

**Instructions for attending the Annual General Meeting of Shareholders
by Electronic Means .**

Due to safety concerning of shareholders and to prevent the COVID-19 outbreaking, the Company will hold the 2021 Annual General Meeting of Shareholders on April 27,2021 by electronics means. The Company will not set up neither meeting venue nor registration at the Company. Shareholder are dindly requested attend the meeting by electronics means only.

Inventech Systems (Thailand) Company Limited will organize electronics meeting on behalf of the Company, which the meeting systems is certified by Ministry of Digital Economy and Society on security standard of electronics meeting. Shareholders will be able to follow instructions below;

1. The Shareholders must submit a request to attend the meeting by Electronic Means via Web Browser at <https://app.inventech.co.th/FN094235R> 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
 - Email 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 download and installation of Cisco WebEx Meeting Application
 - (4) 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, 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 attend the Meeting through the Electronic Means by proxy, please appoint any person to act as your proxy or authorize one of the Company's Independent Directors to attend and vote on your behalf.

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 April 22, 2021 and the registration for 2021 Annual General Meeting of Shareholders (by electronics means) will be open 2 hours before the meeting starting from 12.00 p.m. of April 27, 2021 until the meeting will be done.
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 FN Factory Outlet Public Company Limited 991 FN Building, Rama 9 Road, Suan Luang, Bangkok 10250. Such proxy form and required documents shall be delivered to the Company within April 22, 2021.

Manual to attend the Meeting by Electronic Means and login for Inventech Connect

Cisco Web Ex Meeting and Inventech Connect for e-voting systems support Web Browser for PC, iOS and Android. To access Cisco WebEx Meeting and Inventech Connect, please follow the installation procedure and operation manual as below:

1.Using Cisco WebEx Meeting

Installation Manual for Cisco WebEx Meeting can be study via this link:- <https://qrgo.page.link/Cgv2B> or QR Code:-







1.1 Cisco WebEx Meeting installation instruction via PC or Laptop

1. Go to website: <https://www.webex.com/downloads.html> scan QR Code:-







2. Choose download Cisco WebEx Meetings by clicking "Download for Windows" button.
3. Double click the webexapp.msi (can be found at Folder Download) to enter the Installation page;
4. Enter the installation page, then click "Next";
5. Select "I accept the terms in the license agreement" and then click "Next";
6. Click the "Install" button, then wait for the installation for a moment, and then click "Finish";
7. When the installation is completed, the "Cisco WebEx Meetings" icon will appear on Desktop's screen.

1.2 Step to install Cisco WebEx Meeting using *Mobile Device*

For iOS (Version iOS 10.0 up)	For Android (Version Android 6.0 up)
<ol style="list-style-type: none"> 1. Assess App Store  2. Go to the search icon or the “magnifying glass” symbol and type “Cisco WebEx Meeting” and click “search” button. 3. Then click the “Accept” button on the right to install the Cisco WebEx Meetings Application or the symbol as shown in the picture.  4. Specify a password or Touch ID to confirm application installation. 5. Then wait for a moment for installation. 6. When the installation is completed, the “WebEx Meet” icon will appear on the phone’s screen. 	<ol style="list-style-type: none"> 1. Access Play Store  2. Go to “Search for apps & games” and type “Cisco WebEx Meetings” and click “Search”. 3. Then click “Install” button on the right to install Cisco WebEx Meetings Application on symbol as shown in the picture.  4. Click “Accept” to confirm Application installation. 5. Then wait for a moment for installation. 6. When the installation is completed, the “WebEx Meet” icon will appear on the phone’s screen.

2. Using Inventech Connect System

<p>Manual for PC / Laptop</p>  <p>https://qr.go.page.link/KqnoP</p>	<p>Manual for iOS</p>  <p>https://qr.go.page.link/pgvit</p>
<p>Manual for Web Browser</p>  <p>https://qr.go.page.link/iZ3ka</p>	<p>Manual for Android</p>  <p>https://qr.go.page.link/vZ4rZ</p>

2.1 Steps for using Inventech Connect via *PC/Laptop* are as follow:

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.)* Then click “Go to the registration page to watch the live broadcast via Application Cisco Webex Meeting”.
4. The system will display the “Event Information”: The Shareholders must fill-in the information on the right side of “Join Event Now” with the following details:
 - Fill-in the Shareholders’ name or proxies name for First Name.
 - The system will display the Shareholders’ registration number (in case of proxy it will display * after the registration number).

