



inventech  
CONNECT

User Manual

INVENTECH CONNECT

Procedure for submitting  
**a proxy form to a director  
(create document)**

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# 1

## Preparing information for submitting the request to proxy form to a director (create document)

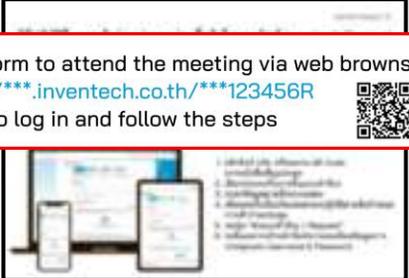
Submitting a petition through the Inventech Connect system for granting proxy to directors, the form of creating proxy documents, can vote through the system by yourself, there are methods and procedures as follows.

### Information delivered to attendees

The attendees will receive a meeting invitation letter. and attachments sent by the company

- Attachment provides a link to attend the meeting.

1. Submit a request form to attend the meeting via web browser, Press the link [https://\\*\\*\\*.inventech.co.th/\\*\\*\\*/123456R](https://***.inventech.co.th/***/123456R) or Scan the QR Code to log in and follow the steps



### Preparation of information and documents

- Copy of ID card or copy passport of the grantor with a valid signature.
- Additional documents according to the conditions of the company



Shareholder registration number



Name of the proxy director



ID number

หรือ



Passport

### Preparing equipment

You can be accessed through electronic devices, computers and mobile phones



### Supported web browsers



Google Chrome



Safari



Microsoft Edge

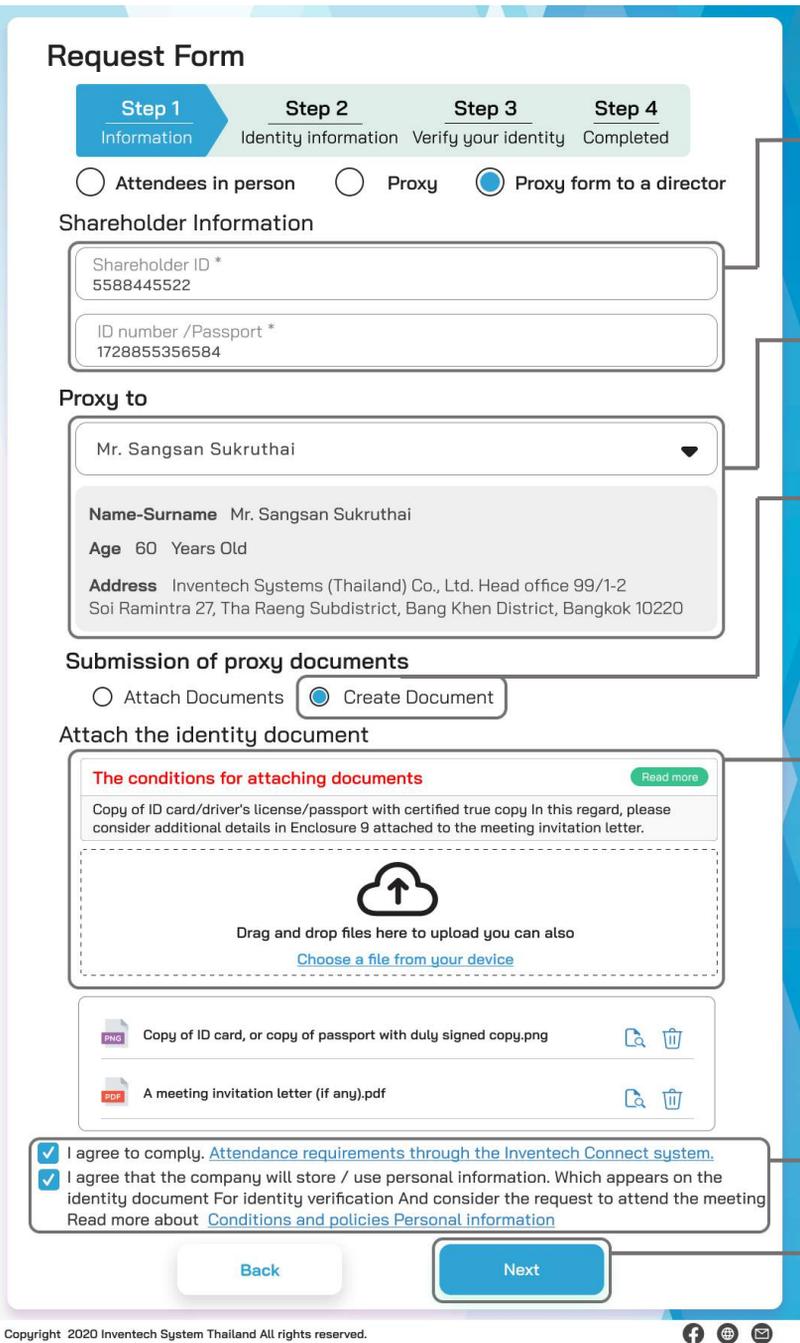
# 2

## The procedure for submitting a request to proxy form to a director (create document)

### Step 1 | Fill out the information of the proxy and independent director.

Fill out the following information for submitting a request to attend the meeting via the Inventech Connect system :

Choose the form of submitting the request for proxy to director



#### 1. Fill in Proxy Grantor information

- Shareholder registration number
- ID number/Passport number

#### 2. Select the name of the director who would like to appoint a proxy

#### 3. Select the submission of proxy documents. "Create Document"

#### 4. Attach the identity document

You can check the required documents under the conditions for attaching documents.

#### 5. Agree to the terms and conditions

- Select agree to the terms of attendance through the Inventech Connect system.
- Select agree to the terms and conditions. personal information

#### 6. After filling out all the information, then press the "Next" button.

The system will verify shareholder information from shareholder registration number and citizen identification number/passport number with registration book closing information to verify shareholders' right to attend the meeting.

## 2

## The procedure for submitting a request to proxy form to a director (create document)

### Step 2 | Fill in the voting information and director proxy documents.

Vote for proxy documents and sign their names via Inventech Connect as follows:

#### Request Form

Step 1 Information | Step 2 Identity information | Step 3 Verify your identity | Step 4 Completed

#### Vote for proxy documents

##### Agenda 1 Consider the company's operations in 2022

- (a) Authorize the proxy to consider and vote on my/our behalf in all matters as it deems appropriate
- (b) Authorize the proxy to vote according to my/our intention as follows
- Approve     Disapprove     Abstain

##### Agenda 2 Consider approving the budget for 2023

- (a) Authorize the proxy to consider and vote on my/our behalf in all matters as it deems appropriate
- (b) Authorize the proxy to vote according to my/our intention as follows
- Approve     Disapprove     Abstain

##### Agenda 3 Consider and approve remuneration

Voting for this agenda is not required

#### Sign

Clear

สมศรี สุขสมศรี

Back

Next

Appointing proxy to director by create documents and vote through the system by yourself.

