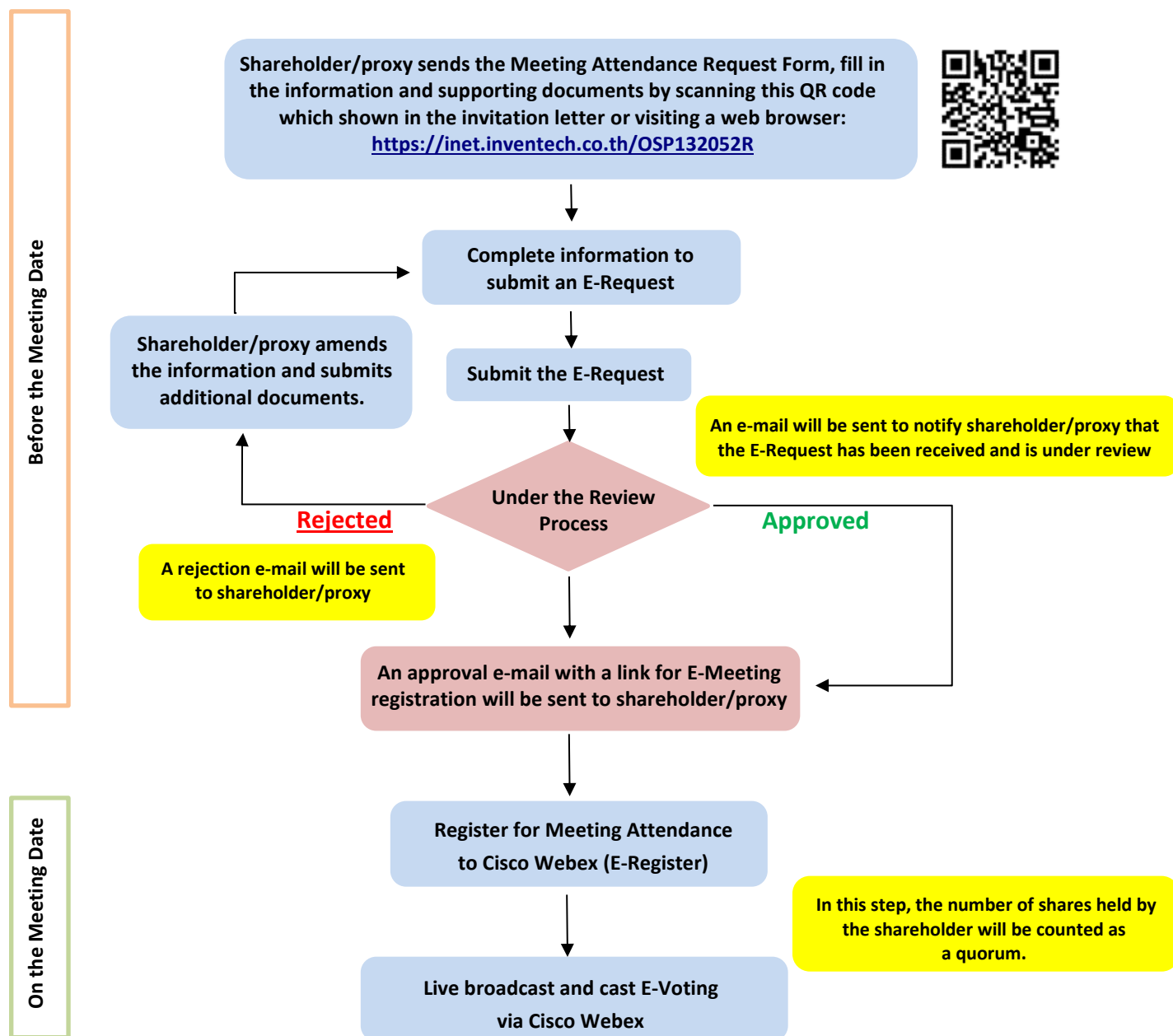


Explanation on the Procedure for submitting Meeting Attendance Request Form (E-Request) and using Electronic Meeting (E-Meeting)

