Guidelines for attending of Electronic Meeting by Inventech Connect

Shareholders and proxies wishing to attend the Meeting can proceed according to the procedure for submitting the request form to attend the Meeting via electronic means as follows :

Step for requesting Username & Password from via e-Request system

1. The Shareholders must submit a request to attend the Meeting by Electronic Means via Web Browser at https://app.inventech.co.th/TTA095248R/#/homepage or scan QR Code [QR Code] and follow the steps as shown in the picture

1 Click link URL or scan QR Code in the notice of the Extraordinary General Meeting.

2 Choose type of request for request form to complete 4 steps as follows:

Step 1 Fill in the shareholder's information

Step 2 Fill in the information for verification

Step 3 Verify via OTP

Step 4 Upon successful transaction, the system will display information again to verify the accuracy.

** Merge user accounts, please use the same email and phone number **

3 Please wait for an email information detail of meeting and Password

2. For Shareholders who would like to attend the Meeting either through the electronic means by yourself or by proxy who is not the provided Independent Directors of the Company, please note that the electronic registration will be available on business days from 22 November 2023 at 8:30 hours and shall be closed on 29 November 2023 until the end of the Meeting.

3. The electronic conference system will be available on 29 November 2023 at 11:30 hours (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.

Appointment of Proxy to the Company's Directors

For Shareholders who authorize one of the Company's Directors to attend and vote on his or her behalf, the shareholders can submit a request to attend the Meeting by electronic means of the specified procedures or send the proxy form together with the required documents to the Company by mail to the following address. The proxy form and required documents shall be delivered to the Company by 24 November 2023 at 17.00 hours.

Thoresen Thai Agencies Public Company Limited

Company Secretary Department

26/26-27 Orakarn Building, 8th Floor, Soi Chidlom, Ploenchit Road, Lumpinee, Pathumwan, Bangkok 10330

If you have any problems with the software, please contact Inventech Call Center

📞 02-931-9130

LINE@ @inventechconnect

The system available during 22 – 29 November 2023 at 08.30 hours – 17.30 hours

📅 **(Specifically excludes holidays and public holidays)**

Report a problem
@inventechconnect

For using via PC/Laptop, not required to install application. For using via Mobile, installation steps are as follows.

For IOS Operating System

1. Go to Application App Store

2. Search Webex Meetings

3. Click "GET" for install application.

4. Please wait until to download is complete.

5. Finish the application has installed it will appear on your smart phone.
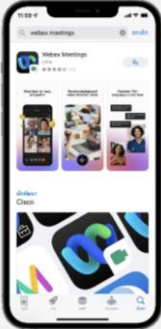
For Android Operating System

1. Go to Application Play Store

2. Search Webex Meetings

3. Click "INSTALL" to install application.

4. Please wait until the download is complete.

5. Finish the installed application icon will appear on your smart phone.

Step for registration for attending the Meeting (e-Register)

1. Click registration link URL for joining Meeting from email.

2. Insert username and password or request OTP to login.

3. Click "Register" button. The vote will be registered and counted as a quorum.

4. Then click "Join Attendance" button.

5. Click "Watch Meeting" button.

6. Click "Open Webex" button.

7. For PC/Laptop: Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows:

   7.1 Fill in the Name and Email Address to match the information you submitted in the request form.

   7.2 Click "Next" button.

8. Click "Join" button to watch the live broadcast.


6. For Mobile/iPad: Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows:

   6.1 Fill in the Name and Email Address to match the information you submitted in the request form.

   6.2 Click "OK" button.

7. Click "Allow" button to accept microphone access.

8. Click "Join" button to watch the live broadcast.

Step voting process (e-Voting)

For PC/Laptop

1. Click "Continue" button on menu "Multimedia Viewer".
2. Insert email and password that you received from your email or request OTP.
3. Click "Login" button.
4. Then click "Join" button.
5. Select agenda that you want to vote.
6. Click "Vote" button.
7. Choose your vote.
8. The system will display your latest vote status.
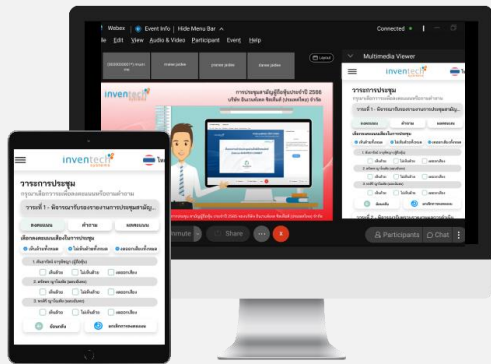
For Mobile/iPad

1. Click "Participants" or symbol 👤
2. Click menu "Chat" and choose message from Inventech Connect (Android) or click on "Chat" or Symbol 💬 (iOS)
3. Click link in the chat message.
4. Click "Continue" button.
5. Insert email and password that you received from your email or request OTP.
6. Click "Login" button.
7. Then click on "Join" button.
8. Select agenda that you want to vote.
9. Click "Vote" button.
10. Choose your vote.
11. The system will display your latest vote status.

To cancel the latest vote, please press the button "Cancel vote" (This means that your most recent vote will be equal to not voting, or your vote will be considered as default vote.) Shareholders can change the votes until the voting session is closed.

Steps to ask questions via Inventech Connect

➤ Select agenda.

➤ Click on "Question" button.

1 To ask a question

➤ Type the question then click "Send".

2 To ask a question via vdo conference

➤ Click "Conference" button.

➤ Click "OK" to confirm your queue.

➤ Please wait for the queue before turning on your microphone and camera.

