



inventech
CONNECT

User Manual

INVENTECH CONNECT

Procedure for submitting
**attend the meeting
in person**

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Downloading Manual/System Tutorial Video

1

Preparing information for submitting the request to attend the meeting in person

Submitting a petition through the Inventech Connect system For attending the meeting in person, method and the steps are 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 or Scan the QR Code to log in and follow the steps



Preparation of information and documents

- Copy of ID card, or copy of passport with duly signed copy.
- Additional documents according to the conditions of the company



Shareholder registration number



ID number

or



Passport

Preparing equipment

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



Supported web browsers



Google Chrome



Safari

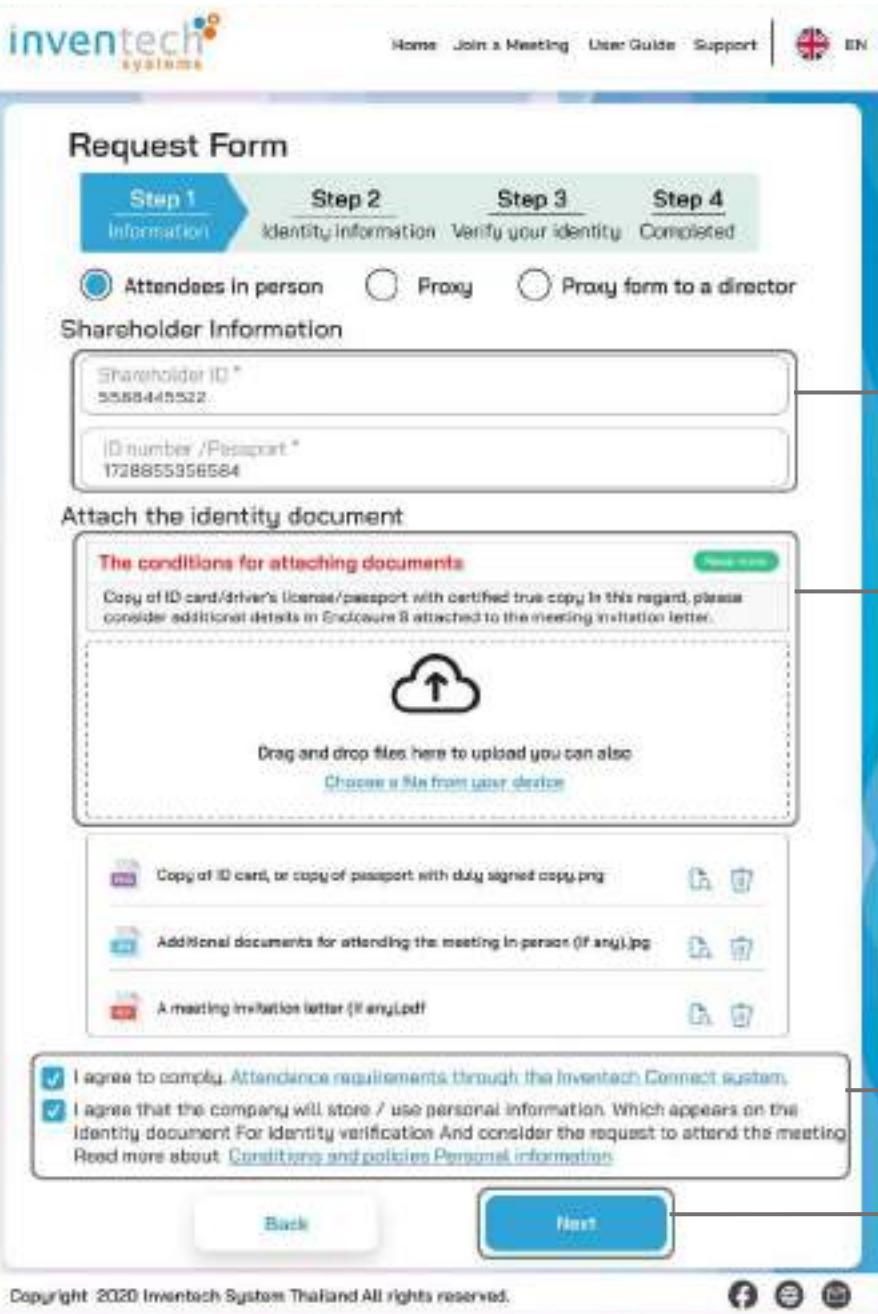


Microsoft Edge

The procedure for submitting a request to attend the meeting in person

Step 1 | Fill in the attendee information.

