

Enclosure 1

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Guidelines for attending the Annual General Meeting of Shareholders for the year 2023 by Electronic Means

Guidelines for attending the Annual General Meeting of Shareholders for the year 2023  
by Electronic Means

Thaicom Public Company Limited

All Shareholders or proxies are requested to attend the Meeting by Electronic Means only in accordance to the following guidelines:

Guidelines to attend the Meeting by Electronic Means

1. The Shareholders must submit a request (e-Request) to attend the Meeting by Electronic Means via Web Browser at <https://inv.inventech.co.th/THCOM142320R/#/homepage> or

scan QR Code:




2. The Shareholders must prepare the following information/document to fill-in through the system:
  - (1) Identification Card Number/Passport Number for foreigner
  - (2) Shareholders Registration Number (Appear on a notification of meeting)
  - (3) Name and Surname
  - (4) E-Mail Address
  - (5) Mobile Number
  - (6) Attachments
    - (6.1) 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 (photo is also applicable).
    - (6.2) For Shareholders who wish to attend the Meeting by Electronic Means with proxies who are not Independent Directors of the Company, please also attached the proxy forms with required documents (photo is also applicable).
3. After that please proceed on the following procedures:
  - (1) After clicked URL or scanned QR Code, please click "request" button.
  - (2) Fill-in the information as asked on the registration page.
  - (3) Click  to agree to the terms and conditions for an attendance of this meeting through the Inventech Connect system, and the terms and conditions of personal data policy.
  - (4) Fill-in the information for verifying the identity of the attendees.

- (5) Click "Request" button.
- (6) Then, please wait for an email from the officer informing on Meeting details and Username & Password or monitor the request status via Inventech Connect through Web Browser at <https://inv.inventech.co.th/THCOM142320R#/homepage>
4. For Shareholders who would like to attend the Meeting through the Electronic Means by yourself or by proxy, please register through the provided system in accordance to the guidelines. The e-Request system will be opened on 28 March 2023 at 8:30 a.m. and shall be closed when the meeting adjourned on 7 April 2023.
5. The electronic conference system will be available on 7 April 2023 at 12.00 hrs. onward (2 hours' prior the meeting). The Shareholders or proxies shall use the provided Username & Password and follow the instruction to access 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 authorize one of the Company's Independent Directors to attend and vote on his or her behalf, please submit the proxy with the Shareholder's power of attorney by 31 March 2023 by post, using the envelope enclosed with this letter and send to the Company.

## Installation Guide for Webex Meetings


For Shareholders use via PC/Laptop is not install application, for use via Mobile are install steps as follows.

### 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



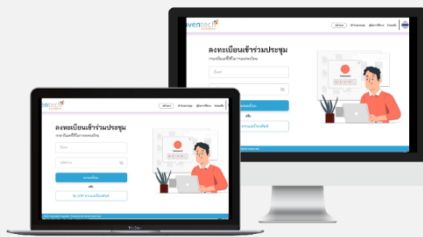
### For Android Operating System

- 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



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

- 1 Click registration link URL for join meeting from email approve.
- 2 Get Username and password or request OTP to login.
- 3 Click "Register" button the system has already registered and counted as a quorum.
- 4 Then click "Join Attendance" button.
- 5 Click "Watch Meeting" button.



- 6 Click "Open Webex" button.
- 7 Use Cases PC/Laptop: Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows
  - 7.1 Fill in the Name and Email Address to match the information you submitted the request form.
  - 7.2 Click on "Next" button.
- 8 Click on "Join" button to get in to 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

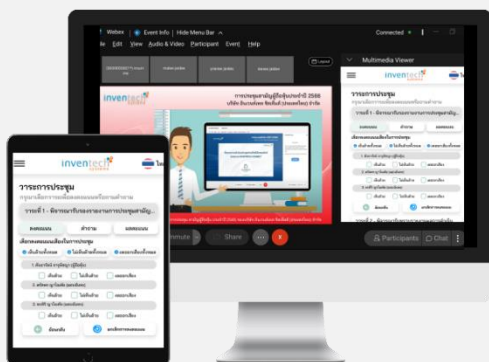
- 6.1 Fill in the Name and Email Address to match the information you submitted the request form.
- 6.2 Click on "OK" button.
- 7 Click on "Allow" for accept access for application.
- 8 Click on "Join" button to get in to meeting.





