Shareholders who wish to appoint the Company's independent directors as their proxies have nothing to do with the meeting registration/attendance procedures as detailed below, but are requested to deliver the original copy of the completed proxy form together with all required documents as described in the "Guidelines for Meeting Registration, Proxy Appointment, and Vote Casting and Counting" to the following address <u>by 17:00</u> hrs. of 16 January 2023 (as postmarked by Thailand Post) to allow sufficient time for the Company's document verification process.

SCB X Public Company Limited Company Secretary 9, Ratchadapisek Road, Jatujak Subdistrict, Jatujak District Bangkok 10900

# Inventech Connect e-Meeting Guide

Shareholders or proxies who wish to attend the e-Meeting are requested to proceed as follows:

# A. Filing an e-Request for Meeting Attendance

1. File an e-Meeting attendance request via a web browser by visiting <u>https://app.inventech.co.th/SCB190123R</u> or scan the following QR code to access the system.



- 2. After accessing the system, please provide information as prompted by the system.
  - ID card number (in case of Thai) /passport number (in case of foreigner) of the shareholder or the proxy (as applicable);
  - Shareholder's registration number (as indicated in the meeting notice of Thailand Securities Depository Company Limited (TSD));
  - Name-surname of the shareholder or the proxy (as applicable);
  - Number of shares (as indicated in the meeting notice of TSD);
  - E-mail address for notifying the e-Meeting username and password.
  - Mobile phone number of the shareholder or the proxy (as applicable);
  - Provide additional documents as follows:
    - <u>Attendance by shareholder</u>: Please upload a scanned or photographed image of a certified copy of the shareholder's ID card/passport to the system.
    - <u>Attendance by proxy (individual or juristic person) who is not the Company independent director</u>: Please upload a scanned or photographed image of a completed proxy form together with required supporting documents to the system. Kindly deliver the original copy of the completed proxy form and the required supporting documents to the Company (the Company Secretary) by 17:00 hrs. of 16 January 2023.
- 3. After providing all required information and documents as stated above, please accept the terms of service by clicking ☑ on the checkbox stating that "I have read and hereby agreed to comply with the terms and conditions for meeting attendance via Inventech Connect and the terms and conditions of SCB Personal Data Policy."
- 4. Select "submit the request."

- 5. The request verification process will then be undertaken. If the request is approved, the shareholder/ the proxy will receive an e-mail containing relevant details of the meeting which comprises the following four parts:
  - 1. A link for meeting registration. The shareholder/ the proxy can attend the meeting on the meeting date and time as stated in the meeting notice. The system will be opened for registration from 12.00 hrs. of the meeting date. (2 hours prior to the meeting commencement)
  - 2. A username and password for the e-Meeting and e-Voting systems;
  - 3. A link to the download and installation of "Cisco Webex Meetings" application.
  - 4. A link to a user guide.

If the request is rejected, an e-mail explaining the cause (s) of rejection will be sent to the shareholder/ the proxy and the request can be resubmitted.

- 6. Shareholders who are unable to attend the e-Meeting may appoint other persons or the Company's independent directors as their proxies to attend the meeting on their behalf by indicating their voting decisions in the proxy form which must be signed by the shareholders. Other persons or independent directors who are appointed by the shareholders as their proxies will cast votes on agenda items in accordance with the voting decisions marked in the proxy form by the shareholders.
- 7. The system for filing the e-Meeting attendance requests will be available for service from 8.30 hrs. of 10 January 2023 onward until the close of the meeting.

### B. Installation of the e-Meeting system and the 'Inventech Connect' e-Registration and e-Voting system

Meeting participants are required to install: (1) e-Meeting system (Cisco Webex Meetings) and (2) Inventech Connect on their computer or mobile phone. Both systems can be operated via Windows, iOS, and Android.

e-Meeting	e-Registration and e-Voting
(To be conducted via Cisco Webex Meetings)	(To be conducted via Inventech Connect)
<ul> <li>Audio/ visual broadcast</li> </ul>	<ul> <li>Meeting registration</li> </ul>
	<ul> <li>Voting (e-Voting)</li> </ul>
	<ul> <li>Sending queries during the meeting</li> </ul>

### 1. Installation and User Guide

### 1.1 Cisco Webex Meetings

Please refer to the Cisco Webex Meetings installation and user guide which is available at 1012 https://grgo.page.link/Cgv2B or the QR code:



# 1.1.1 Installation of Cisco Webex Meetings on PC/Laptop

- 1. Visit *https://www.webex.com/downloads.html* or scan the QR Code:
- 2. Click a "Download for Windows" button to download Cisco Webex Meetings.
- 3. Double-click the file "webexapp.msi" (can be found in the "Download" folder) to enter the installation page.
- 4. Enter the installation page and then click "Next".
- 5. Select "I accept the terms in the license agreement" and then click "Next".
- 6. Click the "Install" button and wait until the installation is complete. Then, click "Finish".
- 7. Once the installation is complete, the "Cisco WebEx Meetings" icon will appear on the desktop.

