

**Guidelines for Meeting Registration, Attending the Meeting,
Asking questions or Making Comments, Proxy Appointments, Votes Casting, and Votes Counting**

1. Registration for attending the meeting

1.1 For shareholders and proxies attending the meeting at the meeting venue

The Company will open the document verification and registration counters starting at 12.00 hrs. onwards at Le Grand Ballroom, 7th Floor, Sofitel Bangkok Sukhumvit Hotel, no. 189 Sukhumvit Road, Klongtoey Nua Sub-district, Wattana District, Bangkok 10110. The details of transportation appear on the meeting venue's map (enclosure 11), and the required documents for the meeting registration are as follows:

1.1.1 Individual person

In the case of a shareholder attending the meeting in person

The original document of a valid photo-ID document issued by a governmental authority, such as a national identification card, a government official ID card, a driving license, an international driving license, a foreigner identification card, a passport, etc. (“**identification document**”).

In the case of a shareholder appointing a proxy to attend the meeting

- (a) Proxy Forms A or B (the forms which are enclosure to the notice of the Shareholders' Meeting) that are completely filled and signed by the grantor and the proxy, and affixed with THB 20 stamp duty;
- (b) A copy of the identification document of the grantor;
- (c) An original identification document of the proxy.

Copies of all documents must be certified true copies by the document owner.

An English translation must accompany the Documents that are not originally in English, with certified the accuracy of such translation by shareholders. If a document is prepared in a foreign country, it must be certified by a Notary Public.

1.1.2 Juristic person

In the case of authorized representatives of shareholders attending the meeting in person

- (a) A copy of the shareholder's Affidavit or Certificate of Incorporation issued by the Department of Business Development, Ministry of Commerce, or a competent authority of the country where

the juristic person is located, specifying current information of the name of the juristic person, the authorized signatory, conditions or restrictions on signing authority, and the address of the head office. Such documents must be issued no more than 1 year from the date in the Affidavit or Certificate of Incorporation to the date of the Shareholders' Meeting;

- (b) The original identification document of the authorized representative of the juristic person.

In the case of a shareholder appointing a proxy to attend the meeting

- (a) Proxy Forms A or B (the forms which are enclosure to the notice of the Shareholders' Meeting) that are completely filled and signed by the grantor and the proxy, and affixed with THB 20 stamp duty;
- (b) A copy of the shareholder's Affidavit or Certificate of Incorporation issued by the Department of Business Development, Ministry of Commerce, or a competent authority of the country where the juristic person is located, specifying current information of the name of the juristic person, the authorized signatory, conditions or restrictions on signing authority, and the address of the head office. Such documents must be issued no more than 1 year from the date in the Affidavit or Certificate of Incorporation to the date of the Shareholders' Meeting;
- (c) A copy of the identification document of the authorized representative of the juristic person;
- (d) An original identification document of the proxy.

Copies of all documents must be certified true copies as follows: (1) in the case of an individual person's document: the document owner certified true copy of his/her document, (2) in the case of a juristic person's document: certified true copy by the authorized representative of the juristic person together with the company's seal affixed (if any).

An English translation must accompany the Documents that are not originally in English, with certified the accuracy of such translation by the authorized representative of the juristic person. If a document is prepared in a foreign country, it must be certified by a Notary Public.

1.1.3 In the event that foreign shareholders authorize a custodian in Thailand as the depository and trustee

- (a) A Proxy Form C (the form which is enclosed to the notice of the Shareholders' Meeting) that is completely filled and signed by the grantor and the proxy, and affixed with THB 20 stamp duty;
- (b) A copy of the custodian business license;
- (c) A copy of the custodian's Affidavit or Certificate of Incorporation issued by the Department of Business Development, Ministry of Commerce, or a competent authority of the country where the juristic person is located, specifying current information of the name of the juristic person,

the authorized signatory, conditions or restrictions on signing authority, and the address of the head office. Such documents must be issued no more than 1 year from the date in the Affidavit or Certificate of Incorporation to the date of the Shareholders' Meeting;

- (d) A copy of the identification document of the authorized representative of the custodian;
- (e) A copy of the identification document of the proxy;
- (f) A copy of power of attorney from the shareholders for the custodian to sign the proxy form on their behalf (if any).

Copies of all documents must be certified true copies as follows: (1) in the case of an individual person's document: the document owner certified true copy of his/her document, (2) in the case of a juristic person's document: certified true copy by the authorized representative of the juristic person together with the company's seal affixed (if any).

An English translation must accompany the Documents that are not originally in English, with certified the accuracy of such translation by shareholders and/or authorized representatives of the juristic person (as the case may be). If a document is prepared in a foreign country, it must be certified by a Notary Public.

1.2 For shareholders and proxies attending via e-Meeting

The shareholders or proxies who wish to attend this Annual General Meeting of Shareholders via e-Meeting, are requested to submit in advance a request form for attending the meeting. Please read and follow the procedures for attending the Annual General Meeting of Shareholders for 2023 at the meeting venue and via e-Meeting (enclosure 9). The Company will open the registration system for submitting the request form for attending the meeting from 18th April 2023 to 27th April 2023, only on weekdays and working hours (8.30 – 17.30 hrs.) until the meeting finish. The required documents have to be prepared in advance for submitting the request form are as follows:

1.2.1 Individual person

In the case of a shareholder attending the meeting in person

A copy of a valid photo-ID document issued by a governmental authority such as a national identification card, a government official ID card, a driving license, an international driving license, a foreigner identification card, a passport, etc. (“**identification document**”).