#### 1. Choose a voting format.

- The proxy has the right to consider and vote on my behalf in all respects as he or she deems appropriate.
- The proxy voted in accordance to my wish. The attendees can choose to vote agree, disagree, abstain

#### 3. After voting is completed, the proxy grantor sign their name

#### 4. After filling out all the information, then press the "Next" button.

## 2

### The procedure for submitting a request to proxy form to a director (create document)

Step 3 | Fill in the information for verifying the identity of the proxy to a director.

inventech systems | Home | Join a Meeting | User Guide | Support | EN

### Request Form

Step 1 Information | Step 2 Identity information | **Step 3 Verify your identity** | Step 4 Completed

Verification the identity of Shareholder

Shareholder email  
Somsri.Suk@gmail.com

Shareholder's mobile phone number  
091-2345678

Back | Next

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1. Fill in the information to verify your identity of proxy to a director

- Shareholder email
- Shareholder's mobile phone number

2. After filling out all the information, press "Next"

Step 4 | Verify your identity via OTP

inventech systems | Home | Join a Meeting | User Guide | Support | EN

### Request Form

Step 1 Information | Step 2 Identity information | Step 3 Verify your identity | **Step 4 Completed**

#### Verify your identity via OTP

Please enter the 6-digit OTP security code that you received via phone number. by being sent to the number 0912345678  
Reference Code ACEDG

9 4 8 2 1 6 | Request OTP

Verify your identity via email, press Request from Email

Back | Submit

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1. Press the button "Request OTP"

- Enter the 6-digit OTP.

or request an OTP from email

2. Press the button "Submit a request"

# 2

## The procedure for submitting a request to proxy form to a director (create document)

### Step 5 | Successful transaction (Verify the accuracy of the information)

**Request Form**

Step 1 Information | Step 2 Identity information | Step 3 Verify your identity | Step 4 Completed

**Successful transaction**

Name - Surname: สมศรี สุขสม  
Shareholder ID: 5588445522  
Shareholder Email: Somsri.Suk@gmail.com  
Proxy Director: Mr. Sangsan Sukruthai

Number of Shares: 100,000  
ID number/Passport number: 1728855356584  
Shareholder's Phone Number: 091-2345678

Agenda	Agenda Name	Approve	Disapprove	Abstain
1	Consider the company's operations in 2022	0	0	0
2	Consider approving the budget for 2023	100,000	0	0
3	Consider and approve remuneration	100,000	0	0

กลับไปยังหน้าหลัก | ดาวน์โหลดเอกสาร

The system will display the information submitted in the application to verify the accuracy of the information.

- Proxy Grantor Information
  - Information of the proxy director
  - Voting information
- If you would like a copy of the proxy form Press the "Download Document" button.

It completes the petition submission process.

The staff will check the information on the request form and the identity document

Participants can check the status of a request in two ways :

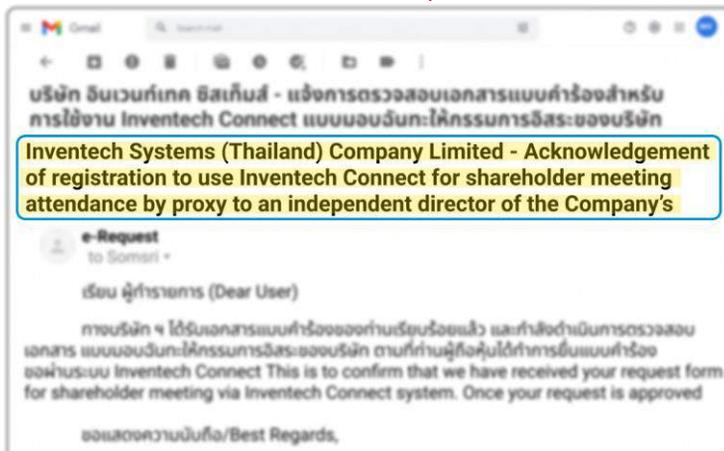
1. E-mail notification of request verification
2. Request status tracking via Inventech Connect system

### Request status tracking examples

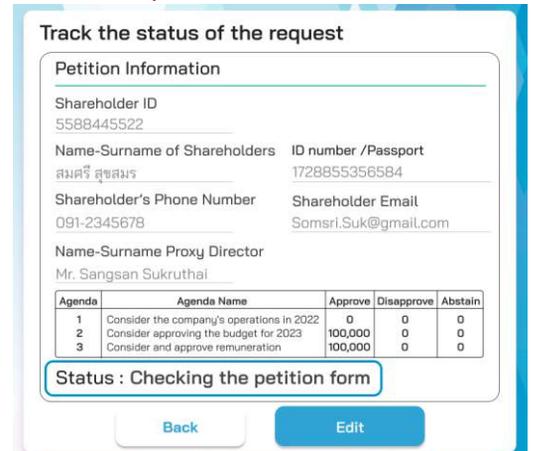
There are 3 status request status tracking examples as follows.

1. **Checking the petition form** is a request form pending verification of the user's information, the correctness and completeness of the attached documents confirming the identity according to the conditions of the company

E-mail notification of request review



Request form review status



**2**

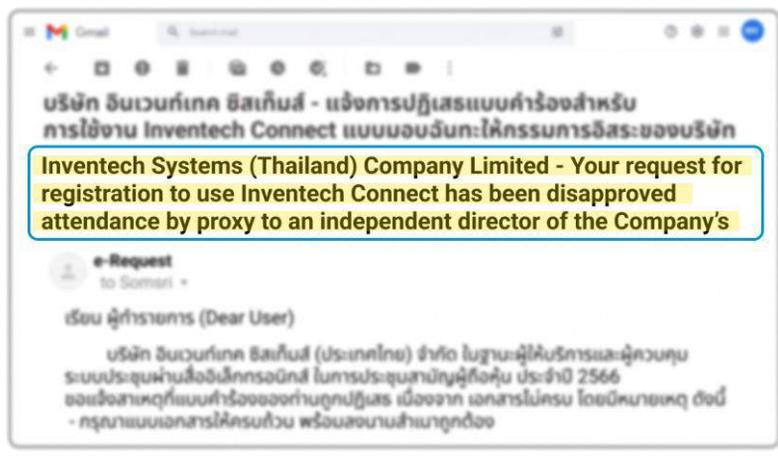
**The procedure for submitting a request to proxy form to a director (create document)**

**Request status tracking examples**

2. The application form has been rejected is the form of a request that has been rejected by the authorities, With clearly states the reason for the rejection.

- This may be caused by
1. Documents attached to the documents confirming the identity are not comply with the conditions of the company.
  2. Documents attached to verify identity have expired.
  3. Attachments confirming identity are not certified copy.
  4. The document is unclear and cannot verify the identity of the person making the transaction.

