


### **The 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://serv.inventech.co.th/BKI516737R/#/homepage> or scan QR Code  and follow the steps as shown in the picture

1.1 Choose type request for request form to 4 steps

Step 1 Fill in the information shown on the registration page

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

1.2 Please wait for an email information detail of meeting and Password

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



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 3 April 2025 at 8:30 a.m. and shall be closed on 11 April 2025 Until the end of the meeting.

3. The electronic conference system will be available on 11 April 2025 at 9:00 a.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 Independent Directors to attend and vote on his or her behalf, the Shareholders can submit a request to attend the meeting by Electronic Means of 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 10 April 2024 through the following channels:

Bangkok Insurance Public Company Limited

Company Secretary Office 5<sup>th</sup> Floor, Bangkok Insurance Building

25 Sathon Tai Road, Thung Maha Mek, Sathon, Bangkok, Thailand

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

Tel: 02-460-9227

Line: @inventechconnect

The system available during 3-11 April 2025 at 08.30 a.m. - 05.30 p.m.

(Specifically excludes holidays and public holidays)



Report a problem

@inventechconnect

**Steps for registration for attending the meeting (e-Register) and voting process (e-Voting)**

Use Cases PC/Laptop and Mobile/iPad

1. Get email and password that you received from your email or request OTP
2. Click on “Register” button, the system has already registered and counted as a quorum.
3. Click on “Join Attendance”, Then click on “Accept” button
4. Select which agenda that you want to vote
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 conduct a review of the votes on an agenda basis. When the voting results for that agenda are closed.

**Step to ask questions via Inventech Connect**

- Select which agenda
- Click on “Question” button

1. Ask a question

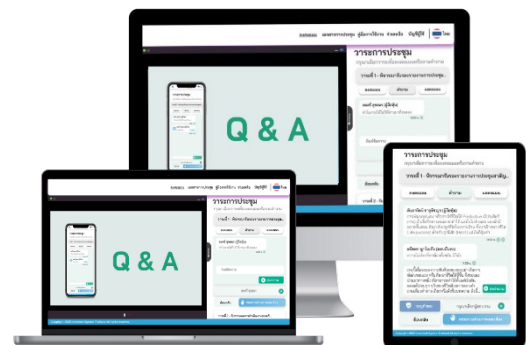
Type the question then click “Send”

2. Ask the question via video

Click on “Conference”

Click on “OK” for confirm your queue

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



## How to use Inventech Connect



User Manual and Video of using Inventech Connect

**\*Remark:** Operation of the electronic conferencing system and Inventech Connect systems. Check internet of shareholder or proxy include equipment and/or program that can use for best performance. Please use equipment and/or program as the follows to use systems.

1. Internet speed requirements

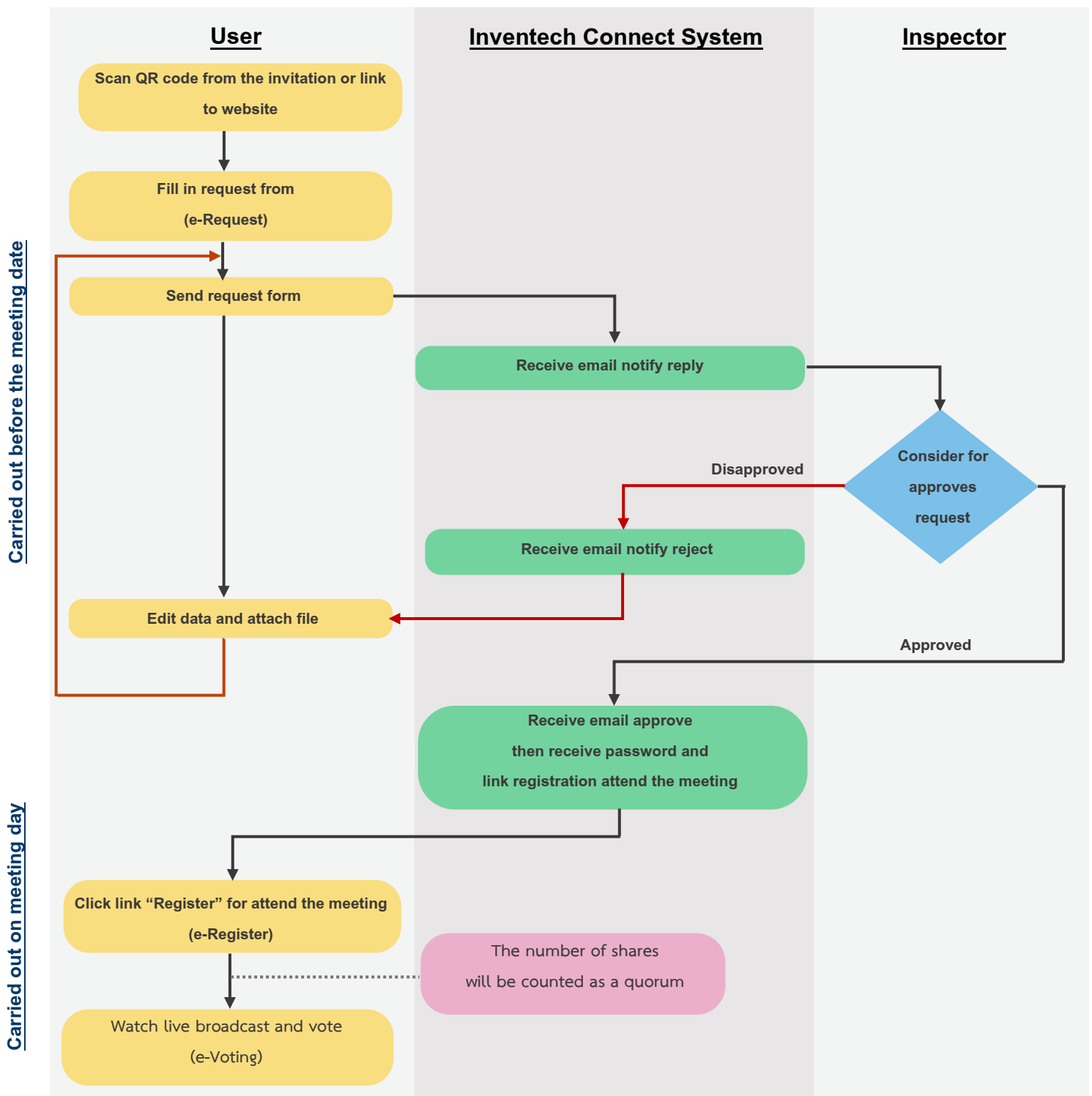
- High-Definition Video: Must have internet speed at 2.5 Mbps (Speed internet that recommend).
- High Quality Video: Must have internet speed at 1.0 Mbps.
- Standard Quality Video: Must have internet speed at 0.5 Mbps.

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 support internet explorer.**

## Guidelines for attending of Electronic Meeting



### 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 the previous account will still count the base in the meeting.

#### In case Exit the meeting

Attendees can click on "Register to leave the quorum", the systems will be number of your shares out from the meeting base.