In the case of a shareholder appointing a proxy to attend the meeting

- (a) Proxy Forms A or B (the forms which are enclosed to the notice of the Shareholders' Meeting) that is completely filled and signed by the grantor and the proxy, and affixed with THB 20 stamp duty;
- (b) A copy of the identification document of the grantor;
- (c) A copy of the identification document of the proxy.

Copies of all documents must be certified true copies by the document owner.

An English translation must accompany the Documents that are not originally in English, with certified the accuracy of such translation by shareholders. If a document is prepared in a foreign country, it must be certified by a Notary Public.

1.2.2 Juristic person

In the case of authorized representatives of shareholders attending the meeting in person

- (a) A copy of the shareholder's Affidavit or Certificate of Incorporation issued by the Department of Business Development, Ministry of Commerce, or a competent authority of the country where the juristic person is located, specifying current information of the name of the juristic person, the authorized signatory, conditions or restrictions on signing authority, and the address of the head office. Such documents must be issued no more than 1 year from the date in the Affidavit or Certificate of Incorporation to the date of the Shareholders' Meeting;
- (b) A copy of the identification document of the authorized representatives of the juristic person.

In the case of a shareholder appointing a proxy to attend the meeting

- (a) Proxy Forms A or B (the forms which are enclosed to the notice of the Shareholders' Meeting) that is completely filled and signed by the grantor and the proxy, and affixed with THB 20 stamp duty;
- (b) A copy of the shareholder's Affidavit or Certificate of Incorporation issued by the Department of Business Development, Ministry of Commerce, or a competent authority of the country where the juristic person is located, specifying current information of the name of the juristic person, the authorized signatory, conditions or restrictions on signing authority, and the address of the head office. Such documents must be issued no more than 1 year from the date in the Affidavit or Certificate of Incorporation to the date of the Shareholders' Meeting;
- (c) A copy of the identification document of the authorized representative of the juristic person;
- (d) A copy of the identification document of the proxy.

Copies of all documents must be certified true copies as follows: (1) in the case of an individual person's document: the document owner certified true copy of his/her document, (2) in the case of a juristic person's document: certified true copy by the authorized representative of the juristic person together with the company's seal affixed (if any).

An English translation must accompany the Documents that are not originally in English, with certified the accuracy of such translation by authorized representatives of the juristic person. If a document is prepared in a foreign country, it must be certified by a Notary Public.

1.2.3 In the event that foreign shareholders authorize a custodian in Thailand as the depository and trustee. Please use the same document as specified in no. 1.1.3.

The Company will refuse the registration and will not allow the shareholders or the proxies to attend the Shareholders' meeting in any of the following cases:

- a. The grantor or the proxy did not sign the proxy form;
- b. There is a change in material information to the proxy form without the grantor's signature certifying every change;
- c. A copy of the Affidavit or Certificate of Incorporation issued more than 1 year from the date in the Affidavit or Certificate of Incorporation to the date of the Shareholders' Meeting;
- d. The required identification documents of either the grantor or the proxy for the registration are incomplete.

Remark Shareholders can enquire additionally about the process or difficulties in registration for attending the meeting via e-Meeting at Inventech Call Center by the following channels:

-  0-2931-9130
-  @inventechconnect (the service available from 18th – 27th April 2023 at 08.30 – 17.30 hrs. (only on weekdays excluding public holidays).

2. Attending the meeting

2.1 For shareholders and proxies attending the meeting at the meeting venue

Shareholders or proxies who have already completed the registration can attend the meeting at Le Grand Ballroom, 7th Floor, Sofitel Bangkok Sukhumvit Hotel, at the areas arranged for shareholders and proxies.

The Company determines the measures and guidelines to prevent the spread of COVID-19 as follows:

2.1.1 The Company provides a box of snacks and beverages for shareholders and proxies upon the completion of registration. In this regard, please keep a physical distance while having the snacks

and beverages in front of the meeting room; consumption of the snacks in the meeting room is not allowed.

- 2.1.2 The Company provides adequate alcohol or hand sanitizers, especially in the participating areas.
- 2.1.3 The Company determines that every staff member has passed the Antigen Test Kit (ATK) screening before the meeting date, not exceeding 24 hours.
- 2.1.4 The Company requests the cooperation of shareholders and proxies to wear masks all the time in the meeting room (except when drinking water).