## Step voting process (e-Voting)

### Use Cases PC/Laptop

- 1 Click "Continue" button on "Multimedia Viewer" menu.
- 2 Get email and password that you received from your email or request OTP
- 3 Click on "Login" button
- 4 Then click on "Join Attendance" button
- 5 Select which agenda that you want to vote
- 6 Click on "Vote" button
- 7 Click the voting button as you choose
- 8 The system will display status your latest vote

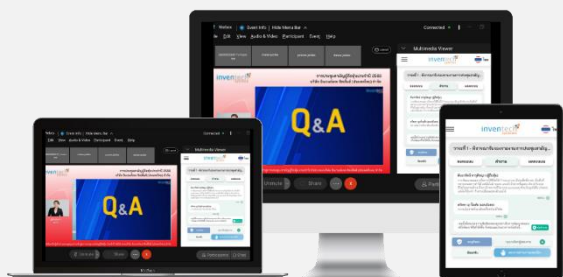


### Use Cases Mobile/iPad

- 1 Click on "Participants" or symbol 
- 2 Click on menu "Chat" and choose message from Inventech Connect (Android) or click on "Chat" or Symbol  (iOS)
- 3 Click link in the chat message.
- 4 Click on "Continue" button
- 5 Get email and password that you received from your email or request OTP
- 6 Click on "Login" button
- 7 Then click on "Join Attendance" button
- 8 Select which agenda that you want to
- 9 Click on "Vote" button
- 10 Click the voting button as you choose
- 11 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, or your vote will be determined by the agenda result) Shareholders can conduct a review of the votes on an agenda basis. When the voting results are closed.

### Step to ask questions via Inventech Connect



- Select which agenda
- Click on “ Question” button

**1** Ask a question  
Type the question then click “Send”

- 2** Ask the question via video
- Click on “Conference”
  - Click on “OK” for confirm your queue
  - Please wait for the queue for you then you can open microphone and camera

### Installation Guide for Webex Meetings and How to use Inventech Connect



User Manual e-Request



User Manual e-Vote

**Remark:**

1. The Shareholders must fill-in the Username & Password that was received via email for registration and joining the meeting. 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, (if the Shareholders do not register to attend the meeting, your shares will not be counted, and the Shareholders cannot vote or watch the live meeting). Also, if the Shareholders leave the meeting during the meeting, the system will remove the votes of the Shareholders from the meeting.
2. The Shareholders must prepare the Email Address for e-Request to obtain 1. **Link for the meeting**, and 2. **Username & Password for attending the meeting** by Electronic Means.
3. The required information must be aligned with the information as of the record date that was provided by Thailand Securities Depository Co., Ltd (TSD).

4. Operation of the Electronic Conferencing System and Inventech Connect System are also dependant on the internet connection of shareholder or proxy including the devices and/or program. The followings are the recommendations for devices and/or program.

(1) Devices

- Smartphone/Tablet with IOS or android OS
- PC/Laptop with Windows or Mac OS

(2) Browser Chrome (Recommended) and Safari or Microsoft Edge (*Internet Explorer is not applicable*)

(3) Internet speed requirements

- High-Definition Video: Must have internet speed at 2.5 Mbps (Recommended Speed of Internet)
- High Quality Video: Must have internet speed at 1.0 Mbps.
- Standard Quality Video: Must have internet speed at 0.5 Mbps.
- You can check the supported device versions at <https://help.webex.com/en-us/article/nki3xrq/Webex-Meetings-Suite-System-Requirements>

or scan the QR Code



For a troubleshooting related to the system:

Please contact: [02-931-9134](tel:02-931-9134) (2 lines)

