

Explanation on Electronic Meeting Procedure via Inventech Connect

Shareholders who wish to join the Meeting via Electronic Meeting can follow the procedure as below;

Submit the Request to Join Electronic Meeting

1. Submit the request through Web browser by enter: <https://app.inventech.co.th/OSP162931R> or scan this QR Code to enter the system



2. When entering the system shareholders must fill in the information, for example
 - ID Card number/ Passport number (in case of non-Thai nationality)
 - Shareholder Registration Number, Number of shares
 - Name – Surname
 - Phone number, E-mail
 - Additional documents (can enclose photocopy of document) (details are as in Attachment No. 8)
3. After finish filling the information, choose “**I hereby have read and agreed to follow attendance requirements and meeting requirements via Inventech Connect**” by clicking on the box to accept service condition.
4. After that choose “**Submit Request**”
5. After finish step 4, the staffs will verify the submitted request. Once the request is approved, shareholders will receive E-mail providing the meeting information in 4 parts as follows;
 1. Link for the meeting registration
 2. Username and Password for e-Voting
 3. Link for downloading and installing **Application Cisco Webex Meeting**
 4. Link for manual, the system will be available on the date and time informed in this letter of invitation
6. Shareholders who are inconvenient to join the Meeting through Electronic Meeting, he/she can either authorize a person as appropriated or an independent director to attend and cast votes at the Meeting by fill-in and sign Proxy Form. Hence, the proxy holder and an independent director shall cast votes in each agenda as per indicated in the Proxy Form by shareholder.
7. Shareholders or proxy holder who is not independent director who wish to join the Meeting through Electronic Meeting, the request to join the meeting system will available **since 16 April 2021 at 08.30 a.m. – 05.00 p.m.** (only on working days, exclude official holidays and public holidays). Shareholder or proxy holder can submit request until the registration system will close **on 27 April 2021 until the Meeting is adjourned.**
8. In case shareholders who wish to proxy to an independent director, please send the Proxy Form with supporting documents to the Company via postal service to below address. The document must reach the Company within 23 April 2021 at 05.00 p.m.

Osotspa Public Company Limited

Company Secretary Department, 10th Floor, Building 5

348 Ramkhamhaeng Rd., Huamak, Bangkok, Bangkok 10240, Thailand.

Electronic Meeting and Log-in to Inventech Connect Procedure

1. Cisco Webex Meeting and Inventech Connect are available on Web browser, PC, IOS and Android. In order to log-in to Cisco Webex Meeting and Inventech Connect, please follow the installation instruction and manual as below;

1.1 Cisco Webex Meeting

Manual for installation and usage of Cisco Webex Meeting is as the link here <https://qrgo.page.link/Cgv2B> or scan QR Code here





1.1.1 Installation Cisco Webex Meeting on PC / Laptop

1. Enter website <https://www.webex.com/downloads.html> or scan this QR Code
2. Download Cisco Webex Meeting by click “Download for Windows”
3. Double click on webexapp.msi (search at Folder Download) to enter installation page
4. Enter installation page and click “Next”
5. Click “I accept the terms in the license agreement” and click “Next”
6. Click “Install” and wait shortly for installation and click “Finish”
7. After finishing the installation, icon “Cisco Webex Meetings” should appear on desktop





1.1.2 Installation Cisco Webex Meeting on Mobile





For iOS

1. Enter Application App Store 
2. Tap on search icon or “magnifying glass” symbol then type “Cisco Webex Meetings” and tap “Search”
3. Then tap “accept” on the right to install Application Cisco Webex Meetings or this symbol 
4. Fill password or Touch ID to verify to installation of Application
5. Wait for a moment
6. After finishing the installation, icon “Webex Meet” should appear on phone screen

For Android

1. Enter Application Play Store 
2. Tap on Search for apps & games by typing “Cisco Webex Meetings” and tap “Search”
3. Tap “Install” on the right hand to install Application Cisco Webex Meetings or this symbol 
4. Tap “Accept” to verify the installation of Application
5. Wait for a moment
6. After finishing the installation, icon “Webex Meet” should appear on phone screen

1.2 Inventech Connect

<p>Usage Manual to use the system on PC / Laptop</p>  <p>https://qrgo.page.link/KqnoP</p>	<p>Usage Manual to use the system on iOS</p>  <p>https://qrgo.page.link/pgvit</p>
<p>Usage Manual to use the system on Web Browser</p>  <p>https://qrgo.page.link/iz3ka</p>	<p>Usage Manual to use the system on Android</p>  <p>https://qrgo.page.link/vZ4rZ</p>

1.2.1 Usage Procedure of Inventech Connect via PC / Laptop

1. **Click Meeting Registration Link** which sent to shareholders' E-mail that verify submitted request of Inventech Connect
2. The system will show e-Register page to fill-in Username and Password which sent to E-mail then click "Sign in"
3. After signing in, the system will show registration information of shareholders
(*this process is considered that shareholders successfully register, and the shares number shall be counted as quorum*) then tap "Go to registration for live stream via Application Cisco Webex Meeting"
4. The system will show Event Information, please fill-in information on the right in Join Event Now section, details as follow;
 - Show shareholders or authorized proxy person names in First name box
 - Show shareholders' registration number in Last name box (for proxy * will appear behind the registration number)
 - In E-mail address box, fill-in E-mail to log-in the system (*fill-in the same E-mail which use to submit request on e-Request*)
 - In Event password box, the system is set Default, **shareholders do not need to change**
 - Then click "Join Now"
5. Then click "Run a temporary application" to enter Application Cisco Webex Meeting
6. Click "Join Event" (in green) to join the Meeting via Application Cisco Webex Meeting
7. There will be 2 parts appear on screen; live stream and display on the left and function Q&A and Multimedia Viewer on the right which will show login page of Inventech Connect for e-Voting
8. Then click "Continue" (in blue) on the right hand in Multimedia Viewer function. The system will show login screen to enter Inventech Connect for e-Voting. Fill-in Username/Password which was sent to E-mail on verification the submitted request of Inventech Connect and click "Sign in"
9. The system will show "Choose agenda", shareholders can go through agenda items which require to cast votes by clicking "Choose agenda" (in green) on top and bottom left.
10. After that the system will show agenda which require to cast votes by show the status "Voting Status: Pending"