2.2 For shareholders and proxies attending via e-Meeting

- 2.2.1 On Thursday 27th April 2023, at 12.00 hrs. onwards (prior to the opening of the meeting 2 hours), shareholders or proxies can click on the link for registration to attend the meeting, as shown in the notification of approved email, to log in and use the Inventech Connect system.
- 2.2.2 Once logged into the Inventech Connect system, shareholders or proxies may press the button "Register to attend the meeting", which in this step will be deemed that shareholders or proxies have already registered to attend the meeting, and the shareholders' number of shares will be counted as a quorum.
- 2.2.3 In the event that the system crashes during the meeting, shareholders or proxies will be notified via email to resume the meeting via the reserved system.
- 2.2.4 Shareholders or proxies have to attend the meeting until the end of the agenda item and vote on each agenda item before the voting is closed for that agenda item. In the event that shareholders or proxies leave the meeting or log out from the system before the voting is closed on any agenda item, shareholders' votes will not be counted as a quorum, and will not be counted for the vote on that agenda item. However, leaving the meeting or logging out from the system of any agenda items will not deprive the shareholders or proxies of the right to return to the meeting and vote on the next agenda item.

3. Asking questions or making comments

Before voting for each agenda item, the Chairman of the meeting will give participants an opportunity to ask questions or make comments on issues related to the agenda item as appropriate. If shareholders or proxies wish to ask questions or make comments on the related matters, they can proceed as follows:

3.1 For shareholders and proxies attending the meeting at the meeting venue

- 3.1.1 The Company provides seats in the meeting room with the physical distance according to the government's relevant measures. The Company will give shareholders the right to enter the meeting room on a first-come, first-served basis. If the seats in the meeting room are fully occupied, the

Company reserves the right not to allow shareholders or proxies to enter the meeting room. In that case, the shareholders or proxies may attend the meeting via e-Meeting instead.

3.1.2 If the meeting participants wish to ask questions or make comments when the Company gives an opportunity for each agenda item, you can proceed as follows:

- (a) Please raise your hand to express your intention, and when the Chairman of the meeting allows the meeting participants to ask questions or make comments, the officer will bring a microphone to you. Prior to asking questions or making comments, you have to inform your first name, and last name, including status, i.e., either a shareholder or a proxy of which shareholder, so that the Company can record the information in the minutes of the meeting accurately; or
- (b) You can write down the questions or comments on the paper provided by the Company, and give it to the officer.

3.2 For shareholders and proxies attending via e-Meeting

3.2.1 Please select the “Ask a question” on the menu, select the agenda item where you would like to ask questions or make comments and press the “question” button. In the event that the meeting participants would like to ask questions via chat channel, they can type the question or comments and press the “Send” button.

3.2.2 In the event that the meeting participants wish to inquire via visual and audio systems, the meeting participants may press the menu “Ask questions via an electronic meeting system”, and then press “Agree” to confirm the queue. Once getting the signal to ask a question, the meeting participant’s camera and microphone should be turned on. Prior to asking a question, you have to inform your first name, and last name, including status, i.e., either a shareholder or a proxy of which shareholder, so that the Company can record the information in the minutes accurately.

In this regard, the Company will answer questions related to the meeting agendas’ items and will be voted on in the meeting room only. For the shareholders’ questions or other suggestions related to the meeting’s agenda items that are not answered in the meeting, the Company will summarize and respond to them in the appendix of minutes of the shareholders’ meeting, and will disclose them on the Company’s website within 14 days from the meeting date.

4. Proxy Appointments

The Company has prepared three prescribed proxy forms by the Business Development Department as follows:

- Proxy Form A is a general and simple form;
- Proxy Form B is the form with fixed and specific details of authorizing proxy;
- Proxy Form C is for foreign shareholders who authorize the Custodian in Thailand as the depository and trustee.

The Company delivered such proxy forms together with the notice of the Shareholders' Meeting (enclosure 7) for any shareholders who are unable to attend the meeting in person may consider granting a proxy to another person, or appoint an independent director of the Company as a proxy (enclosure 6) to attend and votes at the shareholders' meeting on their behalf. In addition, shareholders may download such proxy forms from the Company's website at <https://investor.thailife.com/en/document/shareholder-meetings>.

Moreover, the Company has facilitated the shareholders in sending proxy documents to the Company before the meeting date. The Company has prepared and enclosed a prepaid envelope with the notice of the Shareholders' Meeting, which you can be sealed and send to the Company by post without affixing a postage stamp. In the event that shareholders wish to attend the meeting via e-Meeting, you can submit the proxy documents during the registration process via e-Meeting as another channel, **by Friday, 21st April 2023 at 17.00 hrs.** for further preparation for the meeting.

4.1 Proxy for another person:

- 4.1.1 A grantor has to appoint and authorize only one proxy to attend the meeting and cast the votes on his/her behalf, and the number of shares held by such grantor cannot be split for more than one proxy in order to separate the votes.
- 4.1.2 The proxy form must be correctly filled in by a grantor and signed by both the grantor and the proxy.
- 4.1.3 If there is any change to the proxy form on any agenda, a grantor has to affix a signature to certify such change. Should there be no appearance of such signature, it will be deemed as "not entitled to vote" on such agenda item.

4.2 Appointment of the Company's independent directors as proxies

You can specify only one of the Company's independent directors who is designated as a proxy as follows:

- **Mr. Thirachai Phuvanatanarubala, Independent Director and Chairman of the Audit Committee**
Age: 71 years old.
Address: Thai Life Insurance Public Company Limited, Company Secretary Office, 8th floor, no. 123 Thai Life Insurance Building 1, Ratchadapisek Road, Din Daeng Sub-district, Din Daeng District, Bangkok 10400.

