


**Guidelines and Manual for the Electronic Meeting System (Webex) and Inventech Connect System
to Attend the 2023 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 <https://app.inventech.co.th/AAV174210R/#/homepage> or scan QR Code  and follow the steps as shown in the picture



**** Merge user accounts, please using the same email and phone number ****

- 1** Click link URL or scan QR Code in the letter notice Annual General Meeting
- 2** 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
- 3** 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 proxies who is not the provided independent directors, please note that the electronic registration will be available from 7 April 2023 at 8:30 a.m. and shall be closed on 20 April 2023 Until the end of the meeting.

3. The electronic conference system will be available on 20 April 2023 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 April 19, 2023 at 5.00 p.m.

Company Secretary

Asia Aviation Public Company Limited

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

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



02-931-9134



@inventechconnect

The system available during 7 April 2023 – 20 April 2023 at 08.30 a.m. – 05.30 p.m.

(Specifically excludes holidays and public holidays)





Report a problem

@inventechconnect



Installation Guide for Webex Meetings

For Shareholders use via PC/Laptop is not install application, for use via Mobile are install steps as follows.

For IOS Operating System

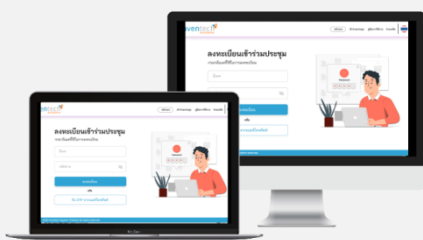
- 1 Go to Application **App Store** 
 - 2 Search **Webex Meetings**
 - 3 Click **"GET"** for install application
 - 4 Please **wait** until to download is complete
 - 5 **Finish** the application has installed it will appear on your smart phone
- 

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

- 1 Click registration link URL for join meeting from email approve
- 2 Use email and password or request OTP to login
- 3 Click "Register" button the system has already registered and counted
- 4 Then click "Join Attendance" button
- 5 Click "Watch Meeting" button



- 6 Click "Open Webex" button
- 7 Use Cases PC/Laptop: Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows
 - 7.1 Fill in the Name and Email Address to match the information you submitted the request form.
 - 7.2 Click on "Next" button
- 8 Click on "Join" button to watch the live.

- 6 Use Cases Mobile/iPad: Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows

- 6.1 Fill in the Name and Email Address to match the information you submitted the request form.
- 6.2 Click on "OK" button

- 7 Click on "Allow" for accept access for application

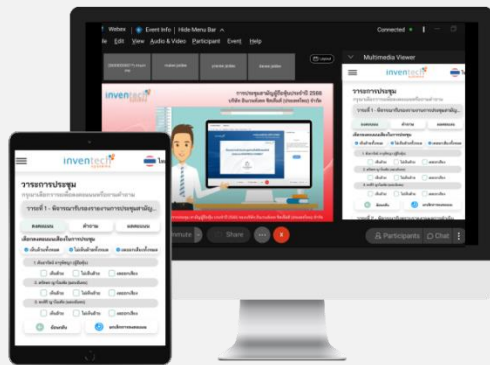
- 8 Click on "Join" button to watch the live.





Step voting process (e-Voting)

Use Cases PC/Laptop

- 1 Click “Continue” button on menu “Multimedia Viewer”.
- 2 Fill in email and password that you received from your email or request OTP
- 3 Click on “Login” button
- 4 Then click on “Join Attendance” button
- 5 Select which agenda that you want to vote
- 6 Click on “Vote” button
- 7 Click the voting button as you choose
- 8 The system will display status your latest vote



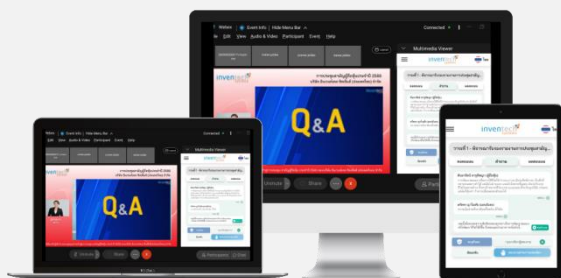
Use Cases Mobile/iPad

- 1 Click on “Participants” or symbol 
- 2 Click on menu “Chat” and choose message from InvenTech Connect (Android) or click on “Chat” or Symbol  (iOS)
- 3 Click link in the chat message.
- 4 Click on “Continue” button
- 5 Fill in email and password that you received from your email or request OTP
- 6 Click on “Login” button
- 7 Then click on “Join Attendance” button
- 8 Select which agenda that you want
- 9 Click on “Vote” button
- 10 Click the voting button as you choose
- 11 The system will display status your latest vote

Note:

1. To cancel the last vote, please press the button “Cancel latest vote (This means that your most recent vote will be equal to not voting, or your vote will be determined by the agenda result). Voting may be changed until that agenda ends voting results submission.
2. In case filing request multiple by using the same email and phone number, the systems will merge 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.
3. Attendees can click on “Register for exit the quorum”, the systems will be number of your shares out from the meeting base.