Flowchart for the E-Meeting Registration and Attendance



Note

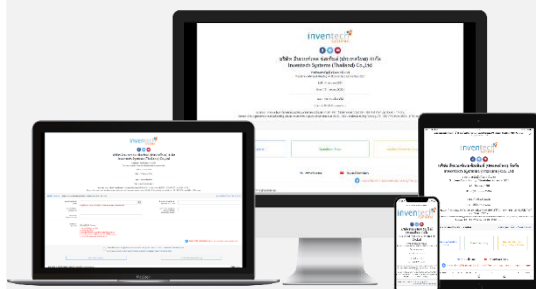
1. For a proxy appointed by multiple shareholders:
 - Such proxy can click the "**Switch Account**" button to log-in to other accounts, and vote of the previous account will still be counted as a quorum.
2. Leaving the meeting
 - Such shareholder/proxy can click the "**Leave Meeting**" button to leave the Meeting. The system will remove the votes of the shareholder/proxy from the remaining agenda items that have not yet been voted at the Meeting.

Guidelines for attending of Electronic Meeting by Inventech Connect

Shareholders and proxies wishing to attend the meeting can proceed according to the procedure for submitting the request form to attend the meeting via electronic media as follows:

Step for requesting Username & Password from via e-Request system

1. The Shareholders must submit a request to attend the meeting by Electronic Means via Web Browser at <https://inet.inventech.co.th/OSP132052R> or scan QR Code and follow the steps as shown in the picture



- 1 Click link URL or scan QR Code in the notification letter of 2022 Annual General Meeting of Shareholders.
- 2 Shareholders choose to file a request form.
- 3 Fill in the information shown on the registration page.
- 4 ☒ agree to the Requirements for Meeting Attendance via the Inventech Connect.
- 5 Click "Request" button.
- 6 Please wait for an email from the officer informing you of meeting details and Username & Password.

**** 1 email account per 1 shareholder ID****

2. For Shareholders who would like to attend the Meeting either through the Electronic Means by yourself or proxy to someone as you wish (who is not an independent directors), please note that the electronic registration will be available from 18 - 27 April 2022 at 08.30-17.00 hours (only on business days, excluding weekends and public holidays) until the meeting is adjourned.
3. The electronic conference system will be available on 27 April 2022 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.

Appointment of Proxy to the Company's Directors

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 supporting documents as Attachment No.7 to the following Company's address. Such proxy form and required documents shall be delivered to the Company by **within 25 April 2022**

Osotspa Public Company Limited
Company Secretary Department, 10th Floor, Building 5
348 Ramkhamhaeng Rd., Huamak, Bangkok, Bangkok 10240, Thailand.

If you have any problems with the software, please contact Inventech Call Center



02-931-9132



@inventechconnect



The system available during 18-27 April 2022 at 08.30 a.m. – 05.30 p.m.
(Specifically excludes holidays and public holidays)

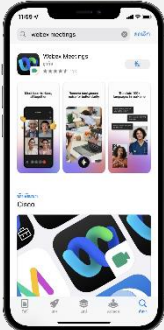


Report a problem

Installation Guide for Webex Meetings

For IOS Operating System

- 1 Go to Application [App Store](#)
- 2 Search [Webex Meetings](#)



- 3 Click **"GET"** for install application
- 4 Please **wait** until to download is complete
- 5 **Finish** the application has installed it will appear on your smart phone

For Android Operating System

- 1 Go to Application [Play Store](#)
- 2 Search [Webex Meetings](#)



- 3 Click **"INSTALL"** for install application
- 4 Please **wait** until to download is complete
- 5 **Finish** the application has installed it will appear on your smart phone

For Windows Operating System

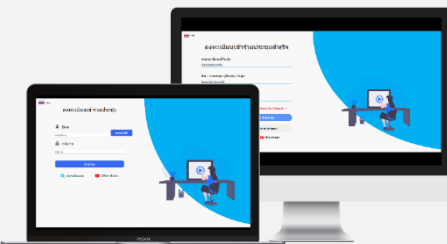
- 1 Go to website <https://www.webex.com/downloads.html>
- 2 Click **"For Windows (64 bit)/For Windows (32 bit)"** choose to the operating system on your computer.



- 3 Click the downloaded file **"webex.msi"** for installation Webex Meetings.
- 4 Click **"Next"** button for install program.
- 5 Please wait until to download is complete.
- 6 Click **"Finish"** button when the system finishes installation.
- 7 Click **"Agree"** button for accept the terms in the license
- 8 Enter **"your email"** and click **"Next"** button to get access.

