

**Guidelines for attending the Extraordinary General Meeting of Shareholders
by Electronic Means via Inventech Connect (Live Streaming)**

1. The Shareholders must submit a request to attend the meeting by Electronic Means via Web Browser at: <https://app.inventech.co.th/UBIS153123R>

or scan QR Code:



2. The Shareholders must prepare the following information to fill-in through the system:
- Identification Card Number/Passport Number for foreigner
 - Shareholders Registration Number (Appear on a notification of meeting)
 - Name and Surname
 - Amount of shares
 - E-Mail Address
 - Mobile Number
 - Additional Attachments
 - In case of shareholders who wish to attend the meeting, please attach the documents listed in Attachment 8 to upload into the system.
 - In case of shareholders who wish to attend the meeting with proxies, please include the proxy form in the meeting invitation along with the documents listed in Attachment 8.

Remark

In case of shareholders who attend the meeting are the proxies please fill the information for instance identification number/passport number (in case of the foreigners), name-surname, Email, phone number are the information of the proxies in part of Shareholders Registration Number (Appear on a notification of meeting) as well as number of shares. It is an information of shareholders or proxies.

3. After completely filled-in all required information and attachment, please select “I have read and agreed to comply with meeting attendance requirements, and meeting attendance requirements through Inventech Connect” then click “accept on the term of service”.
4. Then click to “submit the request”.
5. After completing the fourth step: The information in the request form will be checked by the staff. Shareholders will receive an e-mail informing of the meeting details in 3 sections after the request is approved. Once your request is approved, the shareholders will receive an email to notify on the followings:

(1) Link for meeting registration

(2) Username and Password for e-Voting

(3) Link of Manual for the Inventech Connect System (Live Streaming). Shareholders can use the system to register for the meeting on the date provided in the shareholders' meeting notification. If the request is disapproved, shareholders will receive an email with the specifics and rationale for the rejection, and they will be able to reapply through the system.

6. For Shareholders who authorize the proxies, in the intermediary shareholders can select whomever they want as a proxy, or they can decide to appoint one of the Company's directors who can act as a proxy for the stockholders, the mentioned director will vote on each item on the agenda as provided in the proxy form by the shareholders.
7. 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 26 November, 2021 at 8:30 a.m. onward until 3 December, 2021 until the end of the meeting.
8. 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 along with required documents to the Company by mail to the following address. Such proxy form and required documents shall be delivered to the Company on 2 December, 2021 at 5:00 p.m.

UBIS (ASIA) PUBLIC COMPANY LIMITED

Department of Company Secretary

Address 807/1 6th Floor, Rama 3 Road, Sub District Bangpongpan, District Yannawa Bangkok 10120

Manual to attend the Meeting by Electronic Means and login for Inventech Connect (Live Streaming)

1. Meeting and Inventech Connect (Live Streaming) systems support Web Browser procedure and operation manual as below:

1.1 Using Inventech Connect (Live Streaming)

Manual Inventech Connect (Live Streaming)

<https://qrqo.page.link/obr8q>

or QR Code




1.1.1 Steps for using Inventech Connect (Live Streaming):

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' registration information. (*At this procedure, it

will be considered that the Shareholders has already registered to attend the meeting and the number of shares of the Shareholder to be counted as a quorum.)

4. After step 3, The Shareholders will be able to watch the live broadcast and can vote as follows:

4.1 Press on the menu (Top left corner) or symbol as in the picture. 

4.2 Go to the menu “รับชมถ่ายทอดสด / Live”

4.3 The system will display the menu to access all 4 parts. 1.การถ่ายทอดสด / Live 2.การลงคะแนน / Vote 3.การส่งคำถาม / Question 4.เอกสารการประชุม / File

5. If shareholders want to watch live streaming (Live Streaming), Can press the button "Broadcasting / Live"

6. When Shareholders want 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.

7. If shareholders intend to send question, which provided with 2 options 1. Message shareholders can do this by typing the letters and sending. 2. Voice message shareholders can do press to “บันทึกเสียง” finish shareholders press to “หยุดบันทึกเสียง” and send.

8. Shareholders can conduct a review of the votes on the agenda basis. When the voting results are closed, select the agenda you want to review, and then the system will display a graph and a table showing voting information of the selected session.

9. If shareholders want to download file shareholders can do press to “เอกสารการประชุม / File”

10. In the event that a Shareholder has been authorized by 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. *

11. Shareholders may leave the meeting by selecting the “User Icon” and click “Leave Meeting” button. *

*At this step, if the Shareholder leave the meeting during the meeting, the system will remove the right to vote of the Shareholders from the meeting on the agenda that has not yet been processed.

12. The electronic conference system will be available on December 3, 2021 at 8:00 p.m. (2 hours before the opening of the meeting). Shareholders or proxy holders shall use the provided Username and Password and follow by the instruction manual to access the system.

13. The functionality of the electronic conferencing system (Cisco Webex Meeting) and Inventech Connect is dependent on the internet system supported by shareholders or proxies. Including equipment and/ or program of the device. Please use the device and/or the following programs to operate the system.

- Recommended internet speed should be at least 4 Mbps
- Internet Browser: Firefox or Chrome (recommended) or Safari.

Remark:

1. The Shareholders must fill-in the Username and Password that received via email for register and join the meeting, at this procedure, it will be considered that the Shareholders has already registered to attend the meeting, (if Shareholders do not register to attend the meeting, your shares will not be counted as a quorum, and you cannot vote or watch the live meeting). Also, if the Shareholders leave the meeting during the meeting by pressing the "leave the meeting" button, the system will remove the votes of the Shareholders from the quorum of the meeting.
2. The Shareholders must prepare the Email Address for e-Request to obtain 1. Link for the meeting, and 2. Username and Password for attending the meeting.
3. The required information must be aligned with the information as of the record date that provided by Thailand Securities Depository Co., Ltd (TSD).

For registration troubleshooting, please contact the system administrator at 02-021-9121, available during 26 November 2021 at 8:30 a.m. onward until 3 December 2021 from 8.30 a.m. to 5.00 p.m. or until the end of the meeting (On business days only.) (Excluding weekends and public holidays)