

**Please study the details before the Meeting**

## **Guidelines for Attending the Annual General Meeting of Shareholders by Electronic Means**

### **Thoresen Thai Agencies Public Company Limited**

Due to the intensify situation of the new wave of COVID-19 outbreak, and according to the Bangkok Metropolitan Administrative announcement, dated 25 April 2021, Subject: Order of Temporary Closure of Premises (No.25), **the Company therefore will hold the 2021 Annual General Meeting of Shareholders by Electronic Means only on Monday, 10 May 2021 at 2:00 p.m.**, in which the Company will **NOT** provide onsite registration or voting on the meeting day. Thus, all Shareholders are requested to attend the meeting by Electronic Means.

The Company has engaged Inventech Systems (Thailand) Limited to provide the service and system for the meeting by Electronic Means, the system of Inventech Systems (Thailand) Limited has been reviewed for an information security standards of Electronic Meeting by Ministry of Digital Economy and Society. The Shareholders who would like to attend the meeting by Electronic Means please proceed in accordance to the following guidelines:

#### **Guidelines for Attending the e-Annual General Meeting of Shareholders by Inventech Connect**

1. The Shareholders must submit a request to attend the meeting by Electronic Means via Web Browser at <https://app.inventech.co.th/TTA003000R> or scan QR Code:



2. The Shareholders must prepare the following information to fill-in through the system:
  - (1) Citizen ID (Passport Number for foreigner) / Corporate ID
  - (2) Shareholders ID (Appear on a notification of meeting)
  - (3) Name
  - (4) Surname
  - (5) Share Number
  - (6) E-Mail
  - (7) Telephone Number
  - (8) Attached file
    - **For Shareholders who wish to attend the meeting by Electronic Means themselves, please attach the copy of Citizen ID (Identification Card) /Passport for foreigner and certified true copy, and upload into the system (a photo is also applicable to the system).**

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- **For Proxy holder**, please also attached the proxy forms with required documents.
3. After completely filled-in all required information and attachment, please select “I have read and agreed to comply with meeting attendance requirements, and meeting attendance requirements through Inventech Connect” then click “Accept on the term of service”.
  4. Then click to “Submit the request”.
  5. After completing the fourth step: An assigned administration team will proof the document. Once your request is approved, the shareholders will receive an email to notify on the followings 4 items:
    - (1) **Link of Registration for the meeting**
    - (2) **Username and Password** for e-Voting
    - (3) Link for download and installation of Cisco Webex Meeting Applications
    - (4) Link for user manual. **The shareholders can register on the system to attend the meeting on 10 May 2021 at 12.00 hours onwards. In case the request is rejected**, shareholders will receive an email to notify the reason of rejection, then the shareholders can resubmit through the system.
  6. For shareholders who would like to grant proxy or unable to attend the meeting, shareholders may consider appointing any person to act as your proxy or authorize one of the Company’s Independent Directors to attend and vote on your behalf. The Independent Director shall vote on each agenda item in accordance with votes cast by shareholder as specified in the proxy form.
  7. For shareholders who would like to attend the Meeting either through the Electronic Means by yourself or by their proxy who is not the provided Independent Directors of the Company, please note that the electronic registration will be opened from 4 May 2021 at 8:30 a.m. and the Company would request for coordination from shareholders to complete the electronic registration within 7 May 2021 at 5:30 p.m.
  8. For shareholders who authorize one of the Company’s Independent Directors provided to attend and vote on his or her behalf, please submit the proxy form together with required documents to the Company by postage to the following address. Such proxy form and required documents shall be delivered to the Company by 7 May 2021 at 5:00 p.m.

**Company Secretary**

**Thoresen Thai Agencies Public Company Limited**

**26/26-27 Orakarn Building, 8th Floor, Chidlom Alley, Ploenchit Road,**

**Lumpinee Sub-District, Pathumwan District, Bangkok 10330**

**Tel. 02-250-0569 Ext. 109, 276**

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**Manual to attend the Meeting by Electronic Means and login for Inventech Connect**

Cisco Webex Meeting and Inventech Connect for e-Voting systems support Web Browser for PC, iOS and Android. To access Cisco Webex Meeting and Inventech Connect, please follow the installation procedure and operation manual as below:

**1. Using Cisco Webex Meetings**

Installation Manual for Cisco Webex Meeting can be study via this link:

<https://qrgo.page.link/Cgv2B> or QR Code:





**1.1 Cisco Webex Meetings installation instruction via PC or Laptop**

1. Go to website: <https://www.webex.com/downloads.html> scan QR Code:-
2. Choose download Cisco Webex Meetings by clicking “Download for Windows” button.
3. Double click the Webexapp.msi (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”;
7. When the installation is completed, the “Webex” icon will appear on Desktop’s screen.





**1.2 Step to install Cisco Webex Meetings using Mobile Phone / Tablet Device**

**For iOS** (Version iOS 10.0 up)





1. Assess 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 completed, the “Webex Meet” icon will appear on the mobile phone / tablet’s screen.