E-mail notification of refusal of the request



Status of the refusal of the request

**Track the status of the request**

**Petition Information**

Shareholder ID  
5588445522

Name-Surname of Shareholders ID number /Passport  
สมศรี สุขสมร 1728855356584

Shareholder's Phone Number Shareholder Email  
091-2345678 Somsri.Suk@gmail.com

Name-Surname Proxy Director  
Mr. Sangsan Sukruthai

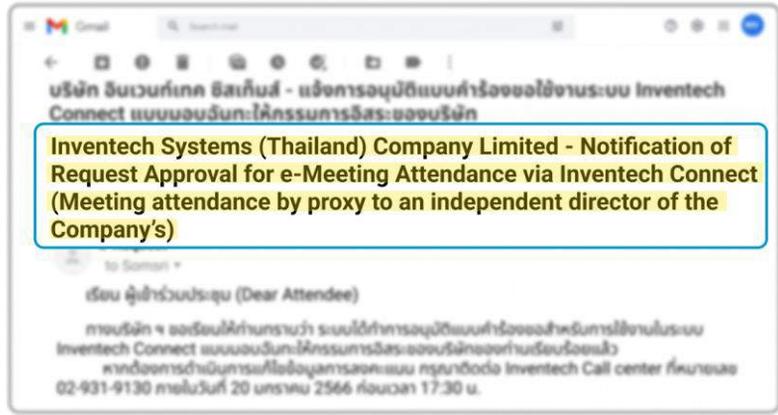
Agenda	Agenda Name	Approve	Disapprove	Abstain
1	Consider the company's operations in 2022	0	0	0
2	Consider approving the budget for 2023	100,000	0	0

**Status : The petition has been rejected**  
Reason : Incomplete identity verification documents

[Back](#) [Edit](#)

3. Approved petition is a request form that has been verified by the person making the transaction for the correctness and completeness of the identity document and has been approved by the petition.

E-mail notification of request approval



Request Approval Status

**Track the status of the request**

**Petition Information**

Shareholder ID  
5588445522

Name-Surname of Shareholders ID number /Passport  
สมศรี สุขสมร 1728855356584

Shareholder's Phone Number Shareholder Email  
091-2345678 Somsri.Suk@gmail.com

Name-Surname Proxy Director  
Mr. Sangsan Sukruthai

Agenda	Agenda Name	Approve	Disapprove	Abstain
1	Consider the company's operations in 2022	0	0	0
2	Consider approving the budget for 2023	100,000	0	0
3	Consider and approve remuneration	100,000	0	0

**Status : The petition was approved**

[Back](#) [Resend to email](#)

# 3 Tracking and editing of petitions

The transactor can track the status of the request form or modify the request form as follows.

**Annual General Meeting of Shareholders 2023**

INVENTECH SYSTEMS (THAILAND)

23 April, 2023 at 2:00 p.m. onwards

Request      **Track and Edit**

1. Press the "Track and Edit" button to check the status or edit the request form.

**Track the status of the request**

Specify the Shareholder ID used to submit the petition

Shareholder ID  **Check**

2. Fill in the shareholder registration number, then press the "Verify" button

Enter the shareholder registration number used to submit the petition, then press the "Verify" button.

**Verify your identity via OTP**

Please enter the 6-digit OTP security code that you received via phone number. by being sent to the number 0912345678  
Reference Code ACEDG

9 4 8 2 1 6 **Request OTP**

Verify your identity via email, press **Request from Email**

**Back**      **Submit**

3. Verify your identity via OTP

- Press the "Request OTP" button to receive the security code.
- Get 6 digit OTP Enter the OTP received, then press the "Confirm" button.

**Track the status of the request**

**Petition Information**

Shareholder ID  
5588445522

Name-Surname of Shareholders      ID number /Passport  
สมศรี สุขสมร      1728855356584

Shareholder's Phone Number      Shareholder Email  
091-2345678      Somsri.Suk@gmail.com

Name-Surname Proxy Director  
Mr. Sangsan Sukruthai

Agenda	Agenda Name	Approve	Disapprove	Abstain
1	Consider the company's operations in 2022	0	0	0
2	Consider approving the budget for 2023	100,000	0	0
3	Consider and approve remuneration	100,000	0	0

Status : **Checking the petition form**

**Back**      **Edit**

4. Press the "Edit Request Form" button.

In case of wanting to edit the request form, the transactor can edit the request form as follows:

- Change the type of request
- Edit transactor information
- Edit proxy information
- Edit identity document
- Amending the vote

## 4 Downloading Manual/System Tutorial Video

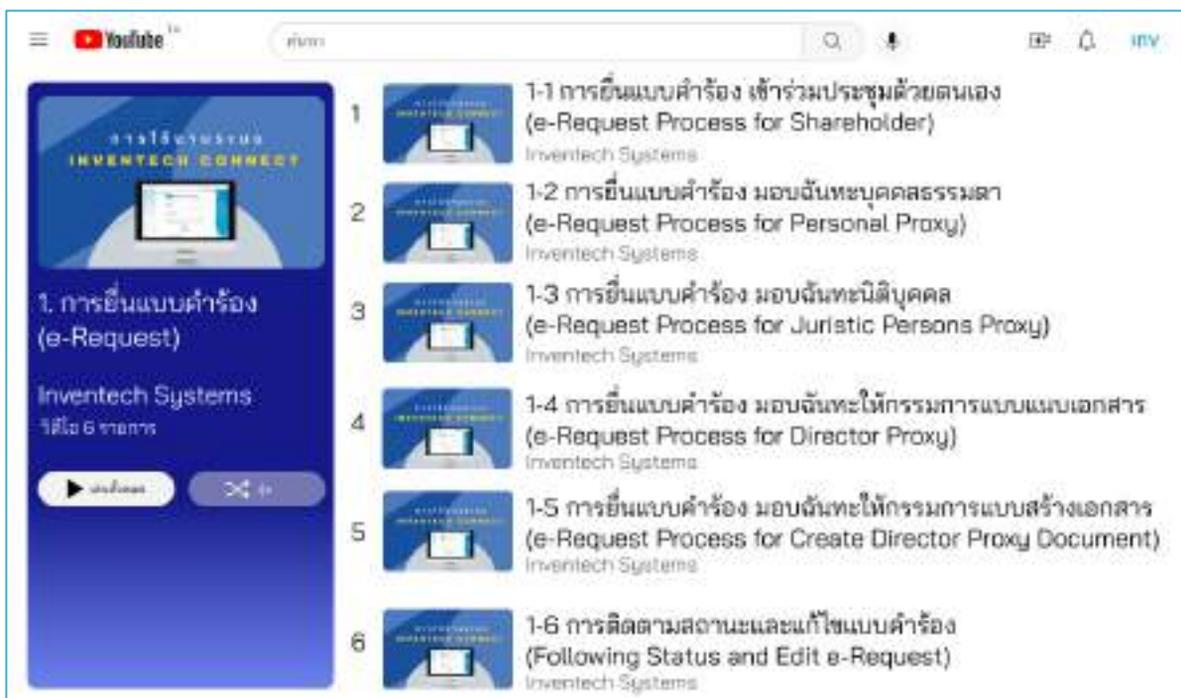
Link for downloading the Inventech Connect System Manual.

