

For *Shareholders who wish to appoint the Company's Independent Director as their proxy*, the following information may not be applicable. You shall send the completely signed proxy form and relevant documents in original to the Company by 7 May 2021, 17.00 hrs.

Company Secretary  
PM Thoresen Asia Holdings Public Company Limited  
26/26-27 Orakarn Building 8th floor, Soi Chidlom, Ploenchit Road, Lumpini Sub-district,  
Pathumwan District, Bangkok 10330

### **Guidelines for attending the 2021 Annual General Meeting of Shareholders (“2021 AGM”) by Electronic Means**

In order for the 2021 AGM via electronic means (e-Meeting) to be carried out smoothly and in accordance with the defined laws and regulations, the Company has engaged Inventech Systems (Thailand) Limited to provide the service and system for the e-AGM. The system of Inventech Systems (Thailand) Limited has been reviewed for an information security standard of Electronic Meeting by Ministry of Digital Economy and Society.

#### **Schedule for shareholders who wish to attend at the 2021 AGM by electronic means in person or by proxy**

<b>Process</b>	<b>Action</b>	<b>Schedule</b>
<b>Submission of application and required documents</b>	Submitting the application via <u>e-Request System</u> (Please prepare E-mail to obtain Link, Username, and Password for attending the Meeting)	During 4-7 May 2021 (except public holiday) Please kindly submit the application within 7 May 2021.
<b>Attending the 2021 AGM on 10 May 2021</b>	Access and attend the Meeting via the Link and fill in Username and Password appeared on the received e-mail (If not register, the shareholders will not be counted as a quorum and unable to visualize the meeting)	- System available to access from <b>9.30 hrs.</b> - Meeting starts from <b>10:30 hrs.</b>

## 1. Submitting the request to attend the 2021 AGM through electronic means

1. The Shareholders must submit an application to attend the meeting by Electronic Means via the Link at <https://app.inventech.co.th/PMTA003451R> or scan QR Code (The system will be available to access during 4-7 May 2021 (except public holidays)).
2. The shareholders must prepare the following information (which should be in line with the shareholders information determined as at the Record Date from the Thailand Securities Depository Co., Ltd. (TSD) to fill in through the system:
  - i. Identification Card Number/Passport Number for foreigner
  - ii. Shareholders Registration Number (Appear on a notification of meeting)
  - iii. Name and Surname
  - iv. Amount of shares
  - v. E-Mail address for receiving the Link and Username and Password for attending the Meeting
  - vi. Mobile Phone Number
  - vii. Additional documents



<b>Attending in person</b>	<b>Proxy to any person <u>who is not the Company's Independent Director / Juristic person</u></b>
Please attach the copy of Identification Card /Passport for foreigner and certified true copy, and a photo is also applicable to upload into the system.	Please attach the Proxy Form together with relevant documents. A photo is also applicable to upload into the system. Please also send the Proxy Form and relevant documents to the Company by 7 May 2021, 17.00 hrs.  Company Secretary PM Thoresen Asia Holdings Public Company Limited 26/26-27 Orakarn Building 8th floor, Soi Chidlom, Ploenchit Road, Lumpini Sub-district, Pathumwan District, Bangkok 10330

3. After filled in all required information and attachment, please read and check the box in front of the message “accept on the term of service”
4. Then click to “submit the request”
5. After completing item 4, an assigned administration team will proof the document. Once your request is approved, the Shareholders will receive an email to notify the followings:
  - Link of meeting
  - Username and Password for e-Voting
  - Link for download and installation of Cisco WebEx Meeting Application
  - Link for Inventech Connect system user manual

In case the request is rejected, the Shareholders will receive an e-mail to notify on the details and reason for rejection, then the Shareholder can resubmit through the system.

**2. Installation of Cisco WebEx Meeting for Electronic Meeting and Inventech Connect for administrative registration and e-Voting**

Attendants shall install both Cisco WebEx Meeting and Inventech Connect by choosing your preferred device (Computer or Mobile Phone) and systems support web browser, PC, iOS and Android.

<b>Attending the Meeting via electronic means Cisco WebEx Meeting</b>	<b>Registration and Voting Inventech Connect</b>
<ul style="list-style-type: none"> <li>• Visual and Audio</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative registration</li> </ul>
<ul style="list-style-type: none"> <li>• Question and Answer</li> </ul>	<ul style="list-style-type: none"> <li>• e-Voting</li> </ul>

**Steps of Installation**

**1. Electronic meeting (Cisco WebEx Meeting)**

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





<https://qrgo.page.link/CGV2B> or QR Code



**1.1 Installation on PC/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 “Cisco WebEx Meetings” icon will appear on Desktop’s screen.

