

Guidelines and Manual for the Electronic Meeting System (Webex) and Inventech Connect System

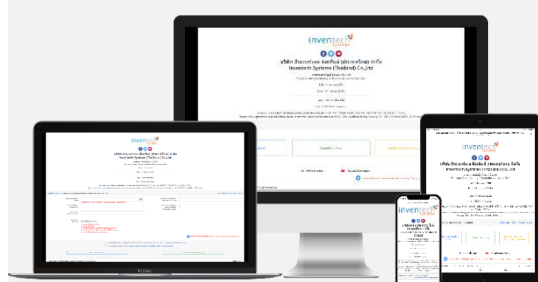
to Attend the 2022 Annual General Meeting of Shareholders of Asia Aviation Public Company Limited

Shareholders and proxies wishing to attend the Meeting can proceed according to the guidelines for submitting the request form to attend the Meeting via electronic media as follows:

Step for requesting Username & Password from via e-Request system

1. The Shareholders must submit a request to attend the Meeting by Electronic Means via Web Browser at

<https://inet.inventech.co.th/AAV164520R> or scan QR Code  and follow the steps as shown in the picture



**** 1 email account per 1 shareholder ID****

- 1 Click link URL or scan QR Code in the letter notice Annual General Meeting.
- 2 Shareholders choose to file a request form.
- 3 Fill in the information shown on the registration page and attach additional document (Attachment 6.1)
- 4 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.


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 April 7, 2022 at 8:30 a.m. and shall be closed on April 21, 2022 until the end of the Meeting.

3. The electronic conference system will be available on April 21, 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.

Appointment of Proxy to the Company's Directors

Shareholders may authorise the Company's Independent Director to attend and vote on your behalf as specified by the Company and notified in the invitation to the 2022 Annual General Meeting of Shareholders. The director will vote on each agenda as specified by the shareholder in the proxy form, please find details in [Attachment 7](#)

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

 02-931-9133

 @inventechconnect

 The system available during April 7, 2022 until April 21, 2022 at 08.30 a.m. – 05.30 p.m.

(Specifically excludes holidays and public holidays)



Report a problem

Installation Guide for Webex Meetings

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

For Windows Operating System

1 Go to website <https://www.webex.com/downloads.html>

2 Click **"For Windows (64 bit)/For Windows (32 bit)"** choose to the operating system on your computer.

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.



Step for registration for attending the Meeting (e-Register)

1 Click registration link URL from email approved to use Inventech Connect

2 Get Username and Password that you received from your email or request OTP to login.

3 Click **"REGISTER"** button the system has already registered and the number of shareholders' shares has been counted as a quorum.

4 Click **"Live broadcast"** button

5 Use Cases PC/Laptop: Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows

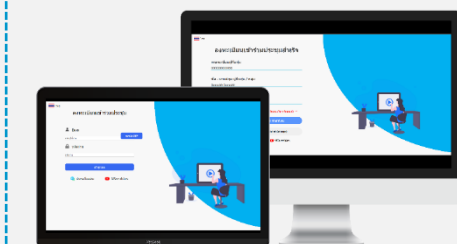
5.1 Fill in the email address in the Email Address field to match the email address you submitted the application form.

5.2 Click **"Join Now"** button.

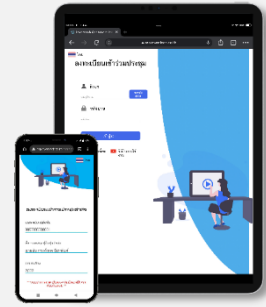
5.3 Click **"Run a temporary application"** to access the Application Webex Meeting

5.4 Click the downloaded file.

5.5 Click **"Join Event"** button to attend the Meeting.




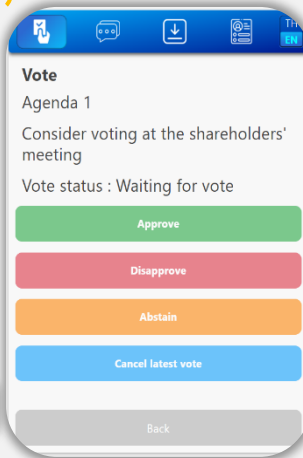
- 5 Use Cases Mobile/iPad: Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows
- 5.1 Click “Join” button
In case if never use Webex Meetings. In the first use it will have get popup, you must click "ACCEPT" (Android) or click "I Accept" (iOS).
- 5.2 Enter your name in the Name box, fill out email in an e-mail address box match the e-mail address for submitting the application.
- 5.3 Click “Accept” for accept access for application.
- 5.4 Click “Join” button to attend the Meeting via the Webex Meeting Application.






Step voting process (e-Voting)

Use Cases PC/Laptop


- 1 Click “Continue” button on menu “Multimedia Viewer”. The system will display the login screen for Inventech Connect
- 2 Get Username and Password that you received from your email or request OTP to login.
- 3 Click “Login” button.
- 4 Click on menu “Voting” or symbol 
- 5 Select which agenda that you want to vote.
- 6 Click the voting button as you choose.
- 7 The system will display status your latest vote.



