

**Guidelines for attending the 2021 Annual General Meeting of Shareholders,
via Electronic Means (E-Meeting)**

For any shareholders or proxies who wish to attend the 2021 Annual Ordinary General Meeting of Shareholders, via electronic means, please proceed as follows;

Steps for submitting a request to attend the AGM via Electronic Media (E-Meeting)

1. Please submit registration form via Web browser by go to the <https://app.inventech.co.th/BEM103128R/> or scan QR Code



(Registration system will be available from April 19, 2021 or until the meeting is adjourned)

2. When the login is completed, the Shareholders or proxies have to fill in the information as shown by the system, as follows;
 - Identification Number or Passport Number
 - Shareholder's Registration Number
 - Name – Surname
 - Number of shares
 - E-mail
 - Mobile phone number (for receiving OTP)
 - Attached additional documents as described in Attachment 10.
3. Fill form and attach the identification documents is completed, please select “I have read and agree to meet attendance requirements, meeting attendance requirements through Inventech Connect” for accepting the terms of service.
4. Submit the form.
5. Once the submission is completed, the company will check the validity and approve the request. The Shareholders will receive an E-mail informing details of attending the meeting, which comprised of;
 - 1) Link for AGM attending registration
 - 2) Username and Password for the E-Meeting system and E-Voting
 - 3) Link for Cisco Webex Meeting Application
 - 4) Link for Manual of E-Meeting and E-Voting

Or The reason of the rejection will be informed to the requestor (if any).

6. Shareholders who are unable to attend the Meeting in person may appoint other person or the Company's independent director, namely, Mr.Vitoon Tejatussanasoontorn, Chairman of the Audit Committee or General Chetta Thanajaro, the Audit Committee member, who is the independent director without any interest in the agenda items proposed in this Meeting, as their proxy.

7. Shareholders who wish to attend the meeting by yourself or proxies appoint other person, who is not independent director. Registration system will be available from **April 19, 2021 until the meeting is adjourned (except on Saturday - Sunday)**.
8. For shareholders appointing proxy, kindly submit the proxy in advance. The documents should send to company within April 23, 2021 at 17.00 hours. to the address below:

Managing Director Office,

Bangkok Expressway and Metro Public Company Limited (Branch Office 1).

No.238/7 Asoke-Din Daeng Road, Bang Kapi Subdistrict,

Huai Khwang District, Bangkok 10310.

Attending e-Meeting and login to AGM e-Voting

1. Webex and AGM e-Voting systems support web browser, PC, IOS and android. To access Webex and AGM e-Voting systems, please follow the installation procedure and operation manual as follows:

1.1 Using the Webex meeting system

Installation guide and user manual for Webex system
<https://qrgo.page.link/Cgv2B> or scan QR code







1.1.1 Webex System Installation Instructions via PC / Laptop

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







2. Choose download Webex Meetings by clicking the "Download for Windows" button;
3. Double click the webexapp.msi file (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" button;
7. When the installation is complete, the "Cisco Webex Meetings" icon will appear on the desktop's screen

1.1.2 Steps to install Webex using Mobile Device

<p><u>For iOS</u></p> <ol style="list-style-type: none"> 1. Access Application App Store  2. Go to the search icon or the "magnifying glass" symbol and type "Cisco Webex Meetings" 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 complete, the "Webex Meet" icon will appear on the phone's screen. 	<p><u>For Android</u></p> <ol style="list-style-type: none"> 1. Access Play Store Application 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 or the 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 complete, the "Webex Meet" icon will appear on the phone's screen.
--	---

1.2 Using AGM e-Voting system

<p>AGM e-Voting manual for PC/Laptop</p>  <p>https://qrgo.page.link/KqnoP</p>	<p>AGM e-Voting manual for IOS</p>  <p>https://qrgo.page.link/pgvit</p>
<p>AGM e-Voting manual for Web Browser</p>  <p>https://qrgo.page.link/iZ3ka</p>	<p>AGM e-Voting manual for Android</p>  <p>https://qrgo.page.link/vZ4rZ</p>