<https://bit.ly/3DD5jj9>



Link to watch video of using Inventech Connect system.

<https://bit.ly/3Uo6Ajn>





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User Manual

INVENTECH CONNECT

Procedure for submitting  
**a proxy form to a director  
(attached documents)**

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The procedure for submitting a request to proxy form to a director (attached documents)

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- Verify your identity via OTP
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- Request status tracking examples

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Tracking and editing of petitions

4

Downloading Manual/System Tutorial Video

# 1

## Preparing information for submitting the request to proxy form to a director (attached documents)

Submitting an application through the Inventech Connect system for appointing a proxy to a director.

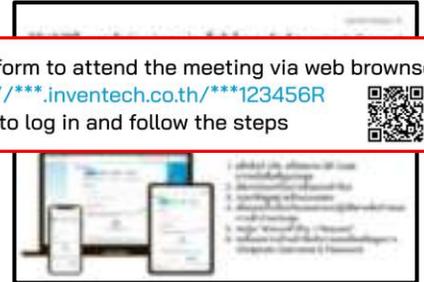
The form for attaching the proxy documents has the following methods and procedures.

### Information delivered to attendees

The attendees will receive a meeting invitation letter, and attachments sent by the company

- Attachment provides a link to attend the meeting.

1. Submit a request form to attend the meeting via web browser, Press the link [https://\\*\\*\\*.inventech.co.th/\\*\\*\\*.123456R](https://***.inventech.co.th/***.123456R) or Scan the QR Code to log in and follow the steps

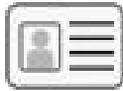


### Preparation of information and documents

- Copy of ID card or copy passport of the grantor with a valid signature.
- Copy of completed proxy form signed by the grantor.
- Additional documents according to the conditions of the company



Shareholder registration number



Name of the proxy director



ID number

หรือ



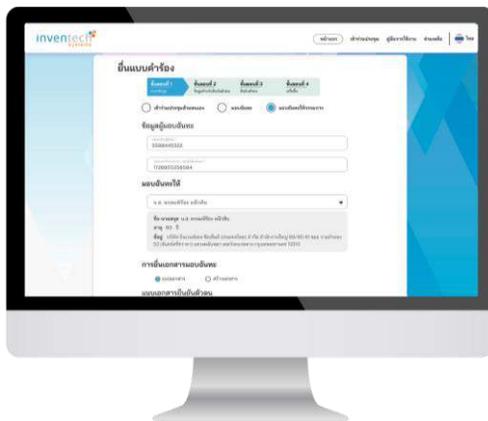
Passport



Proxy documents

### Preparing equipment

You can be accessed through electronic devices, computers and mobile phones



### Supported web browsers



Google Chrome



Safari



Microsoft Edge

# 2

## The procedure for submitting a request to proxy form to a director (attached documents)

### Step 1 | Fill out the information of the proxy and independent director.

Fill out the following information for submitting a request to attend the meeting via the Inventech Connect system :

Choose the form of submitting the request for proxy to director

#### Request Form

**Step 1** Information   
  **Step 2** Identity information   
  **Step 3** Verify your identity   
  **Step 4** Completed

Attendees in person   
  Proxy   
 Proxy form to a director

#### Shareholder Information

Shareholder ID \*  
5588445522

ID number /Passport \*  
1728855356584

#### Proxy to

Mr. Sangsan Sukruthai

Name-Surname Mr. Sangsan Sukruthai  
Age 60 Years Old  
Address Inventech Systems (Thailand) Co., Ltd. Head office 99/1-2  
Soi Ramintra 27, Tha Raeng Subdistrict, Bang Khen District, Bangkok 10220

#### Submission of proxy documents

Attach Documents   
  Create Document

#### Attach the identity document

**The conditions for attaching documents** [Read more](#)

Copy of ID card/driver's license/passport with certified true copy in this regard, please consider additional details in Enclosure 9 attached to the meeting invitation letter.

Drag and drop files here to upload you can also  
[Choose a file from your device](#)

 Copy of ID card, or copy of passport with duly signed copy.png
 

 Proxy documents signed by the shareholder.pdf
 

I agree to comply. [Attendance requirements through the Inventech Connect system.](#)  
 I agree that the company will store / use personal information. Which appears on the identity document For identity verification And consider the request to attend the meeting  
 Read more about [Conditions and policies](#) [Personal information](#)

#### 1. Fill in Proxy Grantor information

- Shareholder registration number
- ID number/Passport number

#### 2. Select the name of the director who would like to appoint a proxy

#### 3. Select the submission of proxy documents. "Attach documents"

#### 4. Attach the identity document

You can check the required documents under the conditions for attaching documents.

#### 5. Agree to the terms and conditions

- Select agree to the terms of attendance through the Inventech Connect system.
- Select agree to the terms and conditions. personal information

#### 6. After filling out all the information, then press the "Next" button.

The system will verify shareholder information from shareholder registration number and citizen identification number/passport number with registration book closing information to verify shareholders' right to attend the meeting.

# 2

## The procedure for submitting a request to proxy form to a director (attached documents)

Step 2 | Fill in the information for verifying the identity of the proxy to a director.

Request Form

Step 1 Information | Step 2 Identity information | Step 3 Verify your identity | Step 4 Completed

Verification the identity of Shareholder

Shareholder email  
Somsri.Suk@gmail.com

Shareholder's mobile phone number  
091-2345678

Back Next

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1. Fill in the information to verify your identity of proxy to a director

- Shareholder email
- Shareholder's mobile phone number

2. After filling out all the information, press "Next"

Step 3 | Verify your identity via OTP

Request Form

Step 1 Information | Step 2 Identity information | Step 3 Verify your identity | Step 4 Completed

Verify your identity via OTP

Please enter the 6-digit OTP security code that you received via phone number.  
by being sent to the number 0912345678  
Reference Code ACEDG

9 4 8 2 1 6 Request OTP

Verify your identity via email, press Request from Email

Back Submit

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1. Press the button "Request OTP"

- Enter the 6-digit OTP.

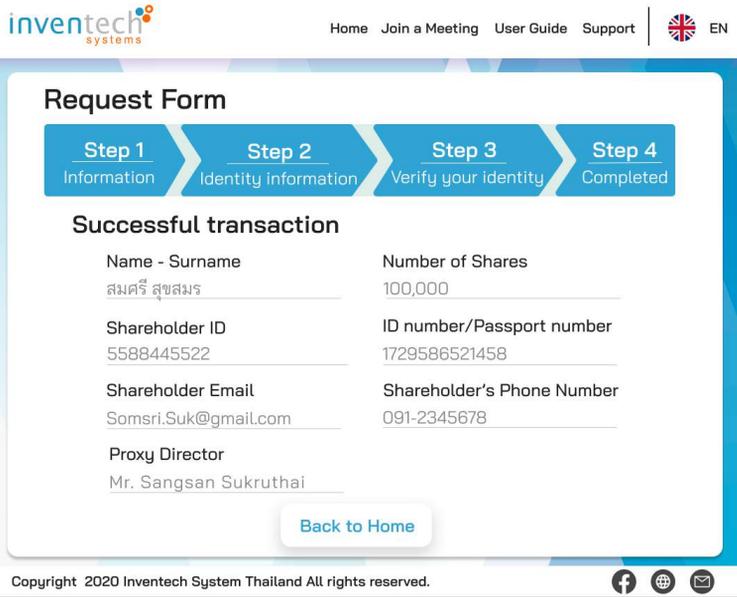
or request an OTP from email

2. Press the button "Submit a request"

## 2

# The procedure for submitting a request to proxy form to a director (attached documents)

## Step 4 | Successful transaction (Verify the accuracy of the information)



The system will display the information submitted in the application to verify the accuracy of the information.