- Fill-in email address (*email address must be the same email that register via e-Request).
 - In the “Event Password” the system will set the default value for Shareholders. There is no need to make any changes.
 - Then click “Join Now” button.
5. After that, click “Run a temporary application” to access the Cisco WebEx Meeting application.
 6. Click the “Join Event” button (green colour) to join the meeting via Cisco WebEx Meeting Application.
 7. The system will display 2 operation screens; one on the left showing live broadcast and the right showing Q&A and Multimedia Viewer functions with the login page of Inventech Connect for e-Voting.
 8. Then click the “Continue” button (blue colour) on the right hand side of the Multimedia Viewer function. The system will display the login screen for Inventech Connect and click “Sign in” button.
 9. The system will display on Select Agenda, and Shareholders may view which agenda may be voted by clicking the “Select Agenda” (green) in corner on the left and bottom.
 10. The system will display the status of each agenda – *voting status: pending.*
 11. When Shareholders wish 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.*
 12. 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.
 13. * 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.
 14. * Shareholders may leave the meeting by selecting the “User Icon” and click “Leave Meeting” button.

****If the Shareholder leaves the meeting during the meeting, the system will remove the right to vote of such a shareholder from the meeting on the agenda that has not yet been processed.***

2.2 Steps for using Inventech Connect for e-Voting via *Mobile Device*

• Screen 1: Live Broadcast by the Company

1. Shareholders must **click the link, in order to enter into the meeting room**, from the notification approval email for Inventech Connect.
2. After that the system will display the e-Register page, the Shareholders must fill-in Username and Password that received by email, then click "Sign-in".
3. Upon successful registration, the system will display shareholder registration information.
*(*At this procedure, it will be considered that the Shareholders has already registered to attend the meeting and the number of shares held by such shareholders shall be counted as a quorum.)* Then click to registration page to join the meeting via Cisco WebEx Meeting Application.
4. The system will display Event Information, then click "Join"
5. Then fill-in information in Display Name and Email Address, then click "OK"
6. Click "Join" (green) to attend the meeting via Cisco WebEx Meeting Application.

****If Shareholders wish to use Inventech Connect, switch the browser to use 2nd Screen as below:**

• Screen 2: Using Inventech Connect

1. Shareholders must **click the link for registration (For Shareholders who do not want to view the live meeting)** from the notification email for Inventech Connect or URL for e-Voting function which was sent from Administrator via "Chat" function in application Cisco Webex Meeting.
2. Enter Username and Password from the request approval notification email, then click "Sign in" button.
3. The system will display "Select Agenda" icon, and Shareholders may view which agenda may be voted by clicking the "Select Agenda" (green) in corner on the left and bottom.
4. The system will display the status of each agenda – *voting status: pending*.
5. When Shareholders wish 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 category determined by the meeting, and voting may be changed until the agenda ends voting results submission.**

6. 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.
 7. *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.
 8. 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.**
3. The electronic conference system will be available on April 27, 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.
 4. 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;
 - Mobile phones/tablet devices with Android operating system that supports android 6.0 version or above, or mobile

phones/tablet devices with IOS operating system that supports IOS 10.0 version or above;

- Desktop computer/notebook with Window operating system that supports Window 7 or above, or desktop computer/notebook with MAC operating system that supports OS X 10.13 or above.;
- Internet Browser: Firefox or Chrome (recommended) or Safari.

How to check the operating system version

- For Android: Choose settings or additional settings > About Phone > Software or Android version information;
- For iOS: Selecting Settings > General > About > Version

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: 08-4156-0838 , the service will be available from April 22-27, 2021 from 8.30 a.m. to 5.30 p.m.