

**Procedures for attending the 2022 Annual General Meeting of Shareholders,  
via Electronic Means (E-Meeting)**

For any shareholders or proxies who wish to attend the 2022 Annual Ordinary General Meeting of Shareholders, via electronic means, please proceed as follows;

**Steps for submitting the Meeting Attendance Request Form via Electronic Media before the meeting**

1. Please submit registration form via Web browser by go to the <https://inet.inventech.co.th/BEM175540R> or scan QR Code



2. Shareholders choose to file a request form.
3. Fill in the information as shown by the system, as follows;
- Identification Number or Passport Number
  - Shareholder's Registration Number (Non-Thai nationality)
  - Name – Surname
  - Number of shares
  - E-mail
  - Mobile phone number (for receiving OTP)
  - Attached additional documents as described in Attachment 10.
    - In case of attending the E-Meeting in person  
Please enclosed Identification card of shareholder e.g personal I.D. / passport and certified true copy.
    - In case of proxy  
Please enclosed Proxy Form with the required documents.
4. Fill form and attach the required documents is completed, please select  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.
7. Shareholders who are unable to attend the E-Meeting in person, you may appoint to any person as you wish or the Company's independent directors, namely, Mr.Vitoon Tejatussanasoontorn, Chairman of the Audit Committee or General Chetta Thanajaro, the Audit Committee Member, the independent director without any interest in the agenda items proposed in this Meeting. The independent director will vote on each agenda on your behalf in the proxy form.
8. 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, the Meeting Attendance Request Form (E-Request) will be available from March 24, 2022 at 08:30 a.m. – 5.30 p.m. and shall be closed on April 4,2022 until the meeting is adjourned. (only on working days)

9. The electronic conference system will be available on April 4, 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.
10. 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. Such proxy form and required documents shall be delivered to the company by April 1, 2022 at 5.00 p.m to the following address.

**Directors Office & Compliance Group**

**Bangkok Expressway and Metro Public Company Limited**

**238/7 Asoke-Din Daeng Road, Bang Kapi,**

**Huai Khwang, Bangkok 10310 Thailand.**

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

Call Center : 02-931-9131

ID Line : @inventechconnect or scan QR Code



The service will be available during March 24, 2022 to April 4, 2022  
at 08.30 a.m. - 05.30 p.m.


(Only on working days, excluding holidays and public holidays)

## Installation Guide for Webex Meetings

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




### 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. Click “For Windows (64 bit)/For Windows (32 bit)” choose to the operating system on your computer. Double click the webexapp.msi file (can be found at Folder Download) to enter the installation page;
  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.

### 2. Steps to install Webex using Mobile Device

#### For iOS

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

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

### Steps for Meeting Attendance Registration (e-Register)

1. Click the registration URL link from the approval email.
2. Enter the Username and Password that you received from your email or request OTP to login.
3. Click “REGISTER”. The number of votes of this username will be counted as a quorum.
4. Click “Live broadcast”.
5. Via PC/Laptop: Please fill in the details to register for live broadcast watching via the Webex Meetings application as follows:
  - 5.1 Enter the same email address you submitted in the E-Request form in the Email Address field.
  - 5.2 Click “Join Now”.
  - 5.3 Click “Run a temporary application”.
  - 5.4 Click the downloaded file. 5) Click “Join Event” to attend the meeting.
6. Via Mobile/iPad: Please fill in the details to register for live broadcast watching via the Webex Meetings application as follows:
  - 6.1 Press“Join” button In case the shareholder never uses Webex Meetings before, press "ACCEPT" (Android OS) or "I Accept" (iOS).
  - 6.2 Enter your name in the Name box and enter the same email address you submitted in the E-Request form in the Email Address box.
  - 6.3 Press“Accept” to accept access for application.
  - 6.4 Press“Join” to attend the meeting.

## E-Voting Procedures




### For PC/Laptop

1. Click “Continue” on the “Multimedia Viewer” menu.
2. Enter the same Username and Password you received from your email or request OTP to login.
3. Click “Login”.
4. Click on the “Voting” menu or the icon.



5. Select the agenda item that you wish to vote.
6. Click on the voting button of your determination.
7. The system will display the status of your latest vote determination.

### For Mobile/iPad

1. Press the “Participants” menu or the icon. 
2. Press the “Chat” menu and choose the message from Inventech Connect (for Android) or press on the “Chat” menu or the icon (for iOS). 
3. Press the link for registration and voting.
4. Then press “Continue”.
5. Enter the same Username and Password you received from your email or request OTP to login.
6. Press “Login”.
7. Press the “Voting” menu or the icon. 
8. Select the agenda item that you wish to vote.
9. Press the voting button of your determination.
10. The system will display the status your latest vote determination

To cancel your latest vote, please click the button

Cancel latest vote

(This means that if the “Cancel latest vote” option is selected or nothing is selected, the system will consider the votes as “Approve”.) You can change your voting until the voting system is closed for that agenda item.

**Step to ask questions via Inventech Connect Systems**

Click on the “Ask a question” menu or the icon



1. Sending questions via messages

- Select the agenda item that you wish to ask a question.
- Type the question and then click “Send”

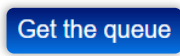


2. Asking questions via video or voice

- Select the agenda item that you wish to ask a question.
- Click on the “Get queue ask the question via video” button or the icon.



