

## Guidelines for attending Electronic Meeting by Inventech Connect

Shareholders and proxy holders who wish to attend the electronic meeting, please proceed to the following procedure for submitting the E-Request form before attend the meeting via electronic media as follows:

### Requesting Username & Password via e-Request system

1. The Shareholders must submit a request to attend the meeting by Electronic Means via Web Browser at 日常新日 https://pro.inventech.co.th/MINT165973R/#/homepage or scan QR Code shown below:



and follow the steps as



Click link URL or scan QR Code

Select the options to proceed with 4 steps: Step 1 Fill in the information shown on the registration page Step 2 Fill in the information for verification Step 3 Verify via OTP Step 4 Transaction completed, the system will display information again to verify the accuracy of the information Please wait for an email informing with the meeting details and the access Password

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

2. Shareholders desiring to participate in the meeting electronically, either in person or through proxies who are not the designated independent directors, are advised that electronic registration for username and password will be available from 12 April 2024 at 8:30 a.m. and shall be closed on 25 April 2024 until the meeting is adjourned.

3. The electronic conference system will be available on 25 April 2024 at 11:00 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.

## Granted 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, please submit the proxy form together with the 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 24 April 2023 at 5.00 p.m.

Minor International Public Company Limited Corporate Secretary Department 88 The Parg Building, 12<sup>th</sup> Fl. Ratchadaphisek Road, Klongtoey Subdistrict, Klongtoey District, Bangkok 10110

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

02-931-9132



The system is available during 12 – 25 April 2024 at 08.30 a.m. – 05.30 p.m. (Specifically excludes holidays and public holidays)



Report a problem @inventechconnect



#### Registration for attending the meeting (e-Register) and voting process (e-Voting)

- Click the registration URL link from the approval email and enter the Email and Password from the email or request OTP to login.
- Click "Register" button. The number of votes will be counted as a quorum.
- <sup>3</sup> Click "Join Attendance", then click "Join Meeting" button.
- 4 Select the agenda item that you wish to vote.
- <sup>5</sup> Click "Vote" button.
- <sup>6</sup> Click the voting button of your determination.
- 7 The system will display the status of your latest vote determination.



To cancel the vote casted, please click "Cancel vote casting" button. (If the "cancel vote casting" is selected or nothing is selected, the system will consider the votes as "Approve"). Vote casting can be changed until vote closing has been informed.







User Manual e-Request



User Manual e-Voting



Video of using Inventech Connect

\* Note Operation of the electronic conferencing system and Inventech Connect systems are rely on internet system of shareholder or proxy holder, 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: 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. Internet Browser; Chrome (Recommend) / Safari / Microsoft Edge \*\* The system does not support internet explorer.



# Flowchart for attending an Electronic Meeting (e-Meeting)



Process before the meeting date

**Process on meeting date**