## Guidelines for Electronic Meeting by Inventech Connect

## to attend the 2025 Annual General Meeting of Shareholders of Asia Aviation Public Company Limited

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 via e-Request system

1. The Shareholders must submit a request to attend the meeting by Electronic Means via Web Browser at <a href="https://app.inventech.co.th/AAV984977R/#/homepage">https://app.inventech.co.th/AAV984977R/#/homepage</a> or scan QR Code and follow the steps as shown in the picture



\*\* Merge user accounts, please using the same email and phone number \*\* Click link URL or scan QR Code in the letter notice Annual General Meeting

Choose type request for request form to 4 step

Step 1 Fill in the information shown on the registration page and attach additional document (Attachment 6.1) and agree to the Requirements for Meeting Attendance via the Inventech Connect.

Step 2 Fill in the information for verify

Step 3 Verify via OTP

Step 4 Successful transaction, the system will display information again to verify the exactitude of the information

Please wait for an email information detail of meeting and Password

- 2. 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, please note that the electronic registration will be available from 21 April 2025 at 8:30 a.m. and shall be closed on 30 April 2025 until the end of the meeting.
- 3. The electronic conference system will be available on 30 April 2025 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 Independent Directors

For Shareholders who authorise one of the Company's Independent Directors to attend and vote on his or her behalf, The Shareholders can submit a request to attend the meeting by Electronic Means of the specified procedures or send the proxy form together with the required documents to the Company by mail to the following address. The proxy form and required documents shall be delivered to the Company within 29 April 2025 at 5.00 p.m.

#### Company Secretary

#### Asia Aviation Public Company Limited

222 Don Mueang International Airport, Central Office Building, 3<sup>rd</sup> Floor, Room 3200, Vibhavadee Rangsit Road, Sanambin, Don Mueang, Bangkok 10210

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



02-460-9224



@inventechconnect



The system available during 21 – 30 April 2025 at 08.30 a.m. – 05.30 p.m.

(Specifically excludes holidays and public holidays)



Report a problem

@inventechconnect

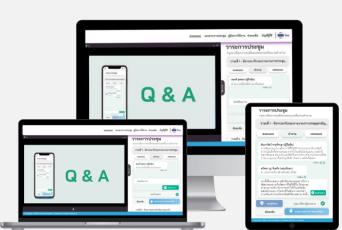
# Steps for registration for attending the meeting (e-Register) and voting process (e-Voting)

- Get email and password that you received from your email or request OTP
- Click on "Register" button, the system has already registered and counted as a quorum.
- 3 Click on "Join Attendance", Then click on "Accept" button
- 4 Select which agenda that you want to vote
- Click on "Vote" button
- 6 Click the voting button as you choose
- 7 The system will display status your latest vote



If you wish to cancel your most recent vote, please click the 'Cancel Vote' button (which means your latest vote will be treated as not voting, or your vote will be counted according to the resolution determined by the meeting). You may revise your vote at any time until the system closes voting for that particular agenda item.

# Step to ask questions via Inventech Connect



- > Select the agenda item
- 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 meeting facilitator to arrange the queue for questions before you can turn on your microphone and camera.

#### How to use Inventech Connect



### User Manual and Video of using Inventech Connect

- \* 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.
  - 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 Chrome (Recommend) / Safari / Microsoft Edge \*\* The system does not supported internet explorer.

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 to leave the quorum", the systems will be number of your shares out from the meeting base.