Step to ask questions via Inventech Connect



- Select which agenda
- 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 queue for you then you can open microphone and camera

Installation Guide for Webex Meetings and How to use Inventech Connect



User Manual e-Request



User Manual e-Vote

* 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.

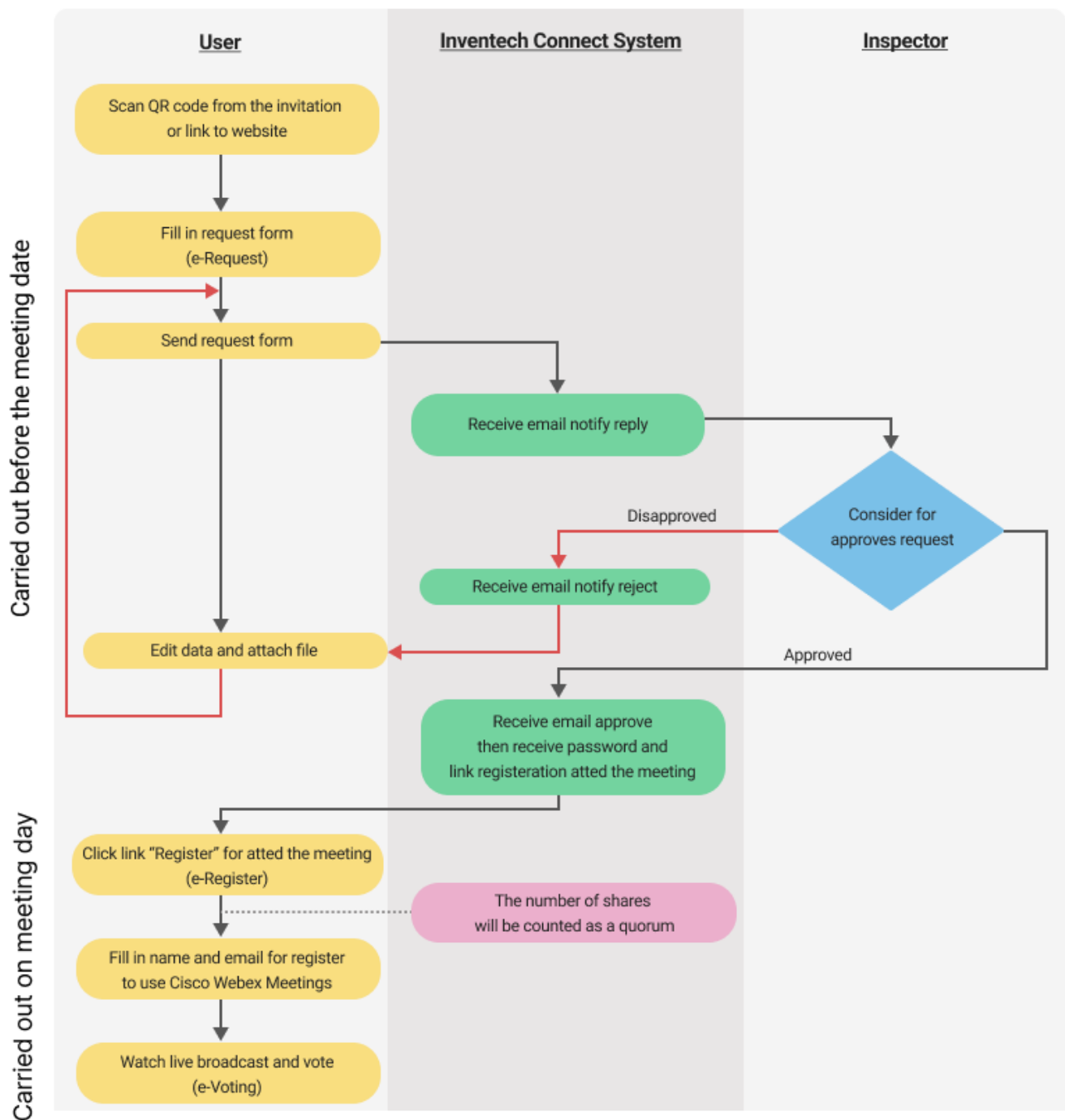
1. Internet speed requirements
 - High-Definition Video: Must be have internet speed at 2.5 Mbps (Speed internet that recommend).
 - High Quality Video: Must be have internet speed at 1.0 Mbps.
 - Standard Quality Video : Must be have internet speed at 0.5 Mbps.
2. Equipment requirements.
 - Smartphone/Tablet 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.**

You can check the supported device versions at <https://help.webex.com/en-us/article/nki3xrxq/Webex-Meetings-Suite-System-Requirements> or scan the QR Code



Guidelines for attending of Electronic Meeting



Condition of use

In case Merge account/change account

In case filing request multiple by using the same email and phone number, the systems will merge 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 for exit the quorum", the systems will be number of your shares out from the meeting base.