11. Once shareholders wish to cast votes, click on the agenda and the system will show 4 buttons:
1. Approve (in green) 2. Disapprove (in red) 3. Abstain (in orange) 4. Not Submit the Vote (in blue)
** If shareholders choose Not Submit the Vote or take no action, the Company shall collect the vote as indicated in the Meeting. The vote casting can be done until closing for vote casting in each agenda**
12. Shareholders can see voting result in each agenda once the vote casting is closed by clicking on the agenda and the system will show the graph and table of the voting result.
- * 13. Proxy holder who is authorized for multiple accounts can click "User Icon" and click "Switch Account" to login to other Accounts. The voting result and quorum will not be taken out from the Meeting
- * 14. If shareholders wish to leave the Meeting, click "User Icon" and click "Sign out from Meeting"
** If shareholder sign out from the Meeting, the system will not calculate the votes of shareholders on the agenda which is not casted vote yet**

1.2.2 Usage Procedure of Inventech Connect via Mobile

>> Screen 1: Live Stream of the Company

1. **Click Meeting Registration Link** which sent to shareholders' Email that verify submitted request of Inventech Connect
2. The system will show e-Register page to fill-in Username and Password which sent to E-mail then tap "Sign in"
3. After signing in, the system will show registration information of shareholders,
*(*this process is considered that shareholders successfully register, and the shares number shall be counted as quorum*)* then tap "Go to registration for live stream via Application Cisco Webex Meeting"
4. The system will show Event Information then tap "Join"
5. Fill-in information in Display Name box and Email address then tap "OK"
6. Tap "Join" (in green) to join the Meeting via Application Cisco Webex Meeting

*** If shareholders who join the Meeting via Mobile would like to access e-Voting, shareholders need to switch to Browser to access Screen 2 as following procedure*

>> Screen 2: Inventech Connect Usage

1. **Click Meeting Registration Link (for shareholders who do not want to see live stream)** which sent to shareholders' Email that verify submitted request of Inventech Connect or URL of e-Voting which the staffs send in the chat box in Application Cisco Webex Meeting.
2. Fill-in Username and Password which sent to E-mail then tap Sign in
3. The system will show "Choose agenda", shareholders can go through agenda which require to cast votes by clicking "Choose agenda" (in green) on top and button left.
4. After that the system will show agenda which require to cast votes by show the status "Voting Status: Pending"
5. Once shareholders wish to cast votes, click on the agenda and the system will show 4 buttons:
1. Approve (in green) 2. Disapprove (in red) 3. Abstain (in orange) 4. Not Submit the Vote (in blue)
** If shareholders choose Not Submit the Vote or take no action, the Company shall collect the vote as indicated in the Meeting. The vote casting can be done until closing for vote casting in each agenda**

6. Shareholders can see voting result in each agenda once the vote casting is closed by click on the agenda and the system will show the graph and table of the voting result.
- *7. Authorized proxy person who is authorized for multiple accounts can click “User Icon” and click “Switch Account” to login to other Accounts. The voting result and quorum will not be taken out from the Meeting
- *8. If shareholders wish to leave the Meeting, click “User Icon” and click “Sign out from Meeting”
If shareholder sign out from the Meeting, the system will not calculate the vote of shareholders on the agenda which is not casted vote yet

The system of the Electronic Meeting will open on **27 April 2021 at 12.00 p.m.** (2 hours before the Meeting starts). Shareholders or proxy holders can login by using Username and Password and follow the manual as provided.

The working system of Cisco Webex Meeting and Inventech Connect depend on internet speed of shareholders or proxy holders and/or the program of devices. For stability, please use the following devices and/or programs to join the Meeting;

- Recommended internet speed is not less than 4 Mbps
- Android mobile/tablet support Android 6.0 and above or IOS support IOS 10.0 and above
- Windows computer/notebook support Windows 7 and above or Mac supports OOS X 10.13 and above
- Firefox or Chrome internet browser (recommended browser) or Safari

Remarks:

1. Shareholders must use Username and Password which send to your E-mail to fill-in for registration. After register, the system will count the shares as quorum (If shareholders do not register to join the Meeting, the system will not count the shares as quorum and cannot cast votes including cannot watch the Meeting live stream). If shareholders click on “Sign out from Meeting”
2. Shareholders must prepare the E-mail to submit request for **1. Link for registration to join the Meeting, 2. Username and Password** to join the Meeting
3. The information which fill-in the system must be the same information as of Record Date from Thailand Securities Depository Co., Ltd. (TSD)

Should you any issue about the system, please contact

Tel. 02-096-9363

Available during 16 – 27 April 2021 at 08.30 a.m. until the Meeting is adjourned
 (only on working days, exclude official holidays and public holidays)