- Proxy Grantor Information
- Information of the proxy director

It completes the petition submission process.

The staff will check the information on the request form and the identity document

Participants can check the status of a request in two ways :

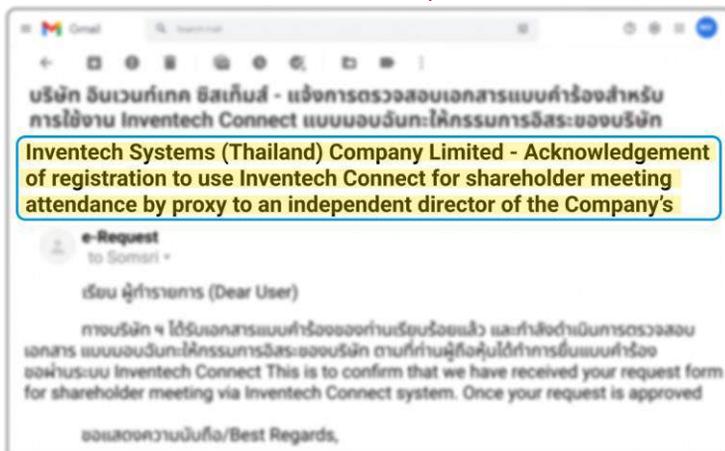
1. E-mail notification of request verification
2. Request status tracking via Inventech Connect system

## Request status tracking examples

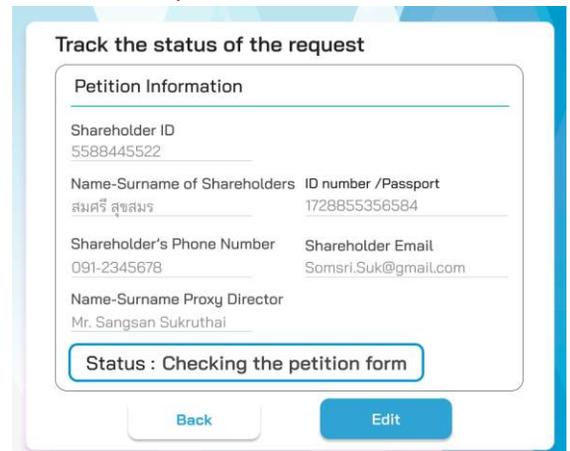
There are 3 status request status tracking examples as follows.

1. **Checking the petition form** is a request form pending verification of the user's information, the correctness and completeness of the attached documents confirming the identity according to the conditions of the company

### E-mail notification of request review



### Request form review status



2

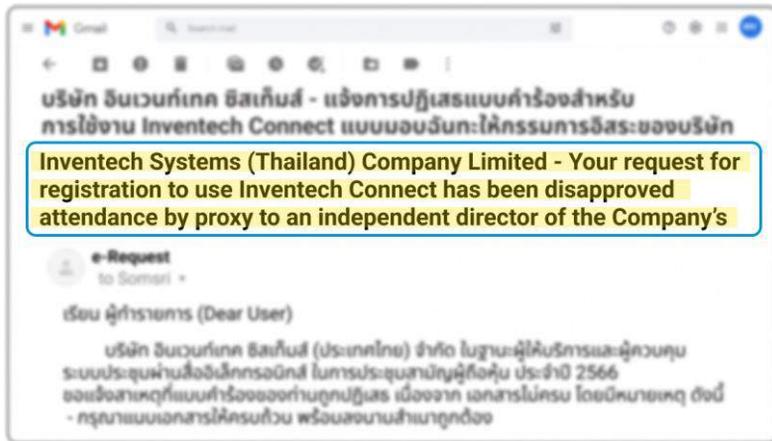
The procedure for submitting a request to proxy form to a director (attached documents)

Request status tracking examples

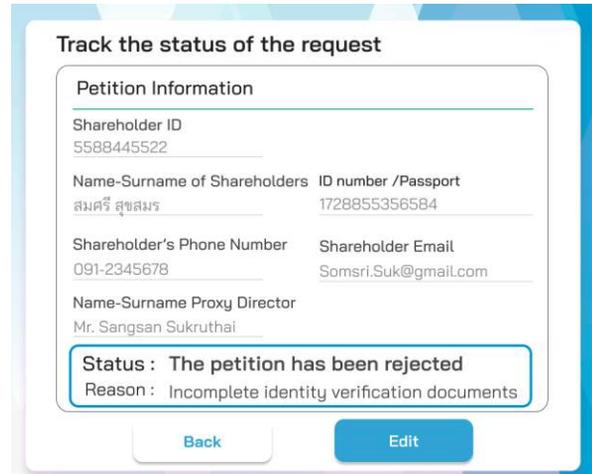
2. The application form has been rejected is the form of a request that has been rejected by the authorities, With clearly states the reason for the rejection.

- This may be caused by
1. Documents attached to the documents confirming the identity are not comply with the conditions of the company.
  2. Documents attached to verify identity have expired.
  3. Attachments confirming identity are not certified copy.
  4. The document is unclear and cannot verify the identity of the person making the transaction.

E-mail notification of refusal of the request

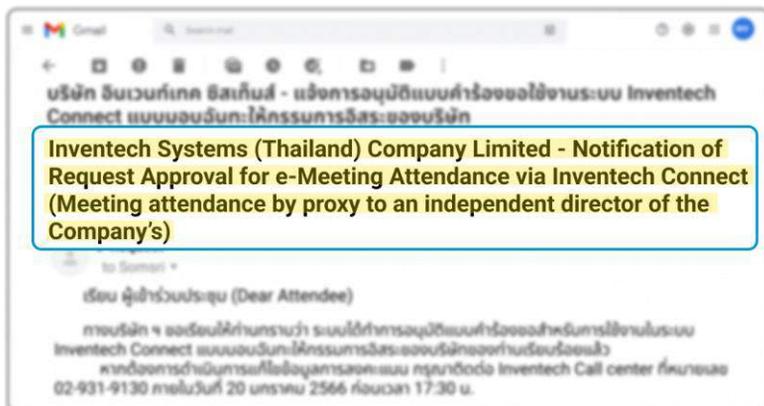


Status of the refusal of the request

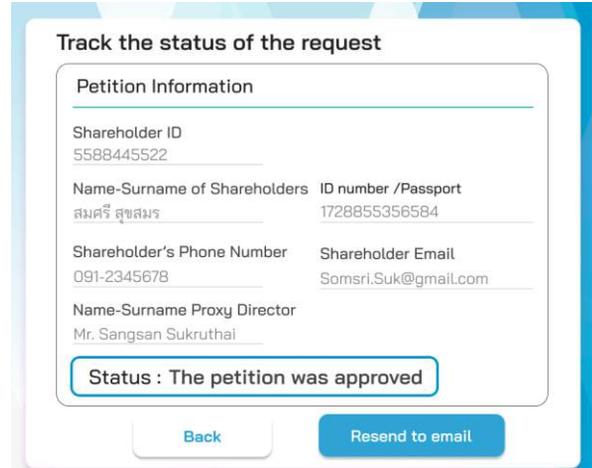


3. Approved petition is a request form that has been verified by the person making the transaction for the correctness and completeness of the identity document and has been approved by the petition.