# 1.1.2 Installation of Cisco Webex Meetings on Mobile Phone

# For iOS

- 1. Access App Store 📈
- Go to the search bar or the "magnifying glass" symbol and type "Cisco Webex Meetings". Then, click "Search".
- Click the "GET" button on the right to install Cisco Webex Meetings represented by this icon
- 4. Use a password or Touch ID to confirm the application installation.
- 5. Once the installation is complete, the "Webex Meet" icon will appear on the mobile phone.

1.2 Using Inventech Connect e-Registration and e-Voting

### For Android

- 1. Access Play Store
- Go to "Search for apps & games" and type "Cisco Webex Meetings". Then, click "Search".
- Click the "Install" button on the right to install Cisco Webex Meetings represented by this icon
- 4. Click the "Accept" button to confirm the application installation.
- 5. Once the installation is complete, the "Webex Meet" icon will appear on the mobile phone.

# User Guide for PC/LaptopUser Guide for MobileImage: State of the s

# 1.2.1 Using Inventech Connect via PC/Laptop

1. From the Inventech Connect access approval confirmation e-mail, Click "link for meeting attendance registration" contained therein.

2. You will be directed to the e-Registration page. Please enter the username and password shown in the confirmation e-mail (in case of forgotten password, you can request an OTP to access the system). Then, click "LOGIN".

3. Upon a successful registration, the registration information of the shareholder/ proxy will be shown.

(At this step, it is considered that the shareholder/ proxy has completed the registration to attend the Meeting, and will then be counted as a quorum of the Meeting.) Then, please click "Live broadcast".

4. The system will display Event Information. Please fill in the fields on the right under the "Join Event Now" section to provide information as follows:

- Name of the shareholder or the proxy in the "First name" field.
- Shareholder's registration number in the "Last name" field (in case of proxy, an asterisk (\*) will appear at the end of registration number).
- E-mail address in the "E-mail address" field (please use the e-mail address registered under the e-Request process).
- For the "Event password" field, a password will be automatically generated by the system. It is not necessary to change the password.
- Then, click "Join Now".

- 5. Click "Run a temporary application" to access and use Cisco Webex Meetings.
- 6. Click "Join Event" (in green) to attend the meeting via Cisco Webex Meetings.

7. The system screen will be split into two sections. The left side of the screen will display the live meeting broadcast and information/results while the right side of the screen will feature the Q&A and Multimedia Viewer interface with a login page of Inventech Connect for e-Voting.

8. Then, click "Continue" (in blue) on the right under the Multimedia Viewer section. The system will display the login page of Inventech Connect for e-Voting. Enter the username and password shown in the e-mail confirming the Inventech Connect access approval (in case of forgotten password, you can request an OTP to access the system). Then, click "Sign in".

Then click the

as illustrated in the figure.

e 🔣 icon to cast a vote.

10. The system will show agenda items available for voting, please click "Pending" for the desired agenda

items.

- 11. To cast a vote, shareholders/ proxies can choose from:
  - 1. Approve (in green),
  - 2. Disapprove (in red), and

9. The system will show the menu bar

3. Abstain (in orange).

To cancel the most recent vote, please click "Cancel your latest vote" (in blue). (The vote can be changed until such agenda item is closed for voting.)

\*If "Cancel your latest vote" or "Abstain" is selected, the Company will record such voting decision as "Approve" in accordance with the meeting rules as stipulated by the Company. Shareholders/ proxies can change their votes on each agenda item until such agenda item is closed for voting.

12. Shareholders/proxies can check the voting results of each agenda item following the close of voting. To do so, please select an agenda item and then the voting results of the selected agenda item will be displayed in table formats.

\*13. Shareholders/proxies who are appointed as a proxy by multiple shareholders can switch accounts by clicking the icon and selecting "Switch Account" at the below to log into another account. During the account switching, the votes and the meeting quorums thereby will not be impacted.