- **Miss Quanvari Pramroj na Ayudhya, Independent Director, Chairman of the Nomination and Remuneration Committee and Audit Committee Member**
Age: 54 years old.
Address: Thai Life Insurance Public Company Limited, Company Secretary Office, 8th floor, no. 123 Thai Life Insurance Building 1, Ratchadapisek Road, Din Daeng Sub-district, Din Daeng District, Bangkok 10400.

5. Votes casting

For casting votes for each agenda item, in accordance with the Company's Articles of Association, Article 43, 1 share shall be counted as 1 vote. A shareholder with a special interest in any matter proposed for a resolution shall not be entitled to vote on such matter, except for voting on the election of directors, which shall not be subject to any prohibitions.

In the event that a shareholder who appoints a proxy to attend the meeting on his/her behalf has marked in the proxy form his/her "approval", "disapproval", or "abstention" vote in compliance with the guidelines, the Company will record such votes as marked or specified by the shareholder in the system in advance, and will further combine such votes with other votes casting by shareholders attending the meeting at the meeting venue.

5.1 For shareholders and proxies attending the meeting at the meeting venue

5.1.1 For casting votes, the Company prepares the ballots for every shareholder's convenience to cast votes in the meeting. The ballots are divided into various agenda items with details already printed. On the agenda item having several sub-topics, the Company will propose to the meeting to resolve each sub-topic, e.g., agenda no. 5 To consider the election of directors in replacement of those whose term of office will expire, etc.

5.1.2 Casting votes in the ballots

(a) Shareholders who cast the votes as "disapproval" or "abstention", please mark in the ballots and affix your signature. Then, please raise your hand so that the Company's officer will collect the ballots for further counting the votes.

(b) Shareholders who cast the votes as "approval", please do not mark in the ballots or do not return the ballots to the officer. The Company will deduct the "disapproval" and "abstention" votes from the total number of votes of shareholders attending the meeting of that agenda item. Therefore, the remaining votes shall be the approved votes.

5.1.3 If a grantor does not specify his/her voting decision on an agenda item in the proxy form or if a voting decision specified therein is unclear, or there is any matter other than those specified in the proxy form which is to be considered and resolved in the meeting, the proxy will be entitled to consider and vote on such agenda item as the proxy deems appropriate.

5.1.4 Ballots will be deemed invalid as follows:

(a) The ballot did not have a shareholder's or a proxy's signature.

(b) The ballot has more than one mark (except the casting votes of the custodian).

(c) The ballot with a cross mark without a signature affixed, or specify unclear decisions.

(d) The ballot that voted in excess of the entitled votes.

5.2 For shareholders and proxies attending via e-Meeting

5.2.1 For each agenda item, the Chairman of the meeting will ask the meeting to cast votes via the e-Meeting system. The meeting participants have to select only one vote of “**Approval**”, “**Disapproval**”, or “**Abstention**”.

5.2.2 In the event that the meeting participant cancels his/her votes, or does not vote via the e-Meeting system within the period that the Company opens for voting, the Company will deem that the meeting participant vote “**approves**” on that agenda item.

6. Votes counting

6.1 The Company shall deduct disapproval and abstention votes from the total number of votes of shareholders attending the meeting and having the right to vote. The remainder shall be deemed as “**approval votes**”.

6.2 Typically, a majority vote of shareholders who attend the meeting and cast their votes will be applied. In case of equal votes, the Chairman of the meeting shall have a casting vote, except the agenda no. 6, To consider and approve the remuneration of directors for the year 2023 and the gratuity of directors, according to Paragraph 2 of Section 90 of the Public Limited Companies Act, B.E. 2535 (1992) (as amended) a vote of not less than two-thirds of the total number of votes of shareholders attending the meeting is required, and the agenda no. 8 To consider and approve the amendment of the Company's Articles of Association, according to the Company's Articles of Association, Article 56 a vote of not less than three-quarters of the total number of votes of shareholders attending the meeting and having the right to vote is required.

6.3 The Company will announce the meeting resolution of agenda items and will show voting results to the meeting as how many votes for “**approval**”, “**disapproval**”, “**abstention**”, and “**voided ballots**”. However, some agenda items may take a long time to count the votes, the Chairman of the meeting may request the meeting to consider the next agenda item first, for the continuation of the meeting, and the voting results will be announced in the meeting immediately when the officer finishes counting the votes.

Remark

- Shareholders can enquire about the registration method for attending the Annual General Meeting of Shareholders at the meeting venue by contacting the Company Secretary Office, telephone: 0-2247-0247 ext. 3813 at 08.30 – 16.00 hrs. (only on weekdays excluding public holidays).
- Shareholders can enquire additionally about the process or difficulties in registration for attending the meeting via e-Meeting at Inventech Call Center, by the following channels:



0-2931-9130



@inventechconnect (the service will be available from 18th – 27th April 2023 at 08.30 – 17.30 hrs. (only on weekdays excluding public holidays).

Procedures for attending the 2023 Annual General Meeting of Shareholders at the meeting venue and via E-Meeting

Procedures for attending the meeting at the meeting venue

- In the case of shareholders and proxies would like to attend the meeting at the meeting venue, they can proceed as follows:

Procedures for attending the meeting at the meeting venue

1. In case of shareholders attend the meeting in person:

- 1 Present the identification documents at the registration counter.
 - 2 Registration officer checks the documents, and proceeds with the registration.
 - 3 Receive ballots.
2. Join the meeting in the meeting room.
3. Cast vote(s) as you wish.

