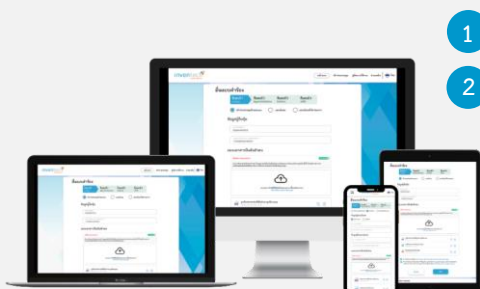# Guidelines for attending of Electronic Meeting by Inventech Connect

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 media 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://pro.inventech.co.th/XPG115466R/#/homepage or scan QR Code and follow the steps as shown in the picture

1 Click link URL or scan QR Code in the letter notice Annual General Meeting

2 Choose type request for request form to 4 steps

Step 1 Fill in the information, shareholder's information

Step 2 Fill in the information for verify

Step 3 Verify via OTP

Step 4 Successful transaction, The system will display information again to verify the exactitude of the information

** Merge user accounts, please using 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 someone who is not the provided independent directors, please note that the electronic registration will be available from 19 April 2024 at 8:30 a.m. and shall be closed on 26 April 2024 Until the end of the meeting.

3. The electronic conference system will be available on 26 April 2024 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.

Appointment of Proxy to the Company's Directors

For Shareholders who wish to authorize one of the Company's Independent Directors to attend and vote on his or her behalf,shareholders can submit a request form via Electronic Means according to 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 19 April 2024 at 5.00 p.m.

XSpring Capital Public Company Limited

Company Secretary Office

No. 59 Siri Campus, Building D, 2nd Floor, Soi Rim Khlong Phra Khanong, Phra Khanong Nues Sub-district, Vadhana District, Bangkok 10110

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

📞 02-931-9136

LINE@ @inventechconnect

📅 The system available during 19 – 26 April 2024 at 08.30 a.m. – 05.30 p.m.
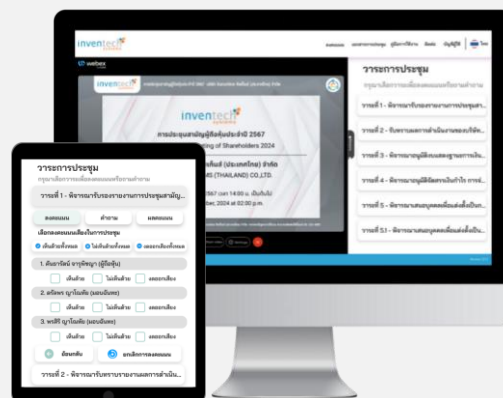
(Specifically excludes holidays and public holidays)
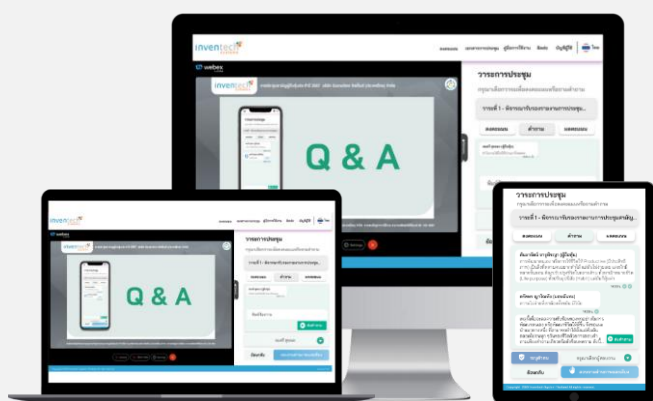
Report a problem

@inventechconnect

Step voting process (e-Voting)

1. Get email and password that you received from your email or request OTP

2. Click on "Register" button, subsequently, the system will register and count as a quorum.

3. Click on "Join Attendance", then click on "Join Meeting" button

4. Select agenda

5. Click on "Vote" button

6. Click the voting button as you choose

7. The system will display status your latest vote

To cancel the last vote, please press the button "Cancel latest vote" (This means that your most recent vote will be equal to not voting, or your vote will be determined by the agenda result) Shareholders can change their votes until the system closes for voting on such agenda.

Step to ask questions via Inventech Connect

▶ Select which agenda

▶ Click on "Question" button

1. Ask a question

   ▶ Type the question then click "Send"

2. Ask the question via video

   ▶ Click on "Conference"

