

## Manual for the Electronic Meeting System (Webex) and Inventech Connect System (E-Voting) for Attending the 2021 Annual General Meeting of Shareholders of Asia Aviation Public Limited Company

### 1. Using the Webex meeting system

Installation guide and user manual for Webex system via <https://qrgo.page.link/Cgv2B>

or scan QR code







#### 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



#### 1.2 Steps to install Webex using Mobile Device

For iOS	For Android
<ol style="list-style-type: none"> <li>1. Access App Store </li> <li>2. Go to the search icon or the "magnifying glass" symbol and type "Cisco Webex Meetings" and click "Search" button</li> <li>3. Then click the "Accept" button on the right to install the Cisco Webex Meetings Application or the symbol as shown in the picture </li> <li>4. Specify a password or Touch ID to confirm application installation.</li> <li>5. Then wait for a moment for installation.</li> <li>6. When the installation is complete, the "Webex Meet" icon will appear on the phone's screen.</li> </ol>	<ol style="list-style-type: none"> <li>1. Access Play Store </li> <li>2. Go to "Search for apps &amp; games" and type "Cisco Webex Meetings" and click "Search".</li> <li>3. Then click "Install" button on the right to install Cisco Webex Meetings Application or the symbol as shown in the picture. </li> <li>4. Click "Accept" to confirm Application installation.</li> <li>5. Then wait for a moment for installation.</li> <li>6. When the installation is complete, the "Webex Meet" icon will appear on the phone's screen.</li> </ol>

2. Using Inventech Connect (E-Voting)

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

2.1 Steps for using Inventech Connect (E-Voting) via PC / Laptop are as follows:

- 1) Shareholders click the link to attend the Shareholder Meeting via E-mail "Approved confirmation to use Inventech Connect".
- 2) Use Username and Password that you receive via E-mail to Sign in.
- 3) This step will be considered that the shareholders have completed the registration to attend the meeting. The number of shareholders' shares has been counted as a quorum, then click the button "Go to registration page watch live" to start watching the meeting via Cisco Webex Meeting application
- 4) Then the system will display Event Information. Fill in the information on the right side of "Join Event Now" with the following details:
  - The system will display shareholder name and proxy name in the "First name" field.
  - The system will display shareholder registration number in the "Last name" (In the case of proxy, the Asterisk sign (\*) will appear after the shareholder registration number in the "Last name" field.
  - Shareholder must fill in their correct E-mail in "E-mail address" (The same E-mail that was used to send e-request)
  - Event password is automatically fill in the "Event password". There is no need to make any changes.
  - Then click "Join Now" button.
- 5) Then click "Run a temporary application" to access the Application Cisco Webex Meeting.
- 6) Click the "Join Event" button (green) to join the meeting via Application Cisco Webex Meeting.

- 7) The system will display 2 section 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) After completing registration, shareholders may view which agenda may be voted by clicking the "Select Agenda" button.
  - 10) The system will display the agenda that can vote. It will show "Voting Status : Pending".
  - 11) When Shareholders wish to vote, choose the agenda to vote. Then the system will show all 4 voting buttons 1. Agree (green) 2. Disagree (red) 3. Abstain (orange) 4. Cancel your last vote (blue)
- \*To cancel your last vote means that your most recent vote will be equal to not voting, or your vote will be 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 authorised 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.*

## 2.2 Steps for using Inventech Connect (E-Voting) via Mobile

### Screen 1 Live broadcast for the Company

- 1) Shareholders click the link to attend the Shareholder Meeting via E-mail "Approved confirmation to use Inventech Connect".

- 2) Use Username and Password that you receive via E-mail to Sign in.
- 3) This step will be considered that the shareholders have completed the registration to attend the meeting. The number of shareholders' shares has been counted as a quorum, then click the button "Go to registration page watch live" to start watching the meeting via Cisco Webex Meeting application.
- 4) Then the system will display Event Information, then click "Join" button.
- 5) The system will display a confirmation for meeting attendance. In this step, enter information in the "Display Name" field and "E-mail address" field (The same E-mail that was used to send e-Request). Then click "OK".
- 6) Click the "Join" button (green) to join the meeting via Application Cisco Webex Meeting.

*\*If shareholders who join the meeting via mobile to use the E-Voting section. You have to switch browser to use the screen 2, which can be done as follows.*

Screen 2 Using AGM E-Voting

- 1) Shareholders must click the link for registration and voting via E-mail "Approved confirmation to use Inventech Connect" or the URL for accessing the AGM E-Voting system, that the staff sent to the chat channel on the Cisco Webex Meeting Application.
  - 2) Click the "Continue" button to access the Inventech Connect system for E-Voting.
  - 3) Use Username and Password that you receive via E-mail to Sign in.
  - 4) After completing registration, shareholders may view which agenda may be voted by clicking the "Select Agenda" button
  - 5) The system will display the agenda that can vote. It will show "Voting Status : Pending".
  - 6) When Shareholders wish to vote, choose the agenda to vote. Then the system will show all 4 voting buttons 1. Agree (green) 2. Disagree (red) 3. Abstain (orange) 4. Cancel your last vote (blue)
- \*To cancel your last vote means that your most recent vote will be equal to not voting, or your vote will be determined by the meeting. And, voting may be changed until that agenda ends voting results submission.*
- 7) 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.

- 8) In the event that a shareholder has authorised 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.
- 9) 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.*

- The electronic meeting system will be opened for access on April 22, 2021 at 12:00 hours (2 hours before the meeting starts). Shareholders or proxies must use the provided Username and Password and follow the system user manual.
- 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 4Mbps.
  - Mobile phones/tablet device with following operating system: Android, Window with Android 6.0 or above, and iOS 10.0 or above.
  - PC/ Laptop with the following operating system: Windows 7 & or above, and OS X 10.13 or above.
  - Internet Browser: Firefox or Chrome (recommended browser) or Safari.

How to check the operating system version

- Android: Choose setting or additional setting > About phone > Software or Android version information.
- iOS: Select Setting > General > About > Version.