1. In case of proxies from shareholders:

- 1 Present the proxy documents at the document verification counter.
 - 2 Document verification officer verifies the documents.
 - 3 Present the verified document at the registration counter.
 - 4 Registration officer proceeds with the registration.
 - 5 Receive ballots.
2. Join the meeting in the meeting room.
3. Cast vote(s) as you wish.

Form 1: พิจารณาการรับรองรายงานการประจักษ์สามัญผู้ถือหุ้น ประจำปี 2566
ผู้ถือหุ้น : นางสมศรี สุขสมร
จำนวนหุ้นที่มีสิทธิออกเสียง : 200,000,000 หุ้น
เป็นด้วย (Approve)
ไม่เป็นด้วย (Disapprove)
งดออกเสียง (Abstain)
เลขหมาย INV_AGM 2023

Form 2: พิจารณาการถ่ายเงินเป็นผล ประจำปี 2566
จำนวน 0001*
เลขที่ : 200,000,000 หุ้น
(Approve)
(Disapprove)
(Abstain)
เลขหมาย INV_AGM 2023

Proxy Appointment to the Company's Independent Directors

A Shareholder who authorizes one of the Company's independent directors to attend and vote on his or her behalf, please submit the proxy form together with the supporting documents to the Company by post using the enclosed prepaid envelope to the notice of Shareholders' Meeting. Such proxy form and supporting documents shall be delivered to the Company by Friday 21st April 2023 at 17.00 hrs., or can submit the aforementioned proxy documents at the meeting venue.

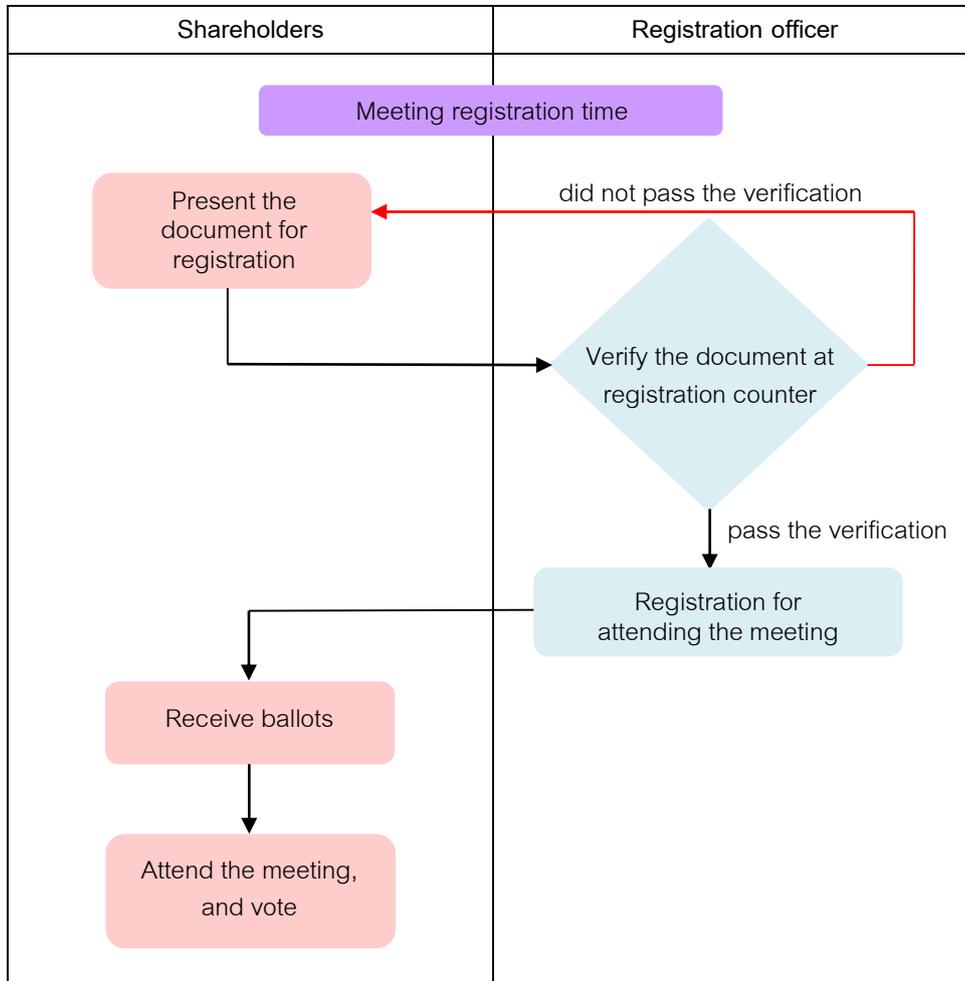
Thai Life Insurance Public Company Limited