**For Android** (Version Android 6.0 up)

1. Access Play Store 
2. Go to “Search for apps & games” and type “Cisco Webex Meetings” and click “search”.
3. Then click “Install” button on the right to install Cisco Webex Meetings Application on 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 completed, the “Webex Meet” icon will appear on the mobile phone / tablet’s screen.

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## 2. Using Inventech Connect System (for e-Voting)

<p>Manual for PC / Laptop</p>  <p><a href="https://qrgo.page.link/KqnoP">https://qrgo.page.link/KqnoP</a></p>	<p>Manual for iOS</p>  <p><a href="https://qrgo.page.link/pgvit">https://qrgo.page.link/pgvit</a></p>
<p>Manual for Web Browser</p>  <p><a href="https://qrgo.page.link/iZ3ka">https://qrgo.page.link/iZ3ka</a></p>	<p>Manual for Android</p>  <p><a href="https://qrgo.page.link/vZ4rZ">https://qrgo.page.link/vZ4rZ</a></p>

### 2.1 Steps for using Inventech Connect via PC/Laptop are as follow:

1. Shareholders **click the link to enter Registration for the meeting** in the approval notification Email for Inventech Connect.
2. Then the system will display information for e-Register. Fill-in the Username and Password that received by email, then click “Sign-in” button.
3. The system will display the shareholders’ registration information. **(At this step, the system will consider that the shareholders have successfully registered for the meeting and the number of shares of the shareholder to be counted as a quorum.)** Then click “Go to the registration page to watch the live broadcast via Cisco Webex Meetings Application”.
4. The system will display the “Event Information”: The Shareholders must fill-in the information on the right side of “Join Event Now” with the following details:
  - The system will display the shareholders’ name or proxies name in the “First Name” field.
  - The system will display the shareholders’ registration number in the “Last Name” field (in case of proxy, \* will display after the registration number.
  - Fill-in email address **(email address must be the same email that registered via e-Request.)**
  - In the “Event Password” the system will set the default value for Shareholders. There is no need to make any changes.
  - Then click “Join Now” button.

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5. After that, click “Run a temporary application” to access the Cisco Webex Meetings Application.
6. Click the “Join Event” button (green color) to join the meeting via Cisco Webex Meetings Application.
7. The system will display 2 operation screens; one on the left showing live broadcast or the results at the meeting and the right showing Q&A and Multimedia Viewer functions with the login page of Inventech Connect for e-Voting.
8. Then click the “Continue” button (blue color) on the right hand side of the Multimedia Viewer function. The system will display the login screen for Inventech Connect. For e-Voting function, fill-in the Username and Password that received by email, then click “Sign-in” button.
9. The system will display on “Select Agenda”, and Shareholders may view which agenda may be voted by clicking the “Select Agenda” (green color) in the left corner and at the bottom.
10. The system will display the agenda item being entitled to vote – “Voting Status: Pending”.
11. When Shareholders wish to cast vote, choose the agenda to vote. Then the system will show the “Voting Status: Pending.” Shareholders can press the following voting button “Approve (green color)” “Disapprove (red color)” and “Abstain (orange color)” according to their wishes. If the shareholders would like to cancel their previous vote, press “Cancel the previous vote (blue color)” button, which means their vote will switch back to a status of pending for voting.  
  
If the shareholders press “Cancel the previous vote” button or do not press any buttons to vote at any agendas, it is considered that the shareholders agree with such agenda. However, shareholders can change their vote until the closing of voting session for such agenda item.
12. Shareholders can conduct a review of their votes on an agenda basis. When the voting session is closed, select the agenda you want to review, and then the system will display a graph and a table showing voting information of the selected session.
13. In the event that a proxy holder has been authorized by multiple accounts, select “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 “Leave Meeting” button.

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- In case the shareholder would like to cast their vote and leave the meeting before the meeting adjourns, please cast and submit the vote for each agenda before closing the browser without pressing “Leaving Meeting” button.
- In case the shareholder leaves the meeting by pressing “Leaving Meeting” button, his/her shares will neither be counted as a quorum nor his/her previously submit vote on the agenda that voting has not yet been voted and submitted, will be recorded after pressing “Leaving Meeting” button.

**2.2 Steps for using Inventech Connect for e-Voting via Mobile Phone / Tablet Device**

>>Screen 1: Live Broadcast by the Company

1. Shareholders **click the link to enter Registration for the meeting** in the approval notification email for Inventech Connect.
2. After that the system will display the e-Register page, the shareholders must fill-in Username and Password that received by email, the click “Sign-in”.
3. Upon successful registration, the system will display shareholder registration information.  
(At this step, the system will consider that the shareholders have successfully registered for the meeting and the number of shares of the shareholder to be counted as a quorum.) Then click to registration page to join the meeting via Cisco Webex Meetings Application.
4. The system will display Event Information, then click “Join”
5. Then fill-in information in the display field “Name” and “Email Address”, then click “OK”
6. Click “Join” (green) to attend the meeting via Cisco Webex Meetings Application.