E-mail notification of request approval



Request Approval Status



## 3 Tracking and editing of petitions

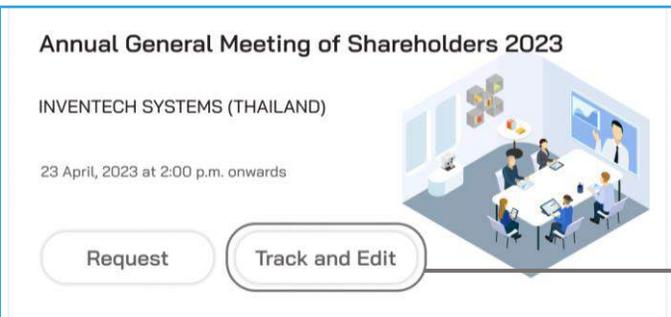
The transactor can track the status of the request form or modify the request form as follows.

**Annual General Meeting of Shareholders 2023**

INVENTECH SYSTEMS (THAILAND)

23 April, 2023 at 2:00 p.m. onwards

Request Track and Edit

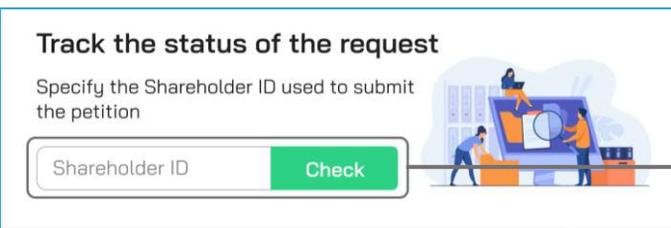


1. Press the "Track and Edit" button to check the status or edit the request form.

**Track the status of the request**

Specify the Shareholder ID used to submit the petition

Shareholder ID  Check



2. Fill in the shareholder registration number, then press the "Verify" button

Enter the shareholder registration number used to submit the petition, then press the "Verify" button.

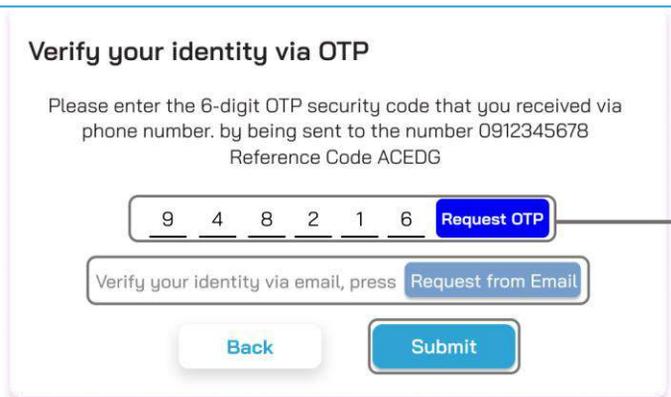
**Verify your identity via OTP**

Please enter the 6-digit OTP security code that you received via phone number. by being sent to the number 0912345678  
Reference Code ACEDG

9 4 8 2 1 6 Request OTP

Verify your identity via email, press Request from Email

Back Submit



3. Verify your identity via OTP

- Press the "Request OTP" button to receive the security code.
- Get 6 digit OTP Enter the OTP received, then press the "Confirm" button.

**Track the status of the request**

**Petition Information**

Shareholder ID  
5588445522

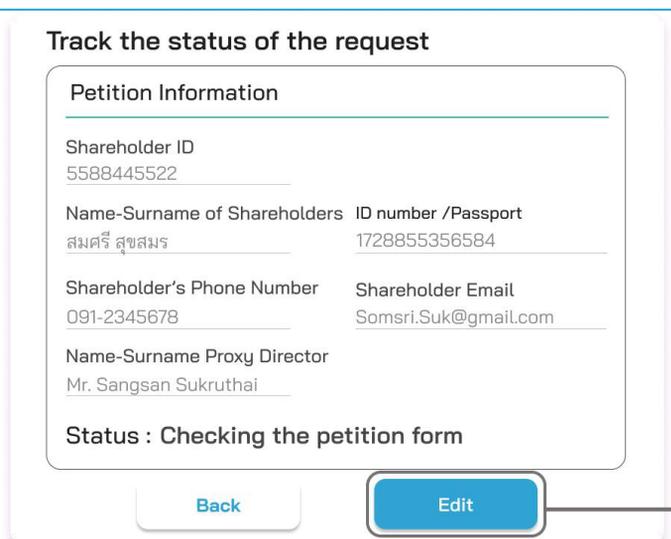
Name-Surname of Shareholders ID number /Passport  
สมศรี สุขสมร 1728855356584

Shareholder's Phone Number Shareholder Email  
091-2345678 Somsri.Suk@gmail.com

Name-Surname Proxy Director  
Mr. Sangsan Sukruthai

Status : Checking the petition form

Back Edit



4. Press the "Edit Request Form" button.

In case of wanting to edit the request form, the transactor can edit the request form as follows:

- Change the type of request
- Edit transactor information
- Edit proxy information
- Edit identity document

