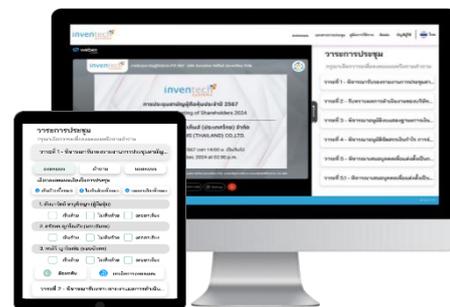
**(Only on working days, excluding public holidays and holidays)**



Report a problem

## Steps for Meeting Attendance Registration (e-Register) and Voting Procedures (e-Voting)

1. Click the registration URL link from the approval email and enter the **Email and Password** that you received from your email or request **OTP** to login
2. Click **“Register”**. The number of votes of this username will be counted as a quorum.
3. Click **“Join Attendance”**. Then, click **“Join Meeting”**
4. Select the agenda item that you wish to vote.
5. Click **“Vote”**
6. Click on the voting button of your determination.
7. The system will display the status of 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 System

1. Select the agenda item that you wish to ask a question
2. Click **“Question”** to ask a question via 2 channels:
  - 1) **Sending questions via messages**
    - Type the question and then click **“Send”**.
  - 2) **Asking questions via video and voice**
    - Click **“Conference”**.
    - Click **“OK”** to confirm the queue to ask a question.
    - Please wait for the signal from the staff until you are allowed to open microphone and camera to ask.

### How to use Inventech Connect



User Manual for e-Request



User Manual for e-Voting



Video for Inventech Connect system

**\*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 the internet speed of 2.5 Mbps (Recommended internet speed).
  - High Quality Video: should have the internet speed of 1.0 Mbps.
  - Standard Quality Video: should have the 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: Chrome (Recommended browser) / Safari / Microsoft Edge **\*\* Internet Explorer is not supported by the system.**