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 attendance by yourself

1. Fill in shareholder information

- Shareholder registration number ID number/Passport number

2. Attach the identity document

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

3. Agree to the terms and conditions

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

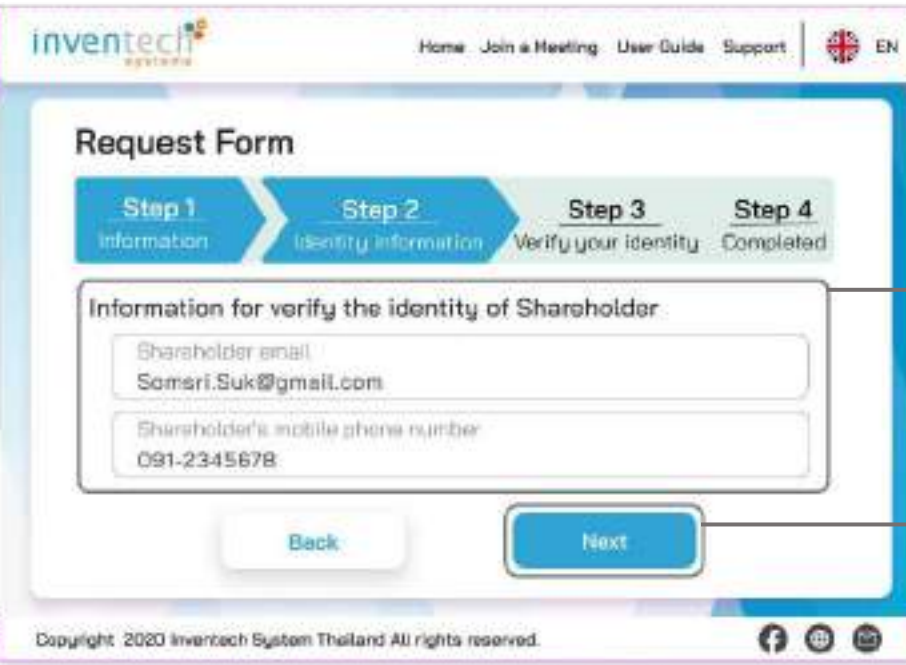
4. After filling out all the information, then press the "Next" button.

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

2

The procedure for submitting a request to attend the meeting in person

Step 2 | Fill out the information for verifying the identity of the attendees.



Request Form

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

Information for verify 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 the identity of shareholder.

- 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 attend the meeting in person

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.

- Shareholder Information

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 :

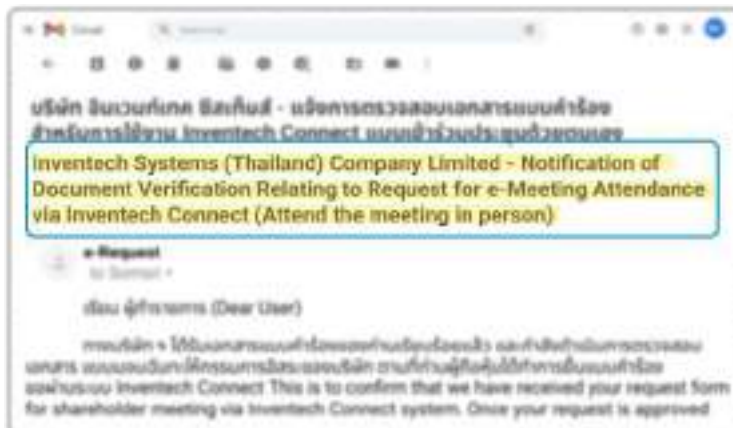
1. E-mail notification of request verification
2. Request status tracking via Inventech Connect system