Company Secretary Office, 8th Floor

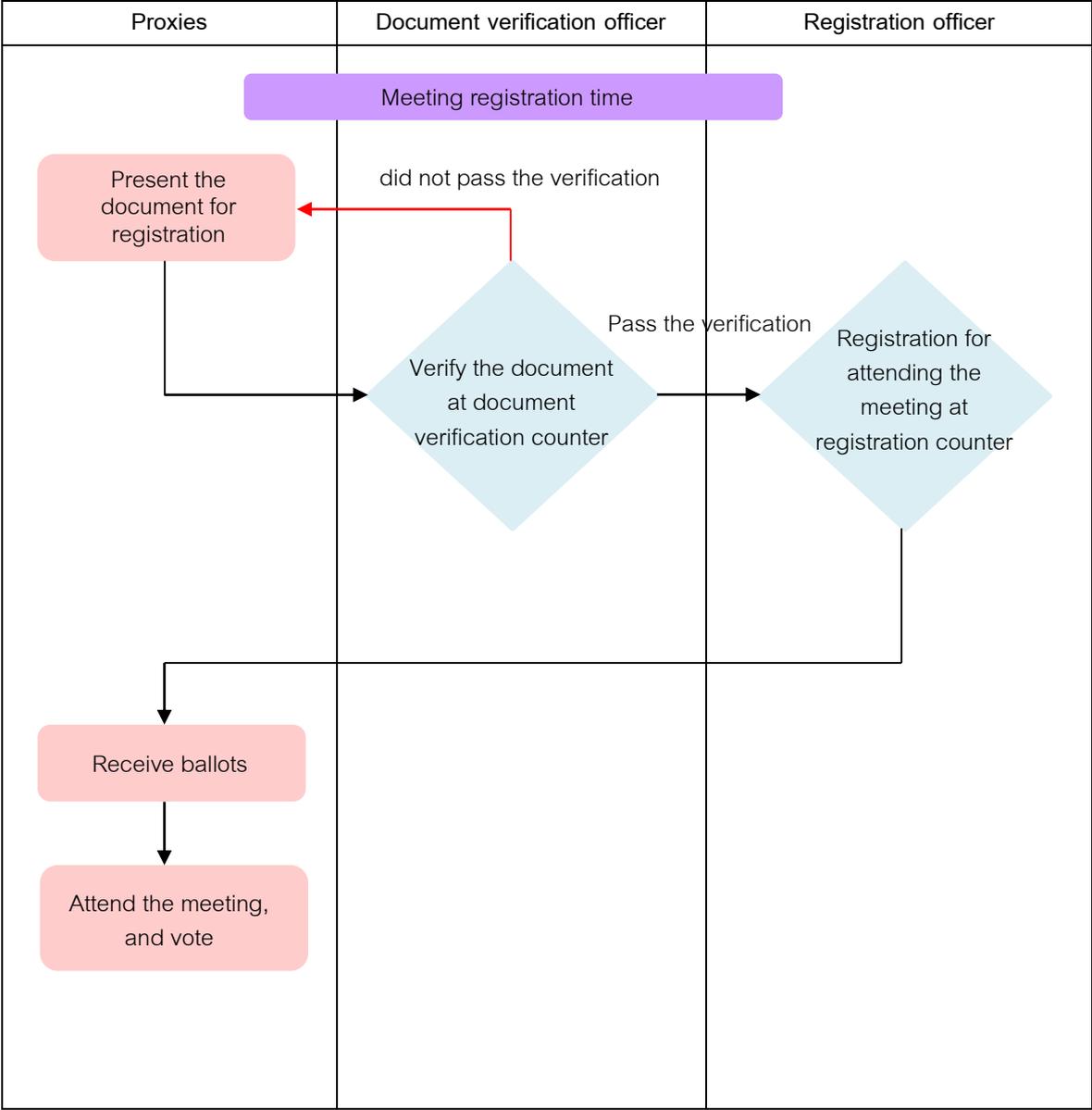
P.O. Box 123, Thaiprakanchiwit Post Office, Bangkok 10326

Flowchart of procedures for attending the meeting at the meeting venue

In case of shareholders attend the meeting in person



In case of proxies from shareholders

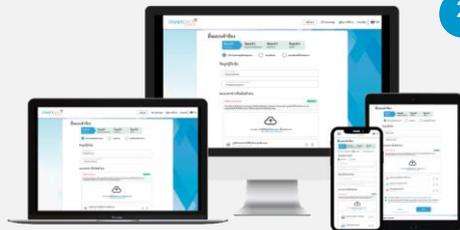


Procedures for attending the meeting via e-Meeting

- In the case of shareholders or proxies who would like to attend the meeting via e-Meeting, they can proceed according to the procedures as follows:

Procedures for requesting Username & Password via e-Request system

1. Shareholders must submit a request form to attend the meeting via e- Meeting through Web Browser at <https://app.inventech.co.th/TLI165705R> or scan QR Code  and follow the processes as shown in the picture.



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

- 1 Click link URL or scan QR Code in the Notice of the Shareholders' Meeting.
- 2 Choose type of request for submitting a request form and follow 4 processes as follows:
 - 1st process: Fill in the information of shareholder(s).
 - 2nd process: Fill in the information for identity verification.
 - 3rd process: Verify the identity via OTP.
 - 4th process: Finish the transaction successfully and the system will display information of shareholders again to verify the accuracy of the information.
- 3 Please wait for an email from the officer for the information details of the meeting and Password.

