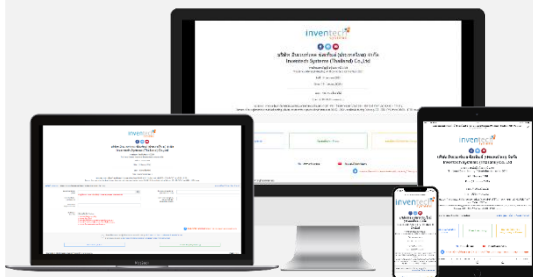# Guidelines for attending Electronic Meeting by Inventech Connect

Shareholders and proxies who wish to attend the meeting can proceed the following procedure for submitting the request form to attend the meeting via electronic media:

To request Username & Password from e-Request system

1. Shareholders must submit a request to attend the meeting by Electronic Means via Web Browser at
https://app.inventech.co.th/MINT175723R or scan QR Code and follow the steps as shown below:

1 Click link URL or scan QR Code ⬆

2 Shareholders choose type to submit a request form (Attend in person or Proxy)

3 Fill in the information (e-mail, ID No., Shareholder ID, No. of shares, Name, Surname, Tel. No. and Attach required document)

4 ☑ check box to agree to the Terms and Conditions

5 Click "Request" button

6 Notifying message will be sent to the specified e-mail to inform Username & Password and meeting details

** 1 email account per 1 shareholder ID**

2. Shareholders who would like to attend the Meeting through the Electronic Means either in person or by proxies who is not the provided independent directors, please note that the electronic registration **to request Username & Password** will be available from 8 April 2022 at 8:30 a.m. and shall be closed on 22 April 2022 until the meeting is adjourned.

3. The electronic conference system will be available on 22 April 2022 at 11:00 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 authorize one of the Company's Directors to attend and vote on his/her behalf, please submit the proxy form together with required documents to the Company by registered mail to the following address. Such proxy form and required documents shall be delivered to the Company by 21 April 2022 at 5.00 p.m.

Minor International Public Company Limited

Corporate Secretary Department

88 The Parq Building, 12th Fl. Ratchadaphisek Road,

Klongtoey Subdistrict, Klongtoey District, Bangkok 10110

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

📞 02-931-9132

LINE@ @inventechconnect

📅 The system available during 8 – 22 April 2022 at 08.30 a.m. – 05.30 p.m.

(Specifically excludes holidays and public holidays)
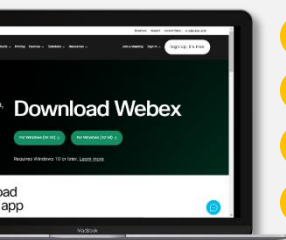
Report a problem

Installation Guide for Webex Meetings

For IOS Operating System

1 Go to Application App Store

2 Search Webex Meetings

3 Click "GET" to install application

4 Please wait until the downloading is completed

5 Finish. The application has been installed. Icon "Webex Meetings" will appear on your device.

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 downloading is completed

5 Finish. The application has been installed. Icon "Webex Meetings" will appear on your device.

For Windows Operating System

1 Go to website https://www.webex.com/downloads.html

2 Click "For Windows (64 bit) or For Windows (32 bit)" to choose the operating system on your device.

3 Click the downloaded file "webex.msi" to install Webex Meetings

4 Click "Next" to install program

5 Please wait until the downloading is completed

6 Click "Finish" when the system finishes installation

7 Click "Agree" to accept the terms of the license agreement

8 Enter "your email" and click "Next" to get access

The registration for attending the meeting (e-Register)

1 Click registration link URL from email

2 Fill in Username and Password from email or request OTP to login

3 Click "REGISTER", the system then registered and counted as a quorum

4 Click "Live broadcast" button

5 Using PC/Laptop: Please fill in the details to register for live broadcast via Webex Meetings Application as follows:

5.1 Fill in the email address in the Email Address field to match the email address you submitted the application form

5.2 Click "Join Now"

5.3 Click "Run a temporary application"

5.4 Click the downloaded file

5.5 Click "Join Event" to attend the meeting

MINOR
INTERNATIONAL
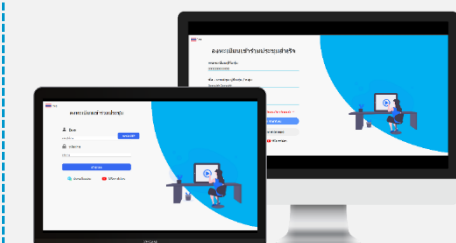
5   <u>Using Mobile/iPad</u>: Please fill in the details to register for live broadcast via the

   Webex Meetings Application as follows:

5.1   Click "Join"

     In case this is the first time for Webex Meetings. "popup" will be shown, you

     must click "ACCEPT" (Android) or click "I Accept" (iOS).