**If shareholders, who access via mobile phone / tablet device, wish to use Inventech Connect for e-voting, switch the browser to use the second Screen as below:**

>>Screen 2: Using Inventech Connect

1. Shareholders must **click the link for registration (For Shareholders who do not want to view the live meeting)** from the notification email for Inventech Connect or URL for e-Voting function which was sent from Administrator via “Chat” function in Cisco Webex Meetings Application.
2. Fill-in Username and Password received from the request approval notification email, then click “Sign in” button.
3. The system will display “Select Agenda” icon, and shareholders may conduct a view of their votes on an agenda basis by clicking the “Select Agenda” (green) in the left corner and at the bottom.

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4. The system will display the agenda item being entitled to vote – “Voting Status: Pending”.
5. When Shareholders wish to cast vote, choose the agenda to vote. Then the system will show the “Voting Status: Pending.” Shareholders can press the following voting button “**Approve (green color)**” “**Disapprove (red color)**” and “**Abstain (orange color)**” according to their wishes. If the shareholders would like to cancel their previous vote, press “**Cancel the previous vote (blue color)**” button, which means their vote will switch back to status of pending for voting.  
If the shareholders press “**Cancel the previous vote**” button or do not press any buttons to vote at any agendas, it is considered that the shareholders agree with such agenda. However, shareholders can change their vote until the closing of voting session for such agenda item.
6. Shareholders can conduct a review of the votes on an agenda basis. When the voting session is closed, select the agenda you want to review, and then the system will display a graph and a table showing voting information of the selected session.
7. In the event that a shareholder has been authorized by multiple accounts, select “User Icon” and click on the “Switch Account” button to access other accounts. Upon the switching, votes and quorum will not be removed from the meeting.
8. Shareholders may leave the meeting by selecting the “User Icon” and click “Leave Meeting” button.
  - In case the shareholder would like to cast their vote and leave the meeting before the meeting adjourns, please cast and submit the vote for each agenda before closing the browser without pressing “**Leaving Meeting**” button.
  - In case the shareholder leaves the meeting by pressing “**Leaving Meeting**” button, his/her shares will neither be counted as a quorum nor his/her previously submit vote on the agenda that voting has not yet been voted and submitted, will be recorded after pressing “**Leaving Meeting**” button.

**3. The electronic conference system will be opened on 10 May 2021 at 12:00 p.m.  
(2 hours before the opening of the meeting)**

Shareholders or proxy holders shall use the provided Username and Password and follow the instruction manual to access the system.

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**4. The functionality of the electronic conferencing system (Cisco Webex Meetings) and Inventech Connect (e-Voting) is dependent on the internet system supported by shareholders or proxy holders including equipment and/ or program of the device.**

Please use the device and/or the following programs to operate the system.

- Recommended internet speed should be at least 4 Mbps;
- Mobile phones/tablet devices with Android operating system that supports android 6.0 version or above, or mobile phones/tablet devices with IOS operating system that supports IOS 10.0 version or above;
- Desktop computer/notebook with Window operating system that supports Window 7 or above, or desktop computer/notebook with MAC operating system that supports OS X 10.13 or above;
- Internet Browser: Firefox or Chrome (recommended) or Safari.

**How to check the operating system version**

- For Android: Choose settings or additional settings > About Phone > Software or Android version information;
- For iOS: Selecting Settings > General > About > Version

**Remark:**

1. The shareholders must fill-in the **Username** and **Password** that received by email for register and joining the meeting, at this procedure, it will be considered that the shareholders have already registered to attend the meeting, (if shareholders do not register to attend the meeting, your shares will not be counted as a quorum, and you cannot vote or watch the live meeting).
  - In case the shareholder would like to cast their vote and leave the meeting before the meeting adjourns, please cast and submit the vote for each agenda before closing the browser without pressing “**Leaving Meeting**” button.
  - In case the shareholder leaves the meeting by pressing “**Leaving Meeting**” button, his/her shares will neither be counted as a quorum nor his/her previously submit vote on the agenda that voting has not yet been voted and submitted, will be recorded after pressing “**Leaving Meeting**” button.
2. The shareholders must prepare the Email Address for e-Request to obtain **1. Link of Registration for the meeting 2. Username and Password** for attending the meeting.
3. The required information must be aligned with the information as of the Record Date that provided by Thailand Securities Depository Co., Ltd (TSD).



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**For a troubleshooting related to the system, please contact Inventech Call Center**

**Telephone No. : 02-096-9366 (2 Lines),**

**the service will be available from 4-7 May 2021 from 8:30 a.m. to 5:30 p.m.**

**(only for working days excluding national holidays and public holidays)**