2. Shareholders who would like to attend the Meeting in person or by proxy (who is not the Company's independent directors) via e-Meeting, please note that the electronic registration will be available from 18th April 2023 at 8:30 hrs. until the end of the meeting on 27th April 2023.
3. The e-Meeting system will be available on Thursday 27th April 2023 at 12:00 hrs. (2 hours before the meeting starts). Shareholders or proxies shall use the provided Username and Password and follow the instruction of accessing system manual.

Proxy Appointment to the Company's Independent Directors

A Shareholder who authorizes one of the Company's independent director to attend and vote on his or her behalf, please submit the proxy form via e-Register or send the proxy form together with the supporting documents to the Company by post to the following address using the enclosed prepaid envelope to the notice of Shareholders' Meeting. Such proxy form and supporting documents shall be delivered to the Company by Friday 21st April 2023 at 17.00 hrs.

Thai Life Insurance Public Company Limited
Company Secretary Office, 8th Floor
P.O. Box 123, Thairakanchiwit Post Office, Bangkok 10326

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



0-2931-9130



@inventechconnect



The system will be available during 18th – 27th April 2023 at 08.30 – 17.30 hrs.
(Only on weekdays and excluding public holidays).



Report a problem
@inventechconnect

Installation Guide for Webex Meetings

Shareholders, who use PC/Laptop, do not need to install the application. However, shareholders who use mobile phone, please follow the installation processes as follows:

For iOS Operating System

- 1 Go to Application [App Store](#) 
- 2 Search for [Webex Meetings](#).



- 3 Click "GET" for installing the application.
- 4 Please **wait** until the download is completed.
- 5 **Finish** the application installation and the icon will appear on your smart phone.

For Android Operating System

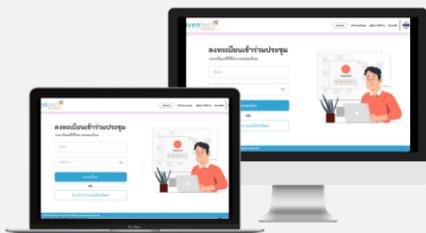
- 1 Go to Application [Play Store](#) 
- 2 Search for [Webex Meetings](#).



- 3 Click "INSTALL" for installing the application
- 4 Please **wait** until the download is completed.
- 5 **Finish** the application installation and the icon will appear on your smart phone.

Procedures for registration for attending the meeting (e-Register)

- 1 Click the registration link URL for attending the meeting from the approved email.
- 2 Fill in Username and password or request for OTP to login.
- 3 Click "Register" button and the system will register and counted as a quorum.
- 4 Then click "Join Attendance" button.
- 5 Click "Watch Meeting" button



- 6 Click "Open Webex" button shown on the screen.
- 7 In case of using PC/Laptop: Please fill in the details to register for watching the live broadcast via the Webex Meetings Application as follows:
 - 7.1 Fill in the Name and Email Address to match the information that you submitted the request form.
 - 7.2 Click "Next" button.
- 8 Click "Join" button to watch the live broadcast meeting.

- 9 In case of using Mobile/iPad: Please fill in the details to register for watching the live broadcast via the Webex Meetings Application as follows:
 - 9.1 Fill in the Name and Email Address to match the information that you submitted the request form.
 - 9.2 Click "OK" button.
- 10 Click "Allow" button for accessing the microphone.
- 11 Click "Join" button to watch the live broadcast meeting.



Procedures for e-Voting

In case of using PC/Laptop

- 1 Click "Continue" button on menu "Multimedia Viewer".
- 2 Fill in email and password that you received from your email or request for OTP.
- 3 Click "Login" button.
- 4 Then click "Join Attendance" button.
- 5 Select the agenda of the meeting that the Company determines.
- 6 Click "Vote" button.
- 7 Vote as you wish.
- 8 The system will display the results of your latest vote that you select for voting.



In case of using Mobile/iPad

- 1 Click "Participants" menu or symbol .
- 2 Click "Chat" menu and choose message from Inventech Connect (for Android), or click "Chat" menu or symbol  (for iOS).
- 3 Click the link for "Voting and asking questions".
- 4 Click "Continue" button.
- 5 Fill in email and password that you received from your email or request for OTP.
- 6 Click "Login" button.
- 7 Then click "Join Attendance" button.
- 8 Select the agenda of the meeting that the Company determines.
- 9 Click "Vote" button.
- 10 Vote as you wish.
- 11 The system will display the results of your latest vote that you select for voting.

If shareholders would like to cancel the latest vote, please click the button "Cancel latest vote" (this means that your most recent vote will be equivalent to not voting). Shareholders can change the voting until the closing of voting session for such agenda item. If the meeting participant cancels his/her votes or does not vote via the e-Meeting system within the voting session, the Company considers that the meeting participant "approves" that agenda item.

Procedures for asking questions via Inventech Connect

- Select the agenda of the meeting that the Company determines.
- Click "Question" button.



- 1 Asking question(s).
 - Type the question(s) and then click "Send".
- 2 Asking question(s) via video conference.
 - Click "enquire via video conference".
 - Click "OK" for confirming your queue.
 - Please wait for the queue from the officer before you can turn on the microphone and the camera.