## 4 Downloading Manual/System Tutorial Video

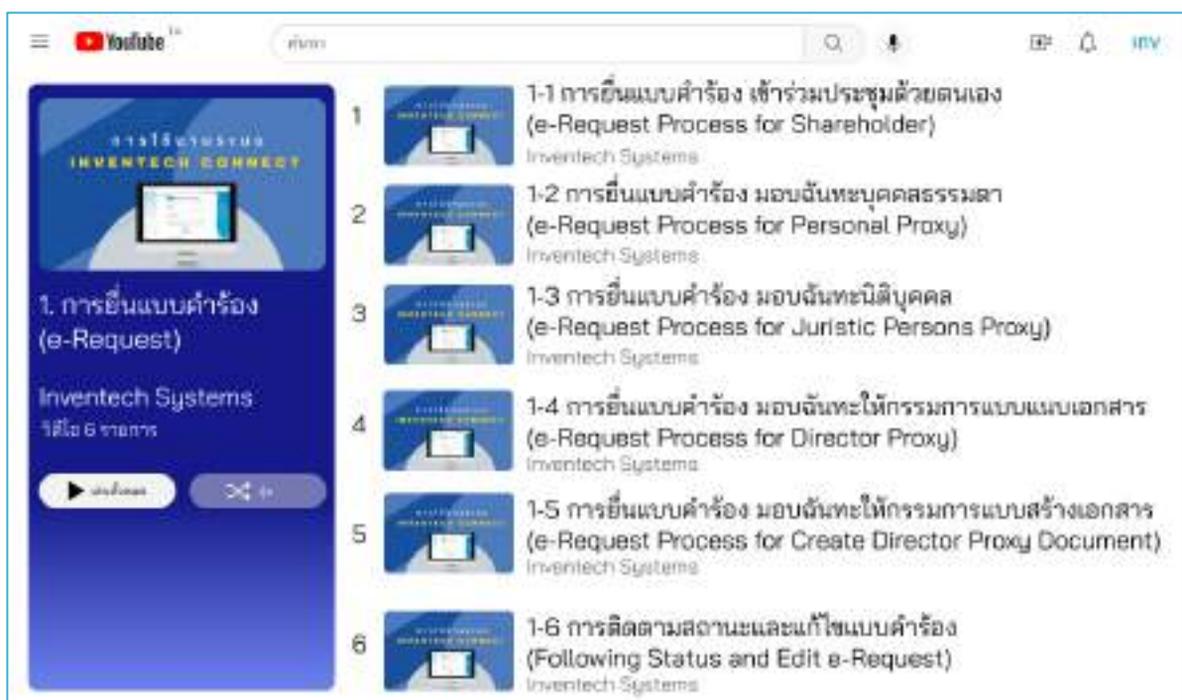
Link for downloading the Inventech Connect System Manual.

<https://bit.ly/3DD5jj9>



Link to watch video of using Inventech Connect system.

<https://bit.ly/3Uo6Ajn>





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CONNECT

User Manual

INVENTECH CONNECT

**Track the status of the request  
and edit the request form**

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Track the status of the request form

- Request status tracking via Inventech Connect system
- Statuses of the request in the system
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2

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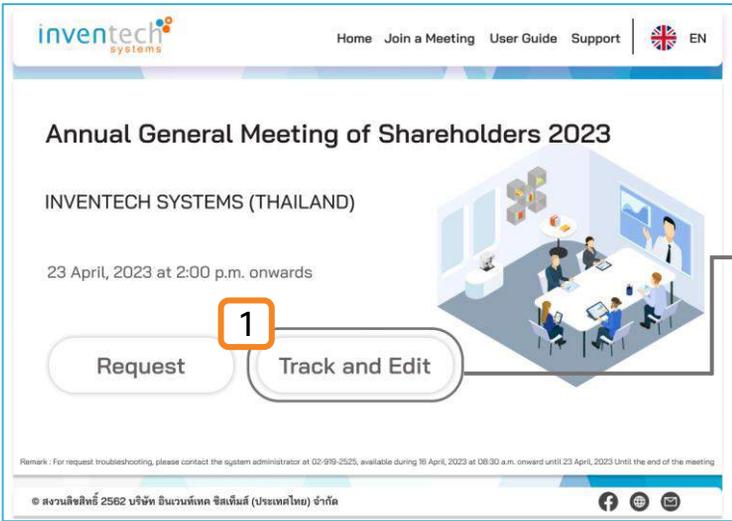
3

Downloading Manual/System  
Tutorial Video

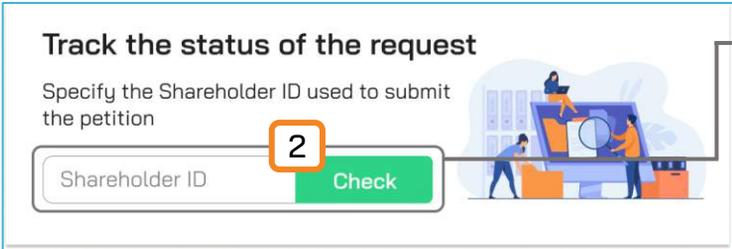
# 1 Track the status of the request form.

The transactor can check the request form and track the request status through the Inventech Connect system in 2 ways. There are methods and steps as follows

## 1. Request status tracking via Inventech Connect system

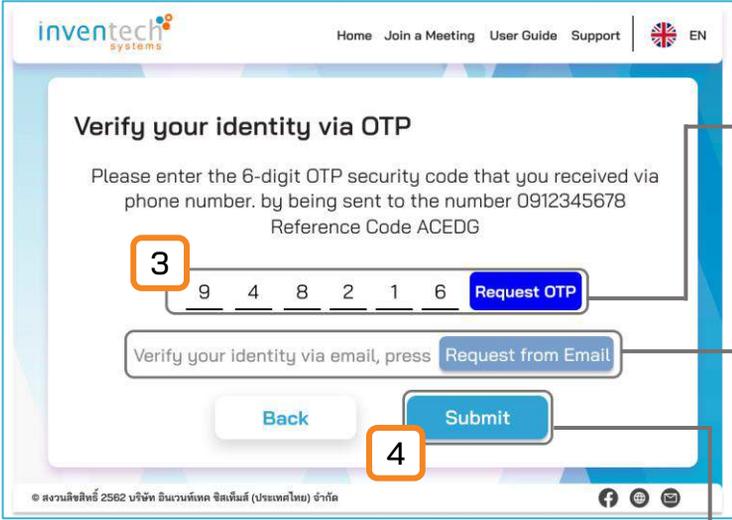


1. press the Track and Edit button.



2. Fill in the shareholder registration number used to submit the petition, press the "Check" button.

When a request is detected in the system, you must verify your identity via OTP in order to track and edit the request.



3. Press the button "Request OTP"

- Enter the 6-digit OTP.

or request an OTP from email

4. press the confirm button.

# 1 Track the status of the request form.

## Statuses of the request in the system

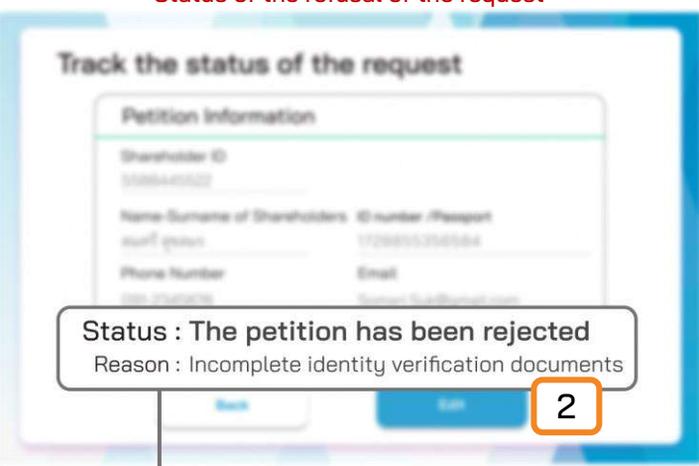
There are 3 statuses of the request form as follows:

### Request form review status



1. **Checking the petition form** is a request form pending verification of the user's information, the correctness and completeness of the attached documents confirming the identity according to the conditions of the company

### Status of the refusal of the request



2. **The application form has been rejected** is the form of a request that has been rejected by the authorities, With clearly states the reason for the rejection.

