

Manual of the E-Meeting attending (Webex) and login to AGM E-Voting

1. Using the Webex meeting system





Installation guide and user manual for Webex system <https://qrgo.page.link/Cgv2B>
or scan QR code







1.1 Webex System Installation Instructions via PC / Laptop

1. Go to the website: <https://www.webex.com/downloads.html> or scan the QR Code;
2. Choose download Webex Meetings by clicking the "Download for Windows" button;
3. Double click the webexapp.msi file (can be found at Folder Download) to enter the installation page;
4. Enter the installation page, then click "Next";
5. Select "I accept the terms in the license agreement" and then click "Next";
6. Click the "Install" button, then wait for the installation for a moment and then click "Finish" button;
7. When the installation is complete, the "Cisco Webex Meetings" icon will appear on the desktop's screen

1.2 Steps to install Webex using Mobile Device

<u>For iOS</u>	<u>For Android</u>
<ol style="list-style-type: none"> 1. Access App Store  2. Go to the search icon or the "magnifying glass" symbol and type "Cisco Webex Meetings" and click "Search" button. 3. Then click the "Accept" button on the right to install the Cisco Webex Meetings Application or the symbol as shown in the picture  4. Specify a password or Touch ID to confirm application installation. 5. Then wait for a moment for installation. 6. When the installation is complete, the "Webex Meet" icon will be appeared on the phone's screen. 	<ol style="list-style-type: none"> 1. Access Play Store  2. Go to "Search for apps & games" and type "Cisco Webex Meetings" and click "Search" button. 3. Then click "Install" button on the right to install Cisco Webex Meetings Application or the symbol as shown in the picture.  4. Click "Accept" to confirm Application installation. 5. Then wait for a moment for installation. 6. When the installation is complete, the "Webex Meet" icon will be appeared on the phone's screen.

2. Using Inventech Connect (E-Voting)

<p>E-Voting manual for PC/Laptop</p>  <p>https://qrgo.page.link/KqnoP</p>	<p>E-Voting manual for IOS</p>  <p>https://qrgo.page.link/pgvit</p>
<p>E-Voting manual for Web Browser</p>  <p>https://qrgo.page.link/iZ3ka</p>	<p>E-Voting manual for Android</p>  <p>https://qrgo.page.link/vZ4rZ</p>

2.1 Steps for using Inventech Connect (E-Voting) via PC / Laptop are as follows:

1. Shareholders click the link to enter the meeting room in the approval notification email for using Inventech Connect (E-Voting).
2. Enter the Username and Password from the request approval notification email. Then click the "Sign in" button.
3. If the registration is successful, the registration information of the shareholder will be shown and it shall be deemed that the shareholder is complete the registration to attend the meeting, of which the numbers of shareholder' shares shall be counted as a quorum of the meeting.
4. "Event Information" will be pop-up on the screen, please fill in the following information on the right of the screen:
 - First name: Name of Shareholder or Proxy holder;
 - Last name: Registration Number of Shareholder, please note that the last name in case of proxy holder (*) will be appeared at the end of the registration number;
 - Email address: (use the same email as in the E-request for entering into the system)
 - Event password: the system will be default the password, no need to make any change;
 - then, press "Join Now"
5. Then, click "Run a temporary application" to access the Application Webex on PC / Laptop.
6. Click the "Join Event" button (green) to join the meeting via Application Cisco Webex Meeting.
7. The system will display 2 operation screens; one on the left showing live broadcasts or showing various results within the meeting. And, another one on the right which is for the Q&A and Multimedia Viewer functions showing the login page of the AGM e-Voting system.

8. Then click the "Continue" button (blue) on the right hand side of the Multimedia Viewer function. The system will display the login screen for the AGM e-Voting system. Enter the Username / Password from the approval notification email for the AGM e-Voting request and click the "Sign in" button.
9. After completing registration, shareholders may view which agenda may be voted by clicking the "Select Agenda" button.
10. Then, the system will show the status "Voting Status: Pending" to remind that the voting shall be waiting to vote in such agendas.
11. When shareholders wish to vote, choose the agenda to vote. Then the system will show all 4 voting buttons, as follows:
 1. Agree (green)
 2. Disagree (red)
 3. Abstain (orange)
 4. Do not submit vote (blue)

**If selecting "Do not submit vote" or "Abstain", the company will put your votes into the scores determined by the meeting. And, voting may be changed until that agenda ends voting results submission.*
12. Shareholders may check the votes of the agenda after the agenda has been closed for voting results submission by selecting the required agenda. After that, the system will display graphs and scores for that agenda.
13. * In the event that a shareholder has authorized multiple accounts, select the "User Icon" and click on the "Switch Account" button to access other accounts. Votes and quorum will not be removed from the meeting.
14. Shareholders may leave the meeting by selecting the "User Icon". And, click the "Leave Meeting" button.