Use Cases Mobile/iPad




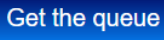
- 1 Click on menu “Participants” or symbol 
- 2 Click on menu “Chat” and choose message from Inventech connect (Android) or click on “Chat” or  symbol (iOS)
- 3 Shareholders can click link in the chat message.
- 4 Then click on “Continue” button to use Inventech Connect
- 5 Get Username and Password that you received from your email or request OTP to login.
- 6 Click “Login” button.
- 7 Click on menu “Voting” or symbol 
- 8 Select which agenda that you want to vote.
- 9 Click the voting button as you choose.
- 10 The system will display status your latest vote.

Note:

1. To cancel the last vote, please press the button  (To cancel latest vote means that your most recent vote will be equal to not voting, or your vote will be determined by the agenda result) And, voting may be changed until that agenda ends voting results submission.
2. 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.
3. 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 been processed.

Step to ask questions via Inventech Connect



- 1 Ask a question via send the question.
 - Click “Ask a question” on menu or symbol 
 - Select which agenda that you want to ask.
 - Type the question then click “Send” 
- 2 Ask the question via video record.
 - Select which agenda that you want to ask.
 - Click “Get queue ask the question via video” button or symbol 
 - Fill out your name that show in Webex
 - Click “Get the queue” button or symbol 
 - Please wait for the signal from the officer to ask questions in the Chat channel.

Installation Guide for Webex Meetings and How to use Inventech Connect



1 User Manual
via e-Request



2 Installation Guide for
Webex Meetings

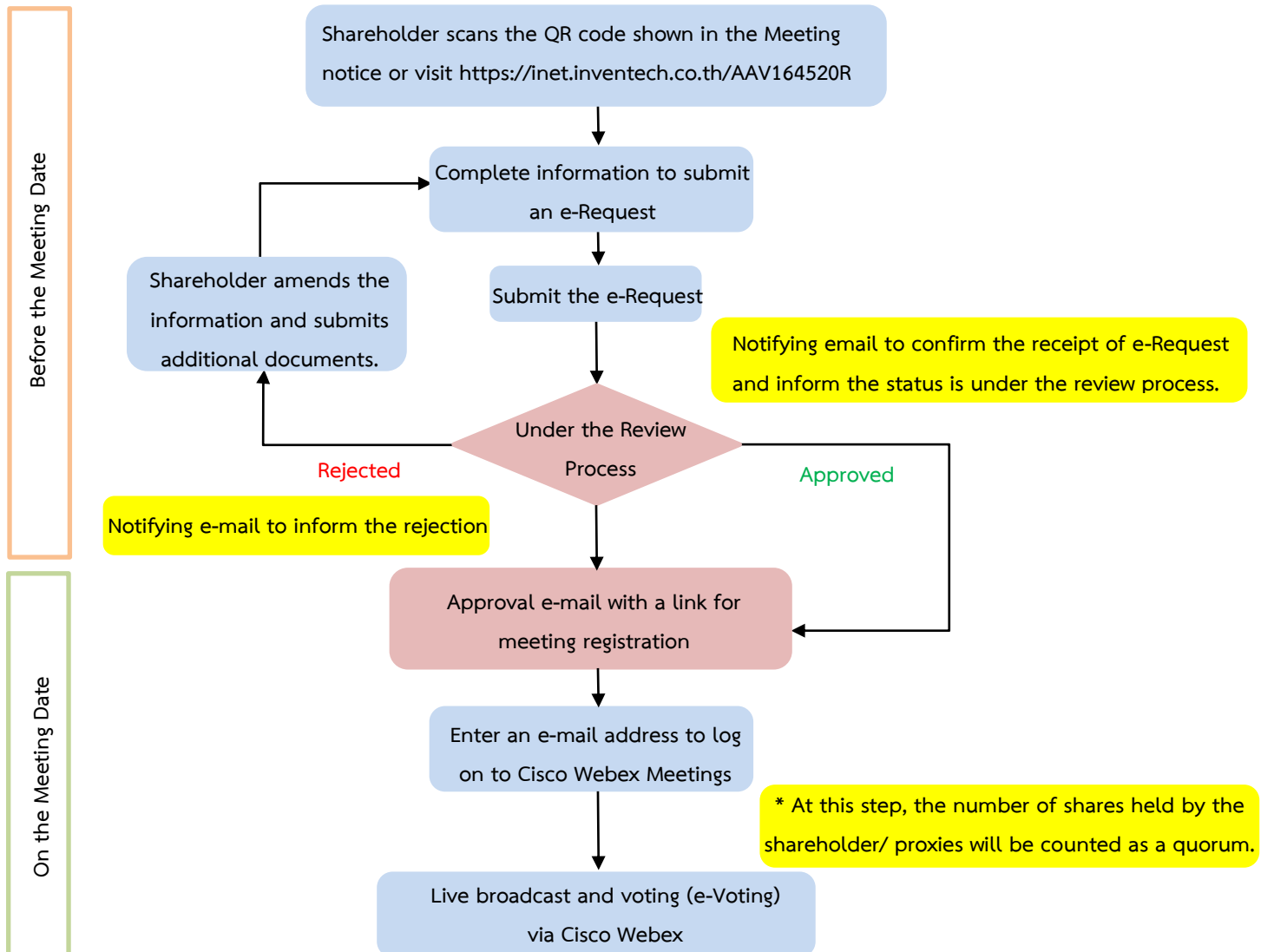


3 User Manual
Inventech Connect

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 Firefox or Chrome (Recommend) or Safari ** The system does not supported internet explorer.

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.