\*14. Shareholders/proxies can leave the meeting by clicking the icon and selecting "Leave Meeting".

\*Warning: If shareholders/proxies leave the meeting before the meeting adjournment, their votes will be annulled for the remaining agenda items that have not yet been voted. Note that shareholders/proxies can re-enter to join the meeting and vote for the ongoing agenda until such agenda item is closed for voting.

# 1.2.2 Using Inventech Connect via Mobile Phone

### >> Screen #1: Live broadcast of the meeting

1. From the Inventech Connect access approval confirmation e-mail, Click "link for meeting attendance registration" contained therein.

2. You will be directed to the e-Registration page. Please enter the username and password shown in the confirmation e-mail (in case of forgotten password, you can request an OTP to access the system). Then, click "LOGIN".

3. Upon a successful registration, the registration information of the shareholder/proxy will be

shown.

(At this step, it is considered that the shareholder/ proxy has completed the registration to attend the Meeting, and will then be counted as a quorum of the Meeting.) Then, please click "Live broadcast".

- 4. The system will display Event Information. Then, click the "Join" button.
- 5. Fill in the "Display Name" and "E-mail address" fields. Then, click "OK".
- 6. Click "Join" (in green) to attend the meeting via Cisco Webex Meetings.

\*\* To access the e-Voting function, shareholders attending the meeting via mobile phone are required to switch to another browser window to use Screen #2 as follows:

>> Screen #2: Inventech Connect

1. Click "Link for e-Voting" provided in the Inventech Connect access approval confirmation e-mail, or on the URL for e-Voting sent by an Admin officer via the "Chat" function of Cisco Webex Meetings.

2. Enter the username and password shown in confirmation e-mail (in case of forgotten password, you can request an OTP to access the system). Then, click "LOGIN".

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Then click the

3. The system will show the menu bar icon to cast a vote.

4. The system will show agenda items available for voting, please click "Pending" for the desired

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as illustrated in the figure.

agenda items.

- 5. To cast a vote, the shareholder can choose from:
  - 1. Approve (in green),
  - 2. Disapprove (in red), and
  - 3. Abstain (in orange).

To cancel the most recent vote, please click "Cancel your latest vote" (in blue). (The vote can be changed until such agenda item is closed for voting.)

If "Cancel your latest vote" or "Abstain" is selected, the Company will record such voting decision as "Approve" in accordance with the meeting rules as stipulated by the Company. Shareholders/ proxies can change their votes on each agenda item until such agenda item is closed for voting.

6. Shareholders/proxies can check the voting results of each agenda item following the close of voting. To do so, please select an agenda item and then the voting results of the selected agenda item will be displayed in table formats.

\*7. Shareholders/proxies who are appointed as a proxy by multiple shareholders can switch accounts icon and selecting "Switch Account" at the below to log into another account. During the by clicking the <u>@</u>= account switching, the votes and the meeting quorums thereby will not be impacted.

\*8. Shareholders/proxies can leave the meeting by clicking the **Part** icon and selecting "Leave Meeting".

\*Warning: If shareholders/proxies leave the meeting before the meeting adjournment, their votes will be annulled for the remaining agenda items that have not yet been voted. Note that shareholders/proxies can re-enter to join the meeting and vote for the ongoing agenda until such agenda item is closed for voting.

The e-Meeting system will be accessible on 19 January 2023 at 12:00 hrs. (2 hours prior to the meeting commencement). Shareholders/proxies can register their meeting attendance by using the username and password provided and follow the relevant user guide.

The operations of Cisco Webex Meetings and Inventech Connect depend on the internet capability owned by shareholders or proxies, including devices and/ or programs installed therein. The following devices and programs are recommended:

- Internet speed should be at least 4Mbps.
- Mobile phones/tablets
  - For the Android operating system, it should support Android 9.0 version or above.
  - For the iOS operating system, it should support iOS 14.8 version or above.
- PC/Laptop
  - For the Windows operating system, it should be Windows 10 or above.
  - For the MAC, it should be OS X 10.13 or above.
- Internet browser can be either Firefox, Safari, or Chrome. However, the latter is highly recommended for the suitability of use.

How to Check Operating System Version

- Android: Go to "Settings or Additional Settings > About Phone > Software Information or Android Version.
- iOS: Go to "Settings > General > About > Software Version"

For troubleshooting, please call the Inventech Call Center Tel. 0-2931-9132 Available during 08:30 – 17:30 hrs. between 10 January 2023 - 19 January 2023 (Only on business days)