Installation Guide for Webex Meetings and How to use Inventech Connect

User Manual e-Request

User Manual e-Voting

* Note: Operation of electronic means system and Inventech Connect systems relies on shareholder or proxy' internet system, including equipment and/or program of such equipment. Please use equipment and/or program as follows to use the system:

1. Internet speed requirements
   - High Definition Video: Must have internet speed at 2.5 Mbps (recommended internet speed)
   - High Quality Video: Must have internet speed at 1.0 Mbps
   - Standard Quality Video: Must have internet speed at 0.5 Mbps
2. Equipment requirements
   - Smartphone/Tablet with IOS or Android OS
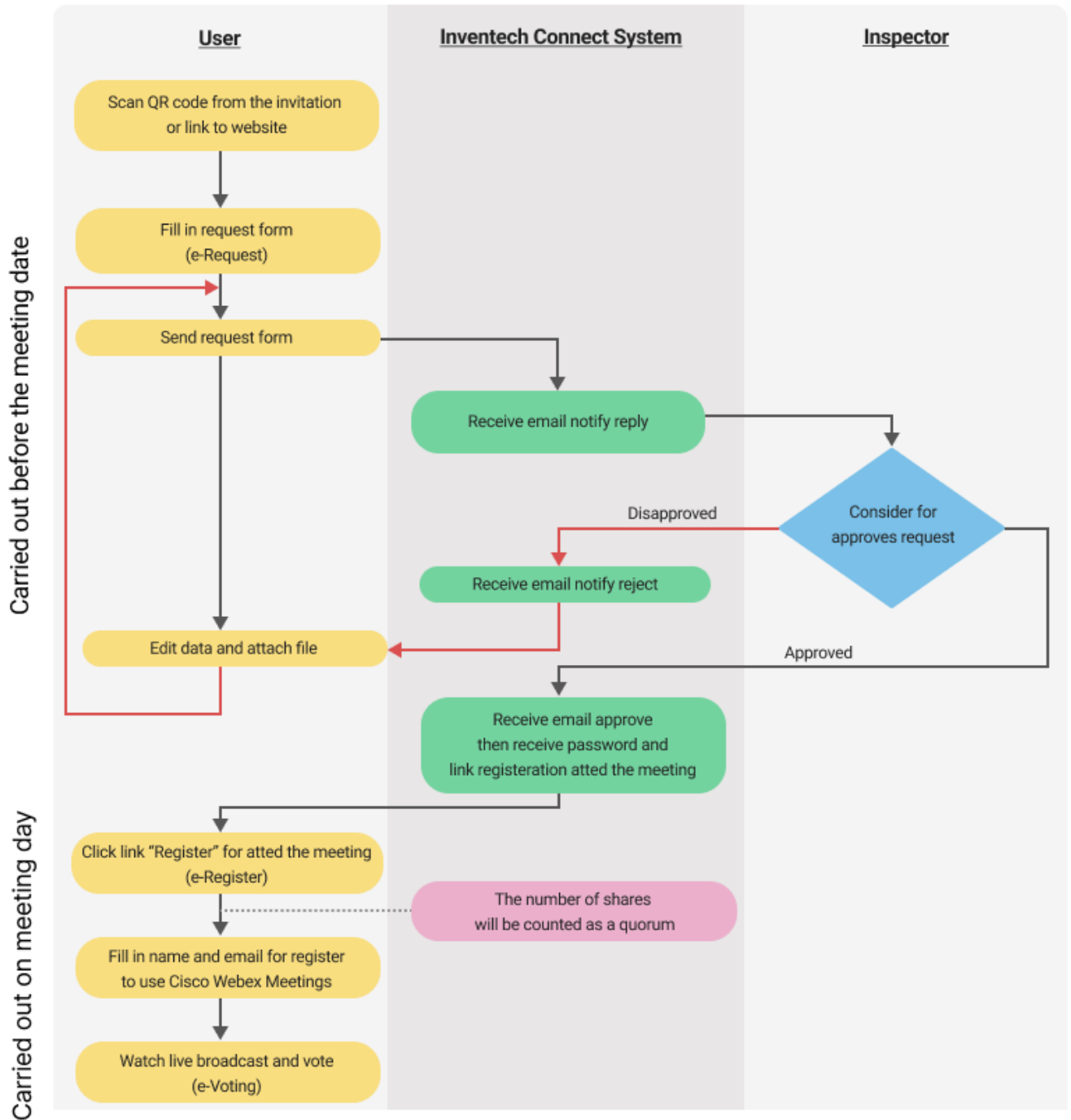   - PC/Laptop with Windows or Mac OS
3. Browser requirements: Chrome (Recommended) / Safari / Microsoft Edge

** The system does not support Internet Explorer.

You can check the supported device versions at https://help.webex.com/en-us/article/nki3xrq/Webex-Meetings-Suite-System-Requirements or scan the QR Code

Guidelines for attending e-Meeting

User	Inventech Connect System	Inspector

Carried out before the meeting date

- Scan QR code from the invitation or link to website
- Fill in request form (e-Request)
- Send request form
- Receive email notify reply
- Consider for approves request
- Disapproved → Receive email notify reject
- Edit data and attach file
- Approved → Receive email approve then receive password and link registeration atted the meeting

Carried out on meeting day

- Click link "Register" for atted the meeting (e-Register)
- The number of shares will be counted as a quorum
- Fill in name and email for register to use Cisco Webex Meetings
- Watch live broadcast and vote (e-Voting)

Condition of use

In case Merge account/change account

In case filing request multiple by using the same email and phone number, the systems will merge account or in case user has more than 1 account , you can click on "Change account" and the previous account will still count the base in the meeting.

In case Exit the meeting

Attendees can click on "Register for exit the quorum", the systems will be number of your shares out from the meeting base.