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

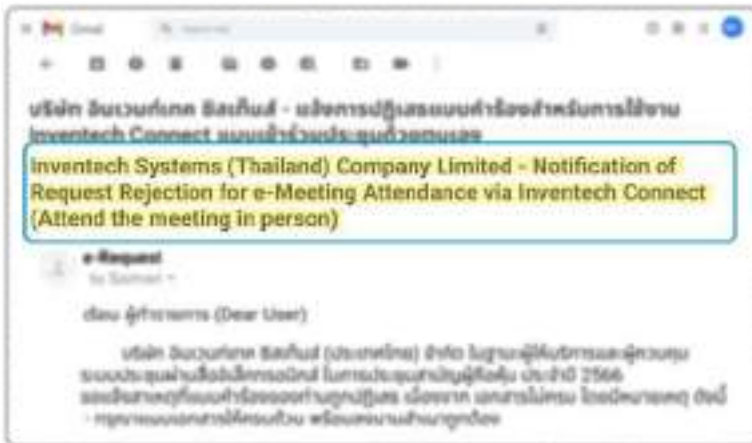
The procedure for submitting a request to attend the meeting in person

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

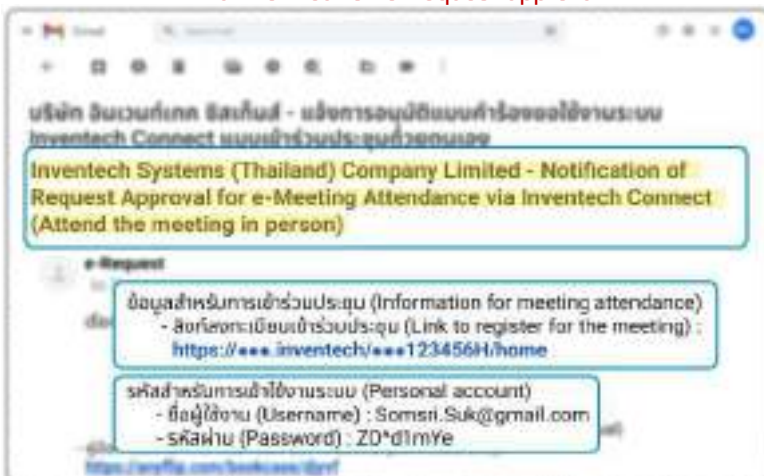


Status of the refusal of the request



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

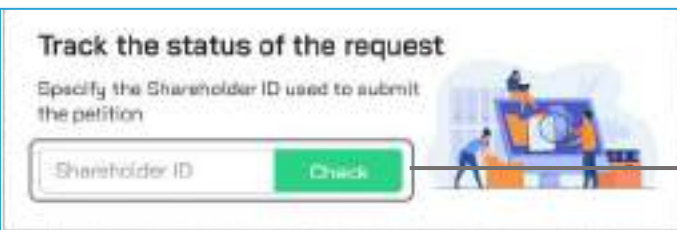


3 Tracking and editing of petitions

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



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



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.



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.



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 identity document

4

Downloading Manual/System Tutorial Video

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



Link to watch video of using Inventech Connect system.
<https://bitly.ws/3d9bR>





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INVENTECH CONNECT

Procedure for submitting
a proxy form
(Natural Person)

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Preparing information for submitting the request to proxy form (Natural Person)

- Information delivered to attendees
- Preparation of information and documents
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The procedure for submitting a request to proxy form (Natural Person)

- Fill in the information of the grantor and proxies
- Verify your identity via OTP
- Successful transaction (Verify the accuracy of the information)
- Request status tracking examples

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Tracking and editing of petitions

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Downloading Manual/System Tutorial Video

1

Preparing information for submitting the request to proxy form (Natural Person)

Submitting a petition through the Inventech Connect system For attending a proxy form individual, method and the steps are 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 or Scan the QR Code to log in and follow the steps



