

## Manual of the attending e-Meeting and login to EGM e-Voting

### 1. Using the Webex meeting system

Installation guide and user manual for Webex system <https://qrgo.page.link/Cgv2B> or scan QR code





#### 1.1 Webex System Installation Instructions via PC / Laptop

1. Go to the website: <https://www.webex.com/downloads.html> or scan the QR Code;
2. Choose download Webex Meetings by clicking the "Download for Windows" button;
3. Double click the webexapp.msi file (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" button;
7. When the installation is complete, the "Cisco Webex Meetings" icon will appear on the desktop's screen



#### 1.2 Steps to install Webex using Mobile Device

For iOS

1. Access App Store 
2. Go to the search icon or the "magnifying glass" symbol and type "Cisco Webex Meetings" and click "Search" button
3. Then click the "Accept" button on the right to install the Cisco Webex Meetings Application or the symbol as shown in the picture 
4. Specify a password or Touch ID to confirm application installation.
5. Then wait for a moment for installation.
6. When the installation is complete, the "Webex Meet" icon will appear on the phone's screen.

For Android

1. Access Play Store 
2. Go to "Search for apps & games" and type "Cisco Webex Meetings" and click "Search".
3. Then click "Install" button on the right to install Cisco Webex Meetings Application or the symbol as shown in the picture. 
4. Click "Accept" to confirm Application installation.
5. Then wait for a moment for installation.
6. When the installation is complete, the "Webex Meet" icon will appear on the phone's screen.



### 2 Using Inventech Connect (E-Voting)

e-Voting manual for PC/Laptop



e-Voting manual for IOS



<a href="https://qrgo.page.link/KqnoP">https://qrgo.page.link/KqnoP</a>	<a href="https://qrgo.page.link/pgvit">https://qrgo.page.link/pgvit</a>
<p style="text-align: center;"><b>e-Voting manual for Web Browser</b></p> <div style="text-align: center;">  </div> <p style="text-align: center;"><a href="https://qrgo.page.link/iZ3ka">https://qrgo.page.link/iZ3ka</a></p>	<p style="text-align: center;"><b>e-Voting manual for Android</b></p> <div style="text-align: center;">  </div> <p style="text-align: center;"><a href="https://qrgo.page.link/vZ4rZ">https://qrgo.page.link/vZ4rZ</a></p>

### 2.1 Steps for using Inventech Connect (E-Voting) via PC / Laptop are as follows:

1. Shareholders click the link to enter the meeting room in the approval notification email for AGM e-Voting request.

2. Then the system will display e-Register page .
- Fill in the Username and Password then click “sign in”
3. the system will display the shareholder’s information.

**\*After completing this procedure, it will be considered that the shareholder has already registered to attend the meeting and the number of shares of the shareholder to be counted as a quorum**

- Click the "Join Event" to join the meeting via Application Webex.
4. Then the system will display Event Information. Fill in the information on the right side of “Join Event Now” with the following details:
    - Fill in the First name of shareholder or Grantee in ‘**First name field**’
    - Fill in shareholder’s ID in ‘**Last name field**’ (in case of appointing the proxy, there will be \* at the end of ID.
    - Fill in email address which must be the same email requested in e-Request system
    - In the “Event password” field, the system will set the default value for shareholders. There is no need to make any changes.
    - Then click "Join Now" button
  5. Then, click "Run a temporary application" to access the Application Webex on PC / Laptop.
  6. Click the "Join Event" button (green) to join the meeting via Application Webex.
  7. The system will display 2 operation screens; one on the left showing live broadcasts or showing various results within the meeting. And, another one on the right which is for the Q&A and Multimedia Viewer functions showing the login page of the AGM e-Voting system.
  8. Then click the "Continue" button (blue) on the right hand side of the Multimedia Viewer function. The system will display the login screen for the AGM e-Voting system. Enter the Username / Password from the approval notification email for the AGM e-Voting request and click the "Sign in" button.
  9. After completing registration, shareholders may view which agenda may be voted by clicking the "Select Agenda" button.
  10. Then the system will display only the agendas which required voting . The screen will display “Voting Status “ Pending”
  11. When shareholders wish to vote, choose the agenda to vote. Then the system will show all 4 voting buttons, as follows: 1. Agree (green) 2. Disagree (red) 3. Abstain (orange) 4. Do not submit vote (blue)
 

**\*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 that agenda ends voting results submission.**
  12. Shareholders may check the votes of the agenda after the agenda 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. In the event that a shareholder has authorized multiple accounts, select the "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 the "Leave Meeting" button.

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

\*\* If the attendees do not click "Leave Meeting", the advanced voting will be still counted in any case. (closing browser or lost in internet connection will not remove the votes)

## 2.2 Steps for using Inventech Connect (E-Voting) via Mobile

### >> Screen 1, Live broadcast by the company

1. Shareholders must click the link to enter the meeting room from the notification approval email for AGM e-Voting request.

2. After that, the system will display e-Register page .

- Fill in the Username and Password then click "sign in"

3. the system will display the shareholder's information.

\*After completing this procedure, it will be considered that the shareholder has already registered to attend the meeting and the number of shares of the shareholder to be counted as a quorum

- Click the "Join Event" to join the meeting via Application Webex.

4. Then the system will display Event Information. Fill in the information on the right side of "Join "

5. Fill in First name / Last name and email address and click "OK"

6. Click the "Join Event" button (green) to join the meeting via Application Webex.

\*\* If shareholders wish to use the AGM e-Voting system, switch the browser to use the 2nd screen as follows:

### >> Screen 2: Using AGM e-Voting

1. Shareholders must click the link for registering to attend a meeting and to vote from the notification email for AGM e-Voting request or the URL for accessing the AGM e-Voting system.

2. Enter the Username and Password from the request approval notification email. Then click the "Sign in" button.

3. After completing registration, shareholders may view which agenda may be voted by clicking the "Select Agenda" green button.

4. Then the system will display only the agendas which required voting . The screen will display "Voting Status " Pending"

5. When shareholders wish to vote, choose the agenda to vote. Then the system will show all 4 voting buttons, as follows: 1. Agree (green) 2. Disagree (red) 3. Abstain (orange) 4. Do not submit vote (blue)

\*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 that agenda ends voting results submission.

6. Shareholders may check the votes of the agenda after the agenda has been closed for voting results submission by selecting the required agenda. After that, the system will display graphs and scores for that agenda.

\*7. In the event that a shareholder has authorized multiple accounts, select the "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 the "Leave Meeting" button.

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

\*\* If the attendees do not click "Leave Meeting", the advanced voting will be still counted in any case. (closing browser or lost in internet connection will not remove the votes)

9. The electronic meeting system will be opened for access on **Monday 9, August at 9:00 hrs.** (2 hour before the meeting starts). Shareholders or proxies must use the provided Username and Password and follow the system user manual.

10. The operation of the Webex and AGM e-Voting system depends on the internet capability of shareholders or proxies including device 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 at least version 6.0 Android OS that or IOS operating system that supports at least version OS X 10.13;

- Computer desktop or notebook with at least version windows7 or Mac OS X at least 10.13

- Internet browser: Firefox or Chrome (recommend) or Safari How to check the operating system version

- Android: Choose settings or additional settings> About phone> Software Or Android version information;

- IOS: Select Settings> General> About> Version