   ▶ Click on "OK" for confirm your queue

   ▶ Please wait for the queue for you then your can open the microphone and camera

How to use Inventech Connect
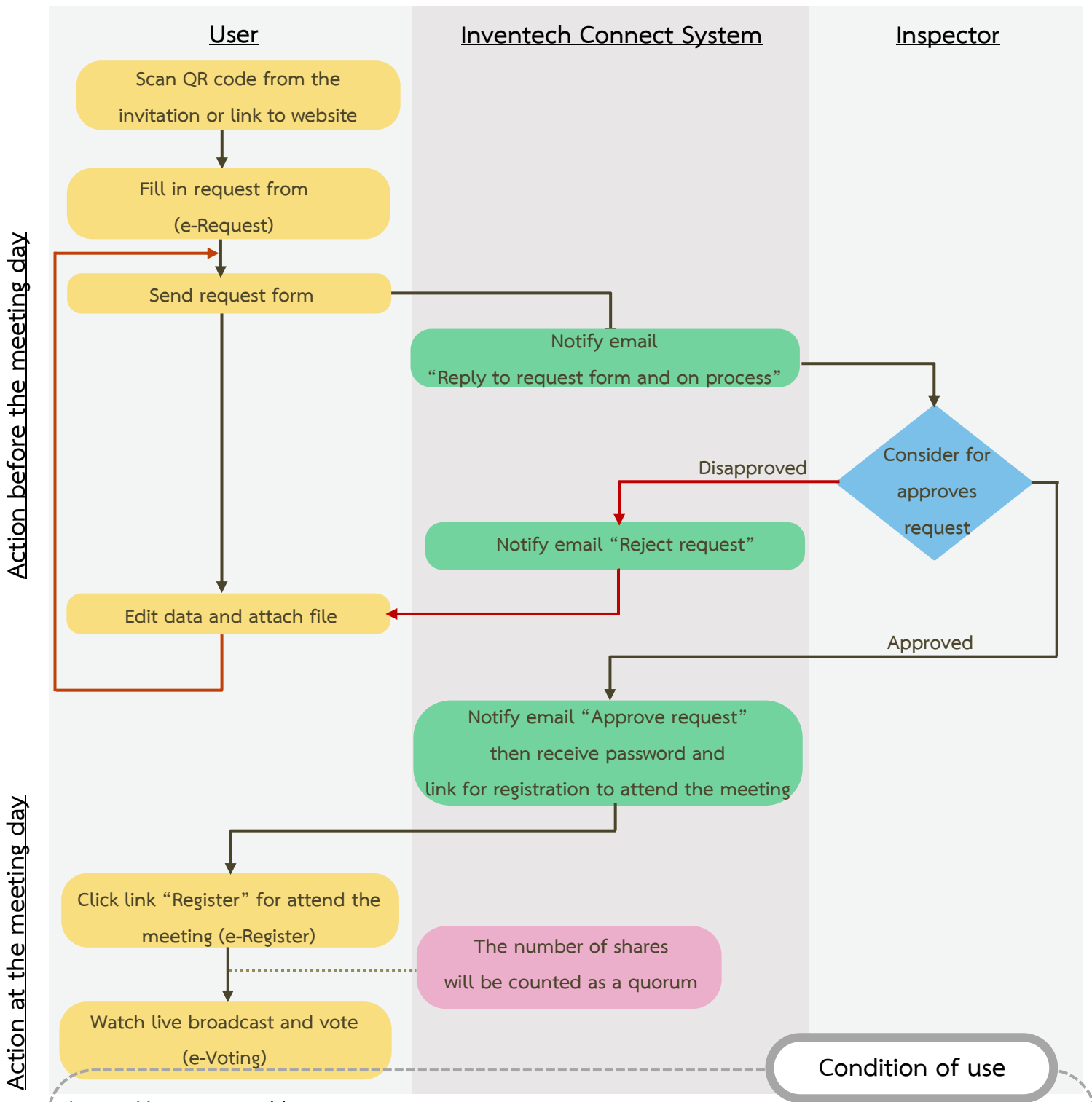
User Manual e-Request

User Manual e-Voting

Video of using Inventech Connect

* Note   Operation of the electronic conferencing system and Inventech Connect systems depends on the supported internet system, including equipment and/or program, of the shareholder or proxy. Please use equipment and/or program as the follows to use systems.

    1. Suggested Internet speed
- High-Definition Video: Should have internet speed at 2.5 Mbps (Speed internet that recommend).
- High Quality Video: Should have internet speed at 1.0 Mbps.
- Standard Quality Video: Should have internet speed at 0.5 Mbps.

    2. Equipment requirements.
- Smartphone/Tablet that use IOS or android OS.
- PC/Laptop that use Windows or Mac OS.

    3. Requirement Browser Chrome (Recommend) / Safari / Microsoft Edge ** The system does not supported internet explorer.

Steps for joining a meeting via electronic means (e-Meeting)

User	Inventech Connect System	Inspector

Action before the meeting day

Scan QR code from the invitation or link to website

↓

Fill in request from (e-Request)

↓

Send request form

→ Notify email "Reply to request form and on process"

→ Consider for approves request

Disapproved → Notify email "Reject request"

→ Edit data and attach file

Approved → Notify email "Approve request" then receive password and link for registration to attend the meeting

Action at the meeting day

Click link "Register" for attend the meeting (e-Register)

The number of shares will be counted as a quorum

↓

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 number of shares of the previous account will still be counted in the meeting.

In case Exit the meeting

Attendees can click on "Register for exit the quorum", number of your shares will be removed from the meeting for every agenda that has not yet been processed.