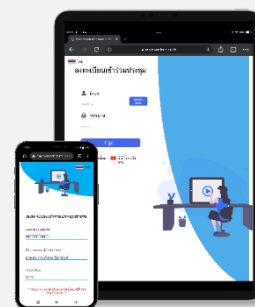
Step for registration for attending the meeting (e-Register)

- 1 Click registration link URL from email approved.
- 2 Get Username and Password that you received from your email or request OTP to login.
- 3 Click **"REGISTER"** button the system has already registered and counted as a quorum.
- 4 Click **"Live broadcast"** button




- 5 Use Cases PC/Laptop: Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows
 - 5.1 Fill in the email address in the Email Address field to match the email address you submitted the application form.
 - 5.2 Click **"Join Now"** button
 - 5.3 Click **"Run a temporary application"**
 - 5.4 Click the downloaded file.
 - 5.5 Click **"Join Event"** button to attend the meeting.

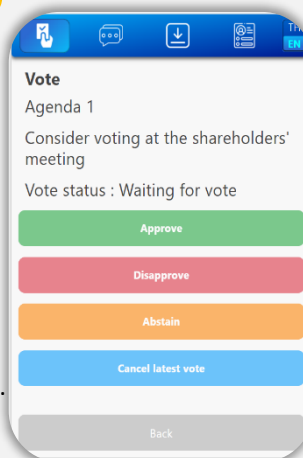
- 6 **Use Cases Mobile/iPad:** Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows
- 6.1 Click "Join" button
In case if never use Webex Meetings. In the first use it will have get popup, you must click "ACCEPT" (Android) or click "I Accept" (iOS).
- 6.2 Enter your name in the Name box, fill out email in an e-mail address box match the e-mail address for submitting the application.
- 6.3 Click "Accept" for accept access for application.
- 6.4 Click "Join" button to get in to meeting.






Step voting process (e-Voting)

Use Cases PC/Laptop

- 1 Click "Continue" button on menu "Multimedia Viewer".
- 2 Get Username and Password that you received from your email or request OTP to login.
- 3 Click "Login" button.
- 4 Click on menu "Voting" or symbol 
- 5 Select which agenda that you want to vote.
- 6 Click the voting button as you choose.
- 7 The system will display status your latest vote.



Use Cases Mobile/iPad

- 1 Click on menu "Participants" or symbol 
- 2 Click on menu "Chat" and choose message from Inventech connect (Android) or click on "Chat" or  symbol (iOS)
- 3 Shareholders can click link in the chat message.
- 4 Then click on "Continue" button.
- 5 Get Username and Password that you received from your email or request OTP to login.
- 6 Click "Login" button.
- 7 Click on menu "Voting" or symbol 
- 8 Select which agenda that you want to vote.
- 9 Click the voting button as you choose.
- 10 The system will display status your latest vote.

To cancel the last vote, please press the button

Cancel latest vote

(This means that your most recent vote will be equal to not voting, the system will consider the votes as "Approve"). Shareholders can change your voting until the voting system is closed for that agenda item.

Step to ask questions via Inventech Connect



1

➤ Click "Ask a question" on menu or symbol



➤ Ask a question via send the question.

➤ Select which agenda that you want to ask.

➤ Type the question then click "Send"



2

➤ Ask the question via video record.

➤ Select which agenda that you want to ask.

➤ Click "Get queue ask the question via video" button or symbol

Get queue ask the question via video



➤ Fill out your name that show in Webex

➤ Click "Get the queue" button or symbol

Get the queue

➤ Please wait for the signal from the officer to ask questions in the Chat channel.

Installation Guide for Webex Meetings and How to use Inventech Connect



User Manual
via e-Request



Installation Guide for Webex
Meetings



User Manual
Inventech Connect

Remark: Operation of the electronic conferencing system and Inventech Connect systems. Check internet of shareholder or proxy include equipment and/or program that can use for best performance. Please use equipment and/or program as the follows to use systems.

1. Internet speed requirements

- High-Definition Video: Must be have internet speed at 2.5 Mbps (Speed internet that recommend).
- High Quality Video: Must be have internet speed at 1.0 Mbps.
- Standard Quality Video : Must be have internet speed at 0.5 Mbps.

2. Equipment requirements.

- Smartphone/Tablet that use IOS or android OS.
- PC/Laptop that use Windows or Mac OS.

3. Requirement Browser Firefox or Chrome (Recommend) or Safari

**** The system does not support internet explorer****