Line: @inventechconnect

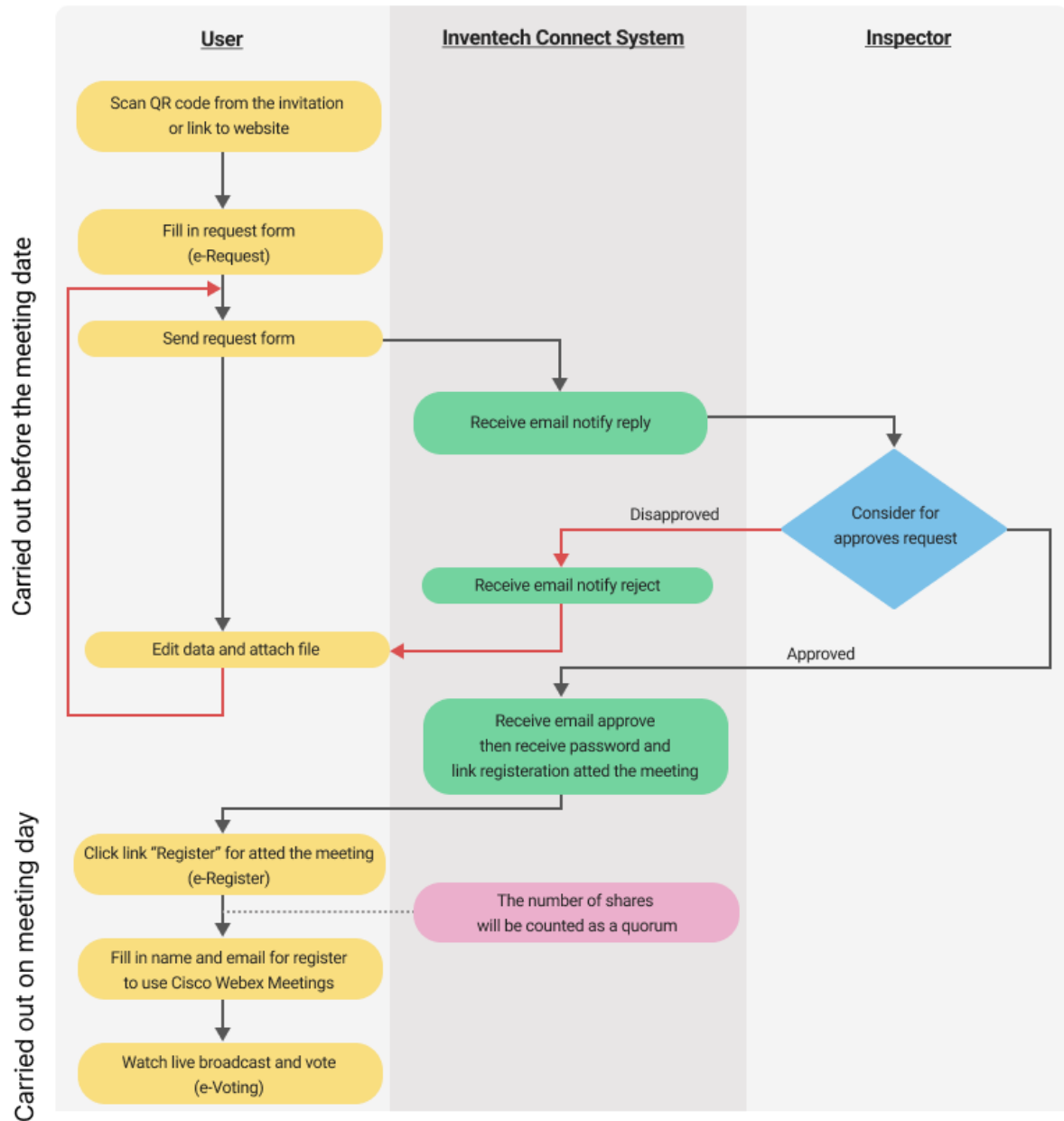
The service will be opened from 28 March 2023 – 7 April 2023 at 8.30 -17.30 hrs. (except public holiday).



Troubleshooting Report

[@inventechcon](#)

### Guidelines for attending of Electronic Meeting



**Condition of use**

**In case Merge account/change account**

In case filing request multiple by using the same email and phone number, the systems will merge account or in case user has more than 1 account, you can click on "Change account" and the previous account will still count the base in the meeting.

**In case Exit the meeting**

Attendees can click on "Register for exit the quorum", the systems will be number of your shares out from the meeting base.