1.2.1 Steps for using AGM e-Voting via PC / Laptop are as follows:

1. Shareholders **click the link to enter the meeting room** in the approval notification email for AGM e-Voting request. Then the system will display Event Information. Fill in the information on the right side of "Join Event Now" with the following details: Fill in the First name / Last name and email address
2. In the "Event password" field, the system will set the default value for shareholders. There is no need to make any changes.
3. Then click "Join Now" button. ***After completing this procedure, it will be considered that the shareholder has already registered to attend the meeting and the number of shares of the shareholder to be counted as a quorum.**
4. Shareholders must fill in the "Confirm email address" field to confirm the email again and click "Submit" button.
5. Then, click "Run a temporary application" to access the Application Webex on PC / Laptop.
6. Click the "Join Event" button (green) to join the meeting via Application Webex.
7. The system will display 2 operation screens; one on the left showing live broadcasts or showing various results within the meeting. And, another one on the right which is for the Q&A and Multimedia Viewer functions showing the login page of the AGM e-Voting system.
8. Then click the "Continue" button (blue) on the right hand side of the Multimedia Viewer function. The system will display the login screen for the AGM e-Voting system. Enter the Username / Password from the approval notification email for the AGM e-Voting request and click the "Sign in" button.
9. Then, register by clicking on the button "Register to attend the meeting".
10. After completing registration, shareholders may view which agenda may be voted by clicking the "Select Agenda" button.
11. When shareholders wish to vote, choose the agenda to vote. Then the system will show all 4 voting buttons, as follows: 1. Agree (green) 2. Disagree (red) 3. Abstain (orange) 4. Do not submit vote (blue)
***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 that agenda ends voting results submission.**
12. Shareholders may check the votes of the agenda after the agenda has been closed for voting results submission by selecting the required agenda. After that, the system will display graphs and scores for that agenda.
13. In the event that a shareholder has authorized multiple accounts, select the "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 the "Leave Meeting" button.
***In this step, if the shareholder leave the meeting during the meeting, the system will remove the votes of the shareholder from the meeting on the agenda that has not yet been processed.**

1.2.2 Steps for using AGM e-Voting via Mobile

>> Screen 1, Live broadcast by the company

1. Shareholders must click the link to enter the meeting room from the notification approval email for AGM e-Voting request.
 2. After that, the system will display the Event Information. Fill in the information to the right of the Join Event Now with the following details:
Fill in First name / Last name and email address. In the Event password field, the system will set the default value for shareholders. Do not make any changes.
 3. Then click "Join Now" button.
 4. Shareholders must fill in the Confirm email address field to confirm the email again. And, click "Submit" button.
- * This process is not the meeting registration. Therefore, the number of shares of shareholder is still not counted as a quorum.
5. Then, click on "Run a temporary application" to access Application Webex on PC / Laptop.
 6. Click the "Join Event" button (green) to join the meeting via Application Webex. View live broadcast of the meeting via Application Webex.

**** If shareholders wish to use the AGM e-Voting system, switch the browser to use the 2nd screen as follows:**

>> Screen 2: Using AGM e-Voting

1. Shareholders must click the link for registering to attend a meeting and to vote from the notification email for AGM e-Voting request or the URL for accessing the AGM e-Voting system.
2. Enter the Username and Password from the request approval notification email. Then click the "Sign in" button.
3. Then, register by clicking on the "Register to attend the meeting" button.
4. After completing registration, shareholders may view which agenda may be voted by clicking the "Select Agenda" button.
5. When shareholders wish to vote, choose the agenda to vote. Then the system will show all 4 voting buttons, as follows: 1. Agree (green) 2. Disagree (red) 3. Abstain (orange) 4. Do not submit vote (blue)
*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 that agenda ends voting results submission.
6. Shareholders may check the votes of the agenda after the agenda has been closed for voting results submission by selecting the required agenda. After that, the system will display graphs and scores for that agenda.
7. In the event that a shareholder has authorized multiple accounts, select the "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 the "Leave Meeting" button.
*In this step, if the shareholder leave the meeting during the meeting, the system will remove the votes of the shareholder from the meeting on the agenda that has not yet been processed.
9. The electronic meeting system will be opened for access on **April 28, 2020 at 12:00 hrs.** (2 hour before the meeting starts). Shareholders or proxies must use the provided Username and Password and follow the system user manual.
10. The operation of the Webex and AGM e-Voting system depends on the internet capability of shareholders or proxies including device and/or its programs. Please use the following devices and/or programs to use the system:
 - Recommended internet speed should be at least 4 Mbps;
 - Mobile phones/tablet device with Android OS that supports all versions or IOS operating system that supports all versions;
 - Internet browser: Firefox or Chrome or Safari

How to check the operating system version

- *Android:* Choose settings or additional settings> About phone> Software Or Android version information;
- *IOS:* Select Settings> General> About> Version

For viewing troubleshooting, please follow the instructions or contact the system administrator at 02-021-9128, available during April 19 – 28, 2020 from 08:30 - 17:30 hours **(except on Saturday - Sunday)**