## 1.2 Installation on Mobile Phone

<b>For iOS (Version iOS 10.0 up)</b>	<b>For Android (Version Android 6.0 up)</b>
<ol style="list-style-type: none"><li>1. Assess App Store </li><li>2. Go to the search icon or the “magnifying glass” symbol and type “Cisco WebEx Meeting” and click “search” button.</li><li>3. Then click the “Accept” button on the right to install the Cisco WebEx Meetings Application or the symbol as shown in the picture </li><li>4. Specify a password or Touch ID to confirm application installation.</li><li>5. Wait for an installation. When the installation is completed, the “WebEx Meet” icon will appear on the phone’s screen.</li></ol>	<ol style="list-style-type: none"><li>1. Access Play Store </li><li>2. Go to “Search for apps &amp; games” and type “Cisco WebEx Meetings” and click “Search”.</li><li>3. Then click “Install” button on the right to install Cisco WebEx Meetings Application on symbol as shown in the picture</li><li>4. Click “Accept” to confirm Application installation. </li><li>5. Wait for an installation. When the installation is completed, the “WebEx Meet” icon will appear on the phone’s screen.</li></ol>

## 2. **Inventech Connect**

Installation Manual for Inventech Connect can be study via this QR Code

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

### 3. Attending the 2021 AGM on 10 May 2021 by electronic means (e-AGM)

#### ❖ Attending via PC/Laptop

1. Shareholders click the link to enter the Meeting Room 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’ information.

(At this procedure, it shall be deemed that the Shareholder has already registered to attend the meeting and the number of shares of the Shareholder will be counted as a quorum.) Then click to registration page to join the meeting via Cisco WebEx Meeting 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:-
  - Fill-in the Shareholders’ name or proxies’ name for First Name.
  - The system will display the Shareholders’ registration number (in case of proxy it will display after the registration number)
  - Fill-in email address (email address must be the same email that register 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.
5. After that, click “Run a temporary application” to access the Cisco WebEx Meeting application.
6. Click the “Join Event” button (green colour) to join the meeting via Cisco WebEx Meeting Application.
7. The system will display 2 operation screens; one on the left showing live broadcast 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 colour) on the right hand side of the Multimedia Viewer function. The system will display the login screen for Inventech Connect and 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) in corner on the left and bottom.
10. The system will display the status of each agenda – voting status: pending.
11. When Shareholders wish to vote, choose the agenda to vote. Then the system will show all 4 voting buttons i.e. 1. Agree (green colour), 2. Disagree (red colour), 3. Abstain (orange colour), and 4. Do not submit vote (blue colour).

(If selecting “Do not submit vote” or “Abstain”, the Company will put your votes into the scores determined by the meeting, and voting may be changed until the agenda ends voting results submission)

12. Shareholders may check the votes of agenda after the agenda that has been closed for voting results submission by selecting the required agenda. After that, the system will display graphs and scores for that agenda.
13. \*If a Shareholder has authorized 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.

\* In this step, if the Shareholder leaves the meeting during the meeting, the system will remove the votes of the Shareholders from the meeting on the agenda that has not yet been processed.

#### ❖ **Attending via Mobile Device**

##### **>>Screen 1: Live Broadcast by the Company**

1. Shareholders must **click the link to enter the meeting room** from the notification approval 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. The system will display the Shareholders’ information (At this step, it will be deemed that the Shareholders has already registered to attend 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 Meeting Application.
4. The system will display Event Information, then click “Join”
5. Then fill-in information in Display Name and Email Address, then click “OK”
6. The click “Join” (green) to attend the meeting via Cisco WebEx Meeting Application.

**If Shareholders wish to use Inventech Connect, switch the browser to use 2<sup>nd</sup> Screen as below:-**

**>>Screen 2: Using Inventech Connect**

1. Shareholders must **click the link for registration** (For Shareholders who do not want to view live meeting) from the notification email for Inventech Connect or URL for accessing Inventech Connect.
2. Enter Username and Password from the request approval notification email, then click “Sign in” button.
3. The system will display on Select Agenda, and Shareholders may view which agenda may be voted by clicking the “Select Agenda” (green) in corner on the left and bottom.
4. The system will display the status of each agenda – voting status: pending.
5. When Shareholders wish to vote, choose the agenda to vote. Then the system will show all 4 voting buttons i.e. 1. Agree (green colour), 2. Disagree (red colour), 3. Abstain (orange colour), and 4. Do not submit vote (blue colour).

**If selecting “Do not submit vote” or “Abstain”, the Company will put your votes into the scores determined by the meeting, and voting may be changed until the agenda ends voting results submission.**

6. The Shareholders can check the vote for each agenda when the voting session is closed.
7. \*If a Shareholder has authorized 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.
8. \*Shareholders may leave the meeting by selecting the “User Icon” and click “Leave Meeting” button.

**\* At this step, if the Shareholder leaves the meeting during the meeting, the system will remove the votes of the Shareholders from the meeting on the agenda that has not yet been processed.**

**The operation of by Electronic Means through Cisco WebEx and Inventech Connect depend on the internal capability of Shareholders or proxies including devices and/or its programs.**

**Please use the following devices and/or programs to use the system:**

- Recommended internet speed should be at least 4 Mbps;
- Mobile Phones/Tablet device with Android that supports all versions or iOS operating system that supports all versions;
- Internet Browser: Firefox or Chrome 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

**For a troubleshooting related to the system,  
please contact: 092-439-2409 (2 Line),  
the service will be available from 4-7 May 2021 and 10 May 2021  
from 8.30 a.m. to 5.30 p.m.  
(only business days, excluding public and festival holidays)**