Preparation of information and documents

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



Shareholder registration number



ID number

or



Passport



Proxy documents

Preparing equipment

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



Supported web browsers



Google Chrome



Safari



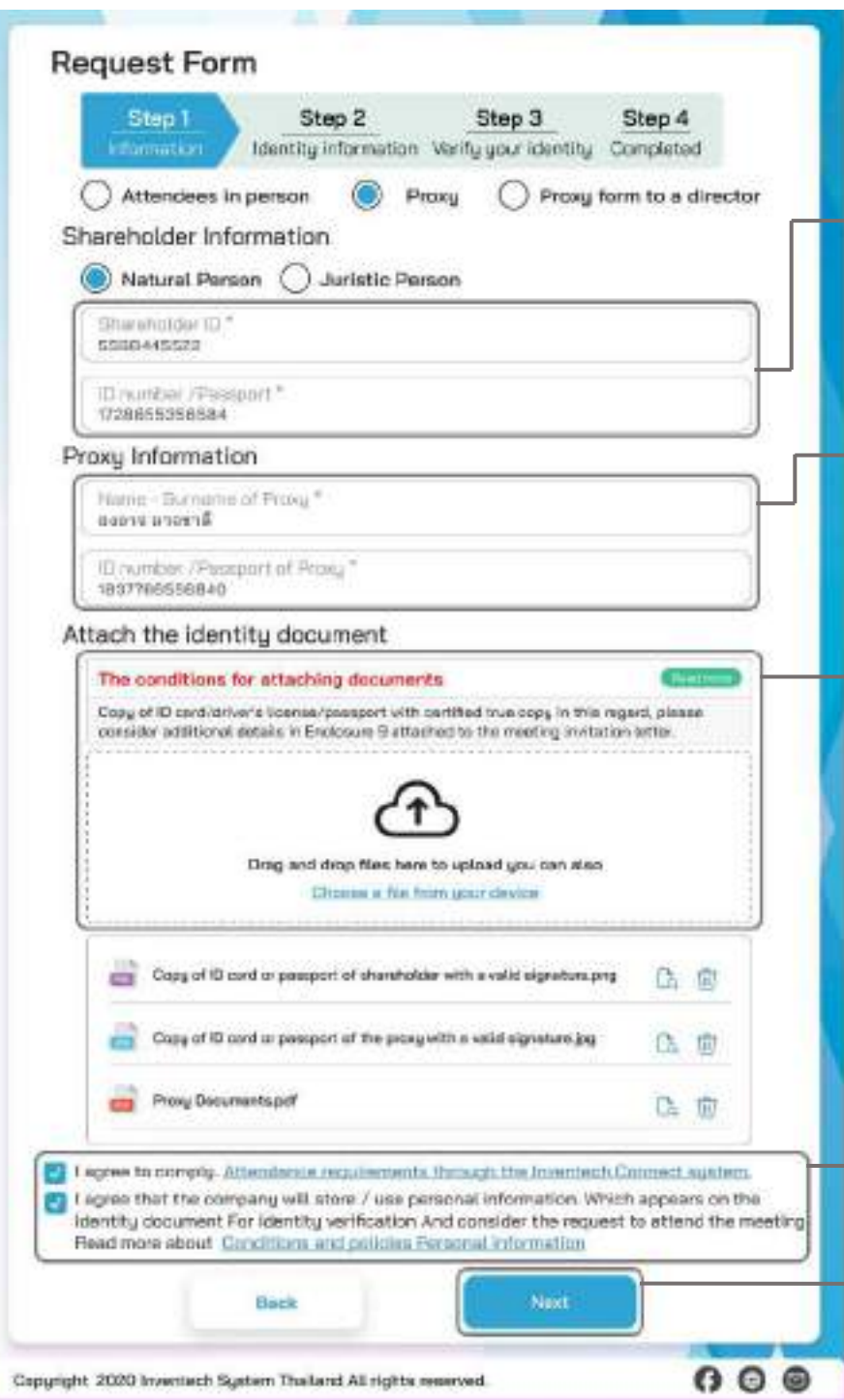
Microsoft Edge

2 The procedure for submitting a request to proxy form (Natural Person)

Step 1 | Fill in the information of the grantor and proxies.