Installation guides for Webex Meetings and the User Manual for Inventech Connect



User Manual of e-Request



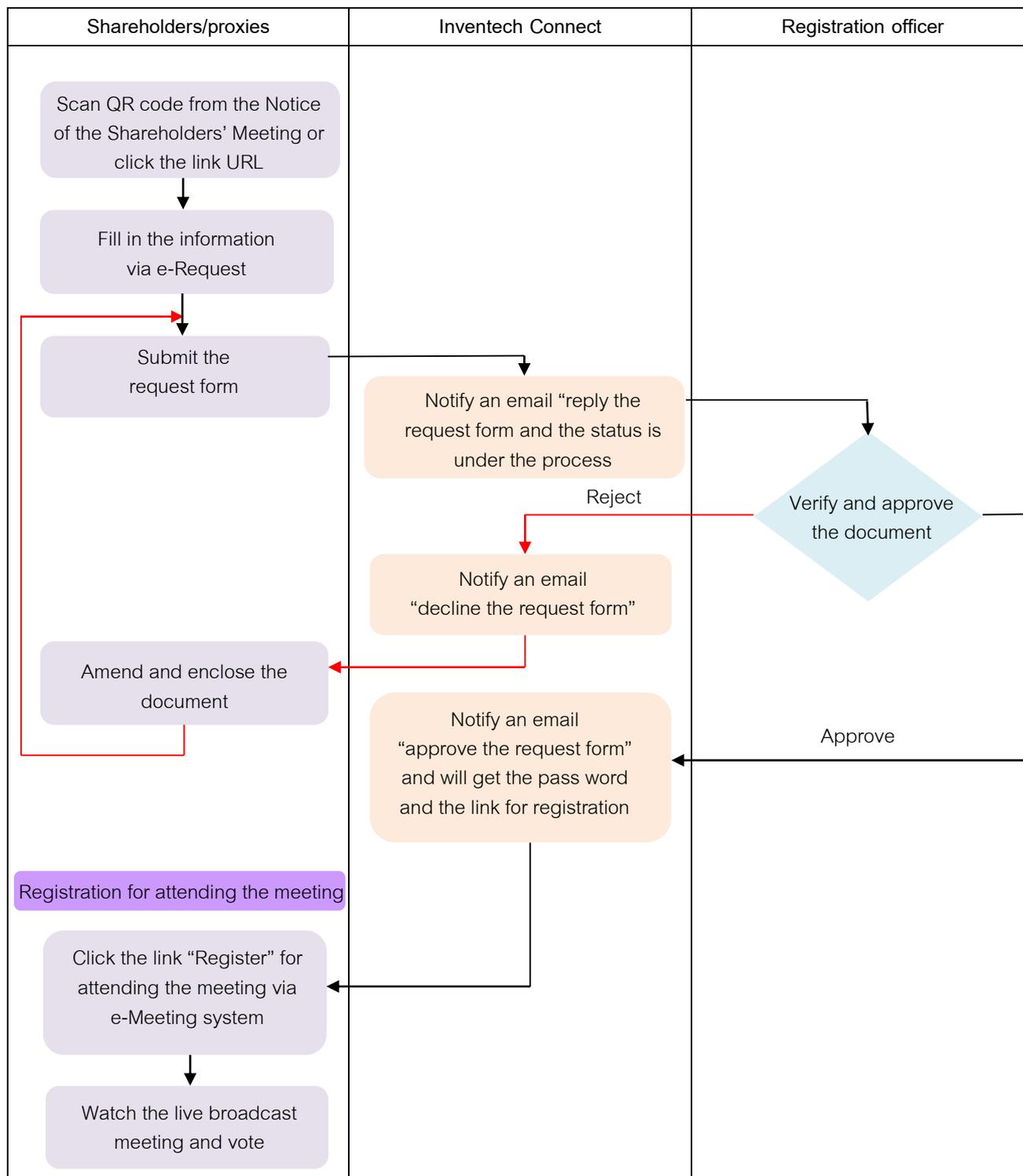
User Manual of e-Voting

* Remark: Operation of the e-Meeting system and Inventech Connect system depends on the internet capability of shareholders or proxies including the device and/or program of the device. Please use the device and/or the following programs to operate the system as follows:

1. Internet speed requirements
 - High-Definition Video: Minimum internet speed of 2.5 Mbps (recommended internet speed).
 - High Quality Video: Minimum internet speed of 1.0 Mbps.
 - Standard Quality Video : Minimum internet speed of 0.5 Mbps.
2. Device requirements.
 - Smartphone/Tablet with iOS or Android.
 - PC/Laptop with Windows or Mac.
3. Internet browser: Chrome (recommended) / Safari / Microsoft Edge.

** The system does not support internet explorer.

Flowchart of procedures for attending the meeting via e-Meeting



The conditions for using the system

Merge user accounts/change the account

If submitting the request form for multiple shareholders by using the same email and mobile phone number, the system will merge the user accounts or if the proxy uses more than 1 user account, such proxy can press the "Switch Account" button to log into other accounts, and the votes and the meeting quorums of previously used accounts will still be included as the base number of votes.

Leave the meeting

The meeting participants can press the button "register to leave the quorum" and your votes will be immediately removed from the meeting for the remaining agenda items.