5.2   Enter your name in the Name box, fill in email in an e-mail address box match

     the e-mail address you submitted the application form

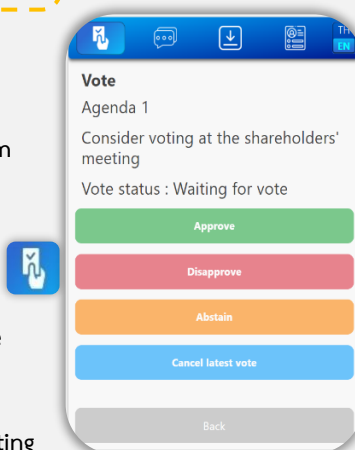5.3   Click "Accept" to allow the application to access your device

5.4   Click "Join" to attend the meeting
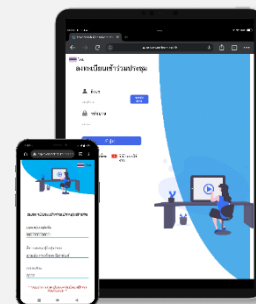
Voting Guide (e-Voting)

Using PC/Laptop

1   Click "Continue" on "Multimedia Viewer" menu

2   Fill in Username and Password from email or request OTP to login

3   Click "Login" button

4   Click "Voting" on menu or symbol

5   Select agenda that you want to vote

6   Choose voting choice as you desire

7   The system will display the latest voting status.

Vote
Agenda 1
Consider voting at the shareholders' meeting
Vote status : Waiting for vote

> Approve
> Disapprove
> Abstain
> Cancel latest vote
> Back

Using Cases Mobile/iPad

1   Click on menu "Participants" or symbol

2   Click on menu "Chat" and choose message from Inventech Connect (Android) or click on "Chat" or   symbol (iOS)

3   Shareholders can click link in the chat message

4   Then click "Continue" button

5   Fill in Username and Password from email or request OTP to login

6   Click "Login" button

7   Click on menu "Voting" or symbol

8   Select agenda that you want to vote

9   Choose voting choice as you desire

10   The system will display the latest voting status.

To cancel the latest vote, please press the button [Cancel latest vote] (This means that if the "Cancel latest vote" option is selected or nothing is selected, the system will consider the votes as "Approve".) Shareholders can change the voting until the voting system is closed for that agenda item.

To ask questions via Inventech Connect
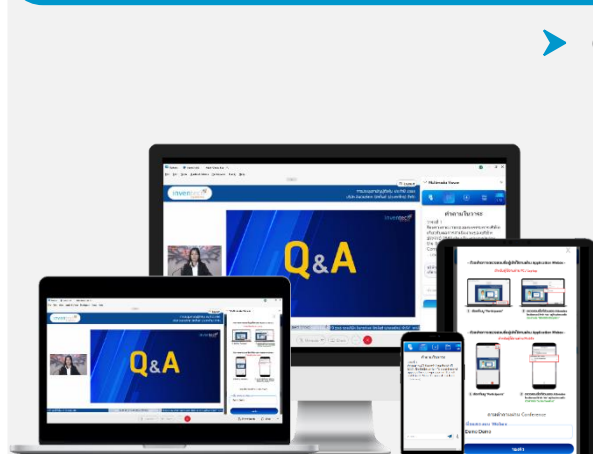
➤ Click menu "Ask a question" or symbol 💬

1 Ask a question by sending text
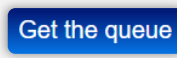
➤ Select agenda that you want to ask

➤ Type question then click "Send" ✈

2 Ask the question via video record

➤ Select agenda that you want to ask

➤ Click "Get queue ask the question via video" or symbol [Get queue ask the question via video ✋]

➤ Fill in your applying name that show in Webex

➤ Click "Get the queue" or symbol [Get the queue]

➤ Please wait for the signal from the officer to guide you to ask questions in the Chat channel

Installation Guide for Webex Meetings and How to use Inventech Connect

1 User Manual via e-Request

2 Installation Guide for Webex Meetings

3 User Manual Inventech Connect

Note   Operation of the electronic conferencing system and Inventech Connect systems is rely on internet system of shareholder or proxy including capacity of equipment and/or program applying on the equipment. Recommended equipment and/or program for best performance are as follows:

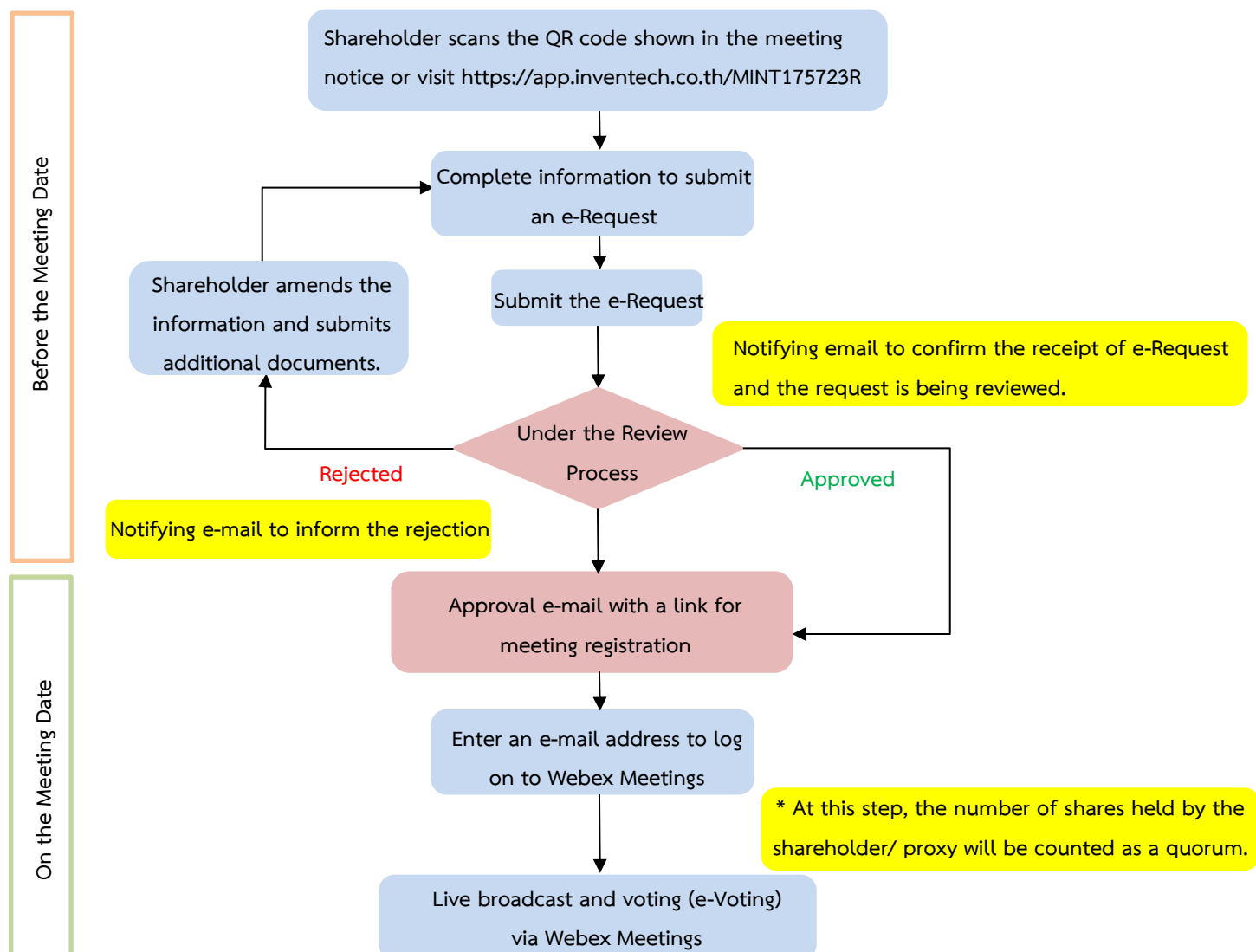1. Internet speed requirements

- High-Definition Video: internet speed at 2.5 Mbps (Recommended)

- High Quality Video: internet speed at 1.0 Mbps.

- Standard Quality Video : internet speed at 0.5 Mbps.

2. Equipment requirements

- IOS or android OS on Smartphone/Tablet

- Windows or Mac OS on PC/Laptop

3. Internet Browser: Firefox or Chrome (Recommended) or Safari

Flowchart for the Meeting Attendance via e-Meeting

Before the Meeting Date

Shareholder scans the QR code shown in the meeting notice or visit https://app.inventech.co.th/MINT175723R

↓

Complete information to submit an e-Request

↓

Submit the e-Request

Shareholder amends the information and submits additional documents.

Notifying email to confirm the receipt of e-Request and the request is being reviewed.

↓

Under the Review Process

Rejected ← → Approved

Notifying e-mail to inform the rejection

↓

Approval e-mail with a link for meeting registration

On the Meeting Date

↓

Enter an e-mail address to log on to Webex Meetings

* At this step, the number of shares held by the shareholder/ proxy will be counted as a quorum.

↓

Live broadcast and voting (e-Voting) via Webex Meetings

Note

1. For a proxy appointed by multiple shareholders:

Such proxy may 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.

2. Leaving the meeting

Meeting participants may press the "Leave Meeting" button to leave the meeting. As such, the votes of shareholders/proxies will be annulled for the remaining agenda items that have not yet been voted.