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 Natural Proson a proxy form



1. Fill in the grantor
 - Select "Natural Person"
 - Shareholder registration number ID number/Passport number
2. Fill in the proxy
 - Name - surname of the proxy
 - ID number/Passport number of the proxy
3. Attach the identity document
 - You can check the required documents under the conditions for attaching documents.
4. Agree to the terms and conditions
 - select agree to the terms of attendance through the Inventech Connect system,
 - and select agree to the terms and conditions. personal information
5. 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 (Natural Person)

Step 2 | Fill in the information for verifying the identity of the shareholders and proxies.



1. Fill in the information to verify the identity of shareholder.
 - Shareholder email
 - Shareholder's mobile phone number
2. Fill in the information to verify the identity of the proxy.
 - Proxy email
 - Mobile phone number of the proxy
3. After filling out all the information, press "Next"

Step 3 | Verify your identity via OTP



1. Press the button "Request OTP"
 - Enter the 6-digit OTP.
 - or request an OTP from email
2. Press the button "Submit a request"

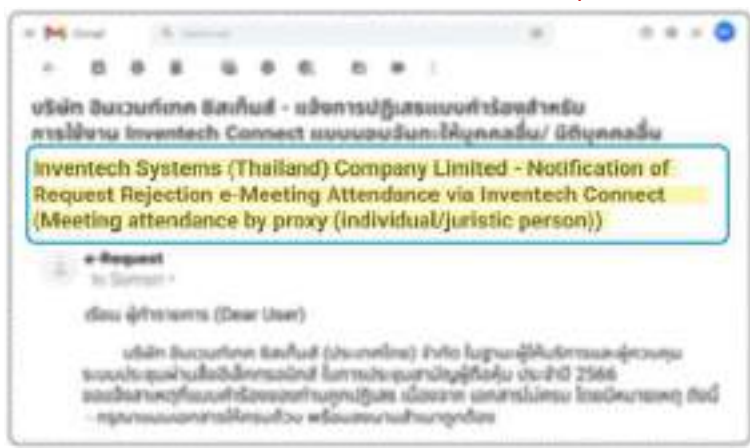
2 The procedure for submitting a request to proxy form (Natural Person)

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

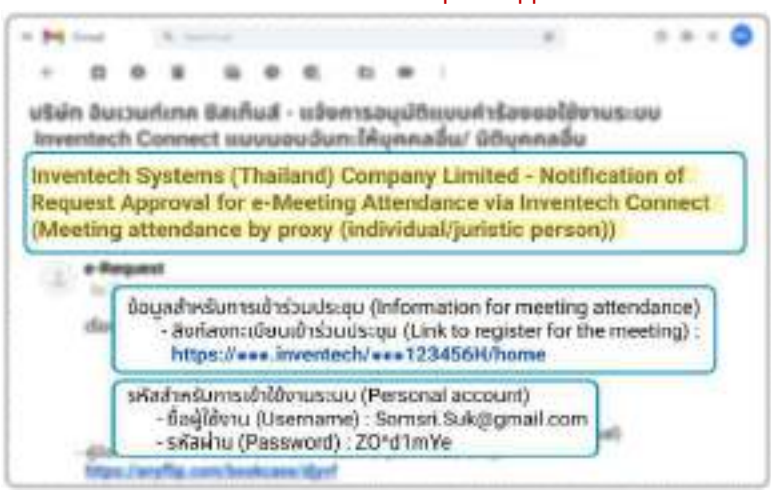


Status of the refusal of the request

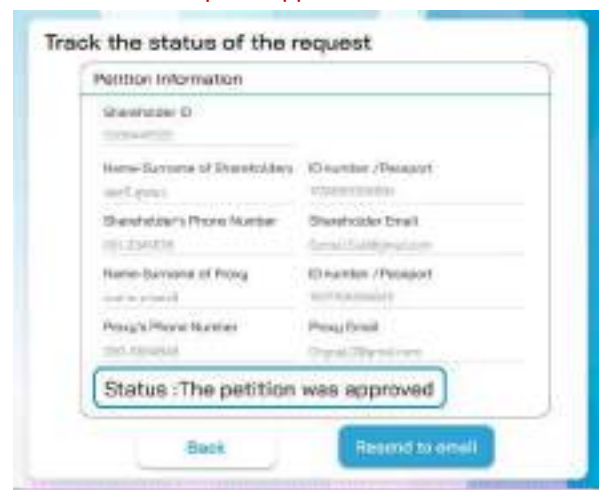


3. Approved petition is a request form that has been verified by the person making the transaction for the correctness and completeness of the identity document and has been approved by the petition.

E-mail notification of request approval



Request Approval Status



3 Tracking and editing of petitions

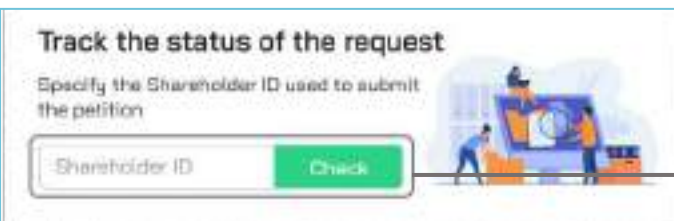
The transactor can track the status of the request form or modify the request form as follows.



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.



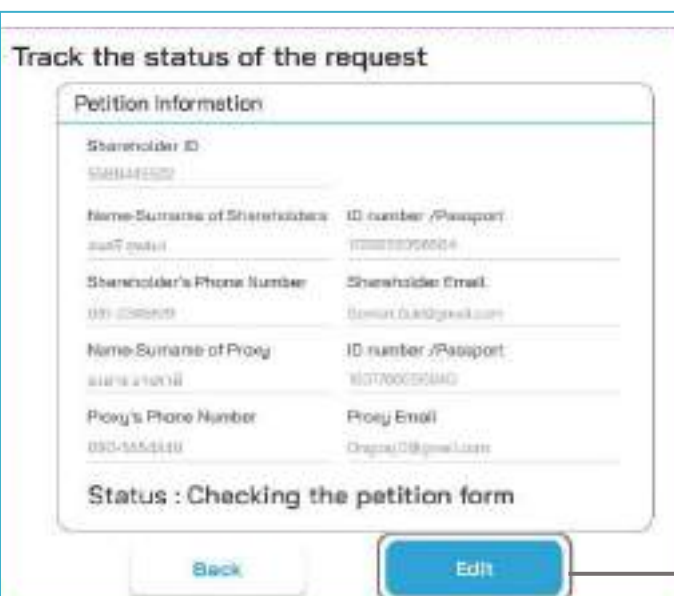
Verify your identity via OTP
 Please enter the 6-digit OTP security code that you received via phone number, by being sent to the number 0912345678
 Reference Code ACEDG

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	SMBA4E000
Name-Surname of Shareholders	ID number /Passport
สมชาย ใจดี	11222222222222
Shareholder's Phone Number	Shareholder Email
091-1234567	Smayaj.d@inventech.com
Name-Surname of Proxy	ID number /Passport
สมชาย ใจดี	112700000000
Proxy's Phone Number	Proxy Email
090-1111111	Omprai.O@inventech.com

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://bitly.ws/3d9bR>





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User Manual

INVENTECH CONNECT

Procedure for submitting
**a proxy form Natural Person
(Create Proxy Template)**

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- Fill in the information of the grantor and proxies
- Fill in the voting information and Natural Person proxy documents
- Verify your identity via OTP
- Successful transaction (Verify the accuracy of the information)
- Request status tracking examples

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Tracking and editing of petitions

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Downloading Manual/System Tutorial Video

1

Preparing information for submitting the request to proxy form Natural Person (Create Proxy Template)

Submitting a petition through the Inventech Connect system For attending a proxy form individual, method and the steps are 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 or Scan the QR Code to log in and follow the steps



Preparation of information and documents

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



Shareholder registration number



ID number

or



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 Natural Person (Create Proxy Template)

Step 1 | Fill in the information of the grantor and proxies.

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**