**In this step, if the shareholder leave the meeting during the meeting, the system will remove the votes of the shareholder from the meeting on the agenda that has not yet been processed.*

2.2 Steps for using Inventech Connect (E-Voting) via Mobile

>> Screen 1, Live broadcast by the company

1. Shareholders must click the link to enter the meeting room from the notification approval email for AGM e-Voting request.
 2. Please fill in your username and password to sign in the "e-Register".
 3. If the registration is successful, the registration information of the shareholder will be shown and it shall be deemed that the shareholder is complete the registration to attend the meeting, of which the numbers of shareholder' shares shall be counted as a quorum of the meeting.
 4. The system shows the Event Information on display. Then, click "Join" button.
 5. Please fill in the information in "Display Name" and "E-mail address". Then, click "Ok".
 6. Click "Join" to attend the meeting via Application Cisco Webex Meeting.
- * This process is not the meeting registration. Therefore, the number of shares of shareholder is still not counted as a quorum*

** If shareholders would like to use the AGM e-Voting system via the mobile, switch the browser to use the 2nd screen as follows:

>> Screen 2: Using AGM e-Voting

1. Shareholders must click the link for registering to attend a meeting and to vote from the notification email for AGM e-Voting request or the URL for accessing the AGM e-Voting system.
2. Enter the Username and Password from the request approval notification email. Then click the "Sign in" button.
3. After completing registration, shareholders may view which agenda may be voted by clicking the "Select Agenda" button.
4. Then, the system will show "Voting Status: Pending" on the agenda which require voting.
5. When shareholders wish to vote, choose the agenda to vote. Then the system will show all 4 voting buttons, as follows:

- | | |
|---------------------|------------------------------|
| 1. Agree (green) | 2. Disagree (red) |
| 3. Abstain (orange) | 4. Do not submit vote (blue) |

***If selecting "Do not submit vote" or "Abstain", the company will put your votes into the scores determined by the meeting. And, voting may be changed until that agenda ends voting results submission.**

6. Shareholders may check the votes of the agenda after the agenda has been closed for voting results submission by selecting the required agenda. After that, the system will display graphs and scores for that agenda.
7. * In the event that a shareholder has authorized multiple accounts, select the "User Icon" and click on the "Switch Account" button to access other accounts. Votes and quorum will not be removed from the meeting.
8. Shareholders may leave the meeting by selecting the "User Icon". And, click the "Leave Meeting" button.
*** In this step, if the shareholder leave the meeting during the meeting, the system will remove the votes of the shareholder from the meeting on the agenda that has not yet been processed.**
9. The electronic meeting system will be opened for access on Friday 2, April at 07:30 hrs. (2 hour before the meeting starts). Shareholders or proxies must use the provided Username and Password and follow the system user manual.
10. The operation of the Webex and AGM e-Voting system depends on the internet capability of shareholders or proxies including device and/or its programs. Please use the following devices and/or programs to use the system:
 - Recommended internet speed should be at least 4 Mbps;
 - Mobile phones/tablet device with Android OS that supports all versions or IOS operating system that supports all versions;
 - Internet browser: Firefox or Chrome or Safari How to check the operating system version
 - Android: Choose settings or additional settings> About phone> Software information Or Android version;
 - IOS: Select Settings> General> About> Versions.

Remark:

1. Shareholders have to fill in the Username and Password received from E-mail for registration. The system will register and constitute a quorum at this step. (If a shareholder does not register to attend the meeting, the system will not count as a quorum and unable to vote including unable to watch the broadcast of the meeting)
If the shareholders press the button "Leave the meeting" during the meeting, the system will cut off the votes from the quorum.)
2. Shareholders have to prepare an E-mail for submitting a request form to receive
 1. Link for registration to attend the meeting
 2. Username and Password for attending the meeting.
3. Information entered in the system must be identical with the information as of the Record Date from Thailand Securities Depository Company Limited (TSD).

Contact 02-021-9125 if there is any problem

The service is available since March 24, 2021 until April 2, 2021 from 8:30 a.m. - 5:00 p.m.