

**Guidelines for attending the Meeting of Shareholders
by Electronic Means via Inventech Connect**

1. The Shareholders must submit a request to attend the Meeting by Electronic Means via Web Browser at <https://app.inventech.co.th/JCK163304R/> 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
- Name and Surname
- Amount of shares
- E-Mail Address
- Mobile Number
- Additional Attachments
 - For Shareholders who wish to attend the Meeting by Electronic Means themselves, please attach the copy of Identification Card /Passport for foreigner and certified true copy, and a photo is also applicable to upload into the system.
 - For Shareholders who wish to attend the Meeting by Electronic Means with proxies, please also attached the proxy forms with required documents.

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: An assigned administration team will proof the document. Once your request is approved, the Shareholders will receive an email to notify on the followings: (1) **Link of meeting** (2) **Username and Password** for e-Voting (3) Link for user manual. The Shareholders can access the system to attend the Meeting on the date specified in the notice of the Shareholders' Meeting. In case the request is rejected, the Shareholders will receive an email to notify them on the details and the reason for rejection, then the Shareholders can resubmit through the system.
6. For Shareholders who would like to assigned a proxy and do not wish to attend the Meeting, the Shareholders can appoint any person or one of the Company's Independent Directors to attend and vote on your behalf. The said Independent Director will vote on each agenda as specified by the Shareholders in the proxy form.

7. For Shareholders who would like to attend the Meeting by yourself or someone who is not the provided independent directors through the Electronic means, please note that the electronic registration will be available from September 16, 2021 at 8.30 a.m. and registration will be closed on September 22, 2021 at 5.30 p.m.
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 together with required documents to the Company by mail to the following address. Such proxy form and required documents shall be delivered to the Company by September 22, 2021 at 5.00 p.m.

JCK International Plc.
Company Secretary Office,
18 Soi Sathorn 11 Yaek 9, TFD Building,
Yannawa, Sathorn, 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://qr.go.page.link/obr8g>

QR Code 

1.1.1 Steps for using Inventech Connect (Live Streaming):

1. Shareholders **click the link to enter the Meeting** and watch live via Live Streaming 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" to watch live via Live Streaming.
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 Shareholders 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 "การถ่ายทอดสด / Live"
 6. When Shareholders want to **vote (e-Voting)**, can press “การลงคะแนน / Vote” button by selecting agenda as shown in the drop down, the system will show the voting status as “Waiting to vote” where shareholders can press the voting 1. Agree (green colour), 2. Disagree (red colour), 3. Abstain (orange colour). If shareholder wants to cancel the last vote, press “Cancel the latest vote”. (Shareholders can amend their votes until that agenda is closed for voting)
 7. If Shareholders want to **send question**, Shareholders can 2 options **1. Message**, Shareholders can do this by typing the letters then press the symbol as picture  to send question **2. Voice message**, Shareholders can do press to “บันทึกเสียง” then press to “หยุดบันทึกเสียง” when the question is done then press "ส่งคำถาม" to send the question by voice message.
 8. Shareholders can conduct a review of the votes on an 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 related to the Meeting**, Shareholders can do press to “เอกสารการประชุม / File”. The system will display the file as specified by the Company.
 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 September 23, 2021 at 12.00 p.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.
 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 a troubleshooting related to the system, please contact:

02-021-9121

The service will be available from September 16 - 22, 2021 from 8:30 a.m. – 5.30 p.m.

(Only on business days excluding public holidays and festival holidays)