This may be caused by

1. Documents attached to the documents confirming the identity are not comply with the conditions of the company.
2. Documents attached to verify identity have expired.
3. Attachments confirming identity are not certified copy.
4. The document is unclear and cannot verify the identity of the person making the transaction.

### Request Approval Status



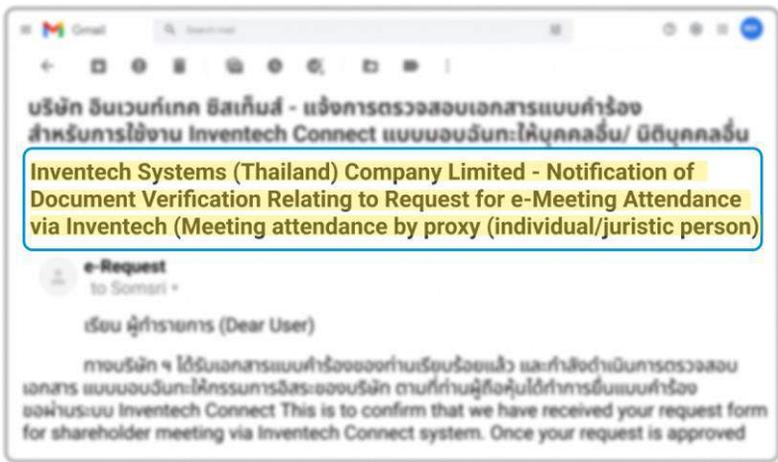
3. **Approved petition** is a request form that has been verified by the person making the transaction for the correctness and completeness of the identity document and has been approved by the petition.

# 1 Track the status of the request form.

## 2. E-mail notification of request verification

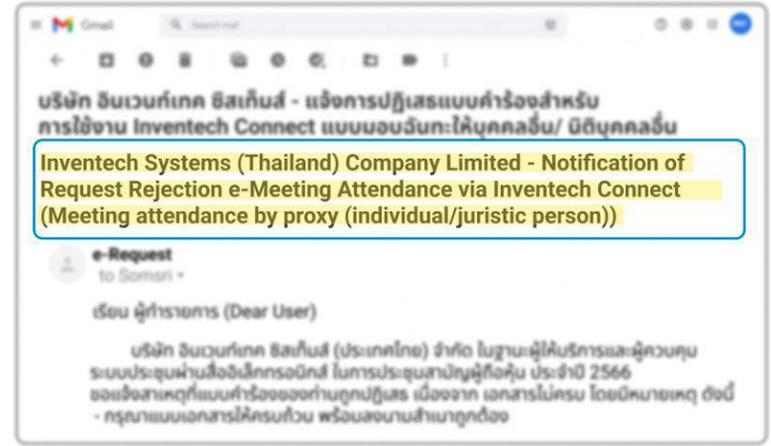
The user can check the request form via email informing the status of the request form that has been processed.

### E-mail notification of refusal of the request



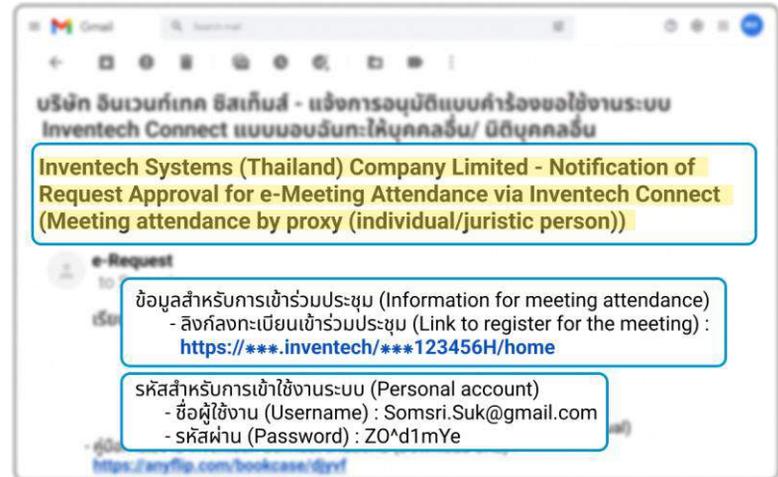
- When the application form has been submitted, the system will send an email notifying the review of the application form and the document review is in progress.

### E-mail notification of refusal of the request



- When the petition is not reviewed, the staff will send an email stating the reason for the refusal, a link to edit and the end date of the petition amendment.

### E-mail notification of request approval



- Application Form Approved Status will receive an email notification of Approval Request form informing you of the meeting schedule, link for attendance registration, username, password for access.

## 2 Petition amendment

The user can edit the request form through the Inventech Connect system by the status of reviewing the request form. The user can edit the request form as follows.

### Edit the request proxy form

**Edit Request Form**

Attendees in person
  Proxy
  Proxy form to a director

**Shareholder Information**

Individual
  Juristic Person

Shareholder ID \*  
5588445522

ID number /Passport \*  
1728855356584

**Proxy Information**

Name - Surname of Proxy \*  
องอาจ อัจชาติ

ID number /Passport of Proxy \*  
1837766556840

**Attach the identity document**

**The conditions for attaching documents** [Read more](#)

Copy of ID card/driver's license/passport with certified true copy In this regard, please consider additional details in Enclosure 9 attached to the meeting invitation letter.

Drag and drop files here to upload you can also [Choose a file from your device](#)

Copy of ID card, or copy of passport with duly signed copy.png  
 Proxy Documents.jpg

I agree to comply. [Attendance requirements through the Inventech Connect system.](#)  
 I agree that the company will store / use personal information. Which appears on the identity document For identity verification And consider the request to attend the meeting  
 Read more about [Conditions and policies](#) [Personal information.](#)

[Back](#) [Next](#)

Change the type of request form for attending the meeting in person or appointing a proxy or appointing a director

Symbol for modifying the user's information or modifying the proxy's information

Edit the identity verification document where the user can attach a new document.

5. Agree to the terms and conditions

- Select agree to the terms of attendance through the Inventech Connect system.
- Select agree to the terms and conditions. personal information

**Edit Request Form**

**Information for verify the identity of Shareholder**

Shareholder email \*  
Somsri.Suk@gmail.com

Shareholder's mobile phone number \*  
091-2345678

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Press the "Next" button to edit the request form.

### 3 Downloading Manual/System Tutorial Video

Link for downloading the Inventech Connect System Manual.  
<https://bit.ly/3DD5jj9>



Link to watch video of using Inventech Connect system.  
<https://bit.ly/3Uo6Ajn>