- Enter the name you use on Webex
- Click “Get the queue” or the icon
- Please wait for the signal from the staff to ask questions in the Chat channel.



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

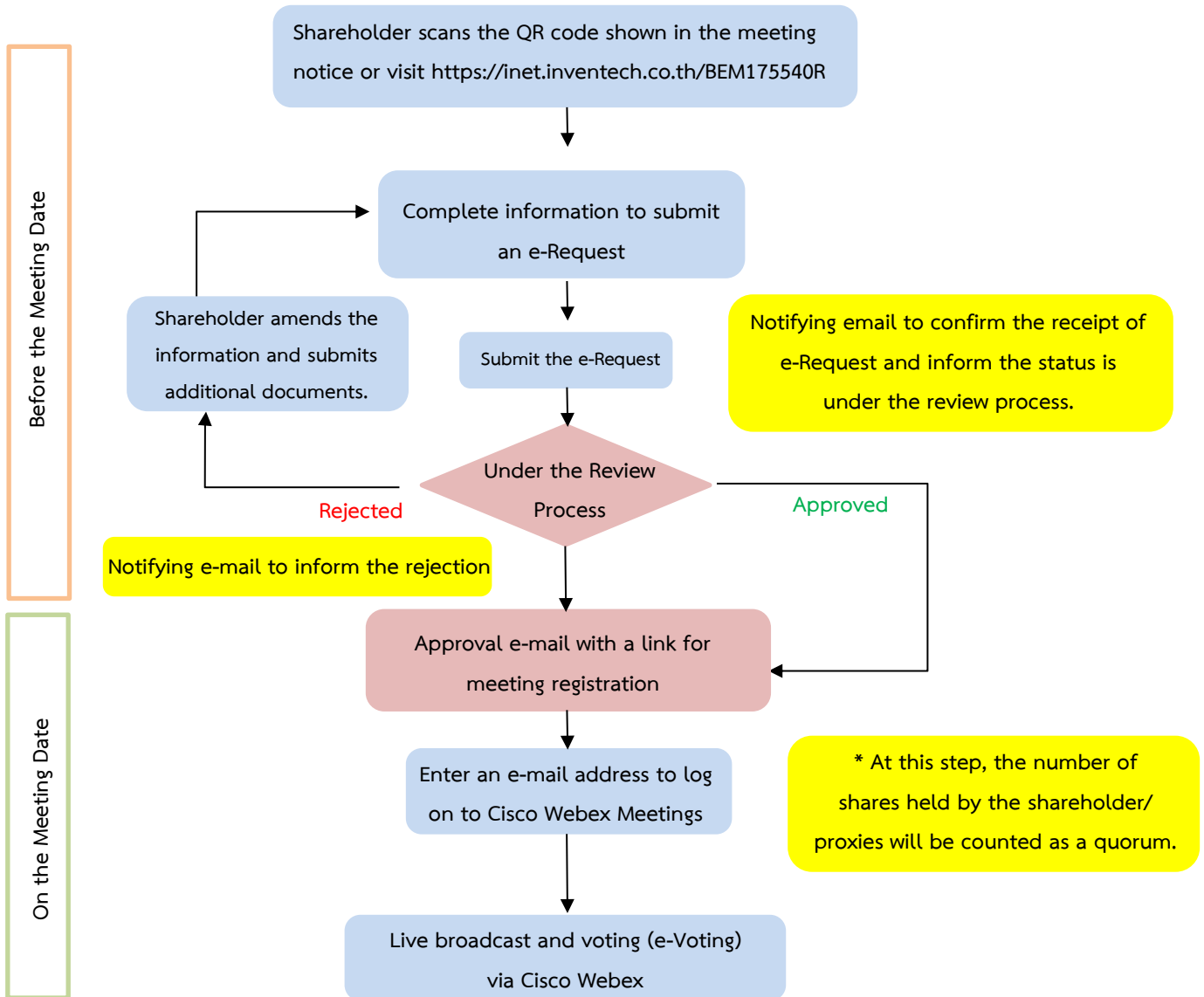
<b>1. User Manual for E-Request</b>	<b>2. Installation Guide for Webex Meetings</b>	<b>3. User Manual Inventech Connect</b>

**Note** 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.

- 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.
- Equipment requirements.
  - Smartphone/Tablet that use IOS or android OS.
  - PC/Laptop that use Windows or Mac OS.
- Requirement Browser Firefox or Chrome (Recommend) or Safari

If shareholders have any questions or any registration troubleshooting, please contact the call center at 02-931-9131, available from 08.30 a.m. - 05.30 p.m. during March 24, 2022 to April 4, 2022 (except on Saturday - Sunday)

## Flowchart for the Meeting Attendance via e-Meeting



### Note

#### 1. For a proxy appointed by multiple shareholders:

- Such proxy may press the "Switch Account" button to log into other accounts, and the votes and the meeting quorums of previously used accounts will still be included as the base number of votes.

#### 2. Leaving the meeting

- Meeting participants may press the "Leave Meeting" button to leave the meeting. As such, the votes of shareholders/proxies will be annulled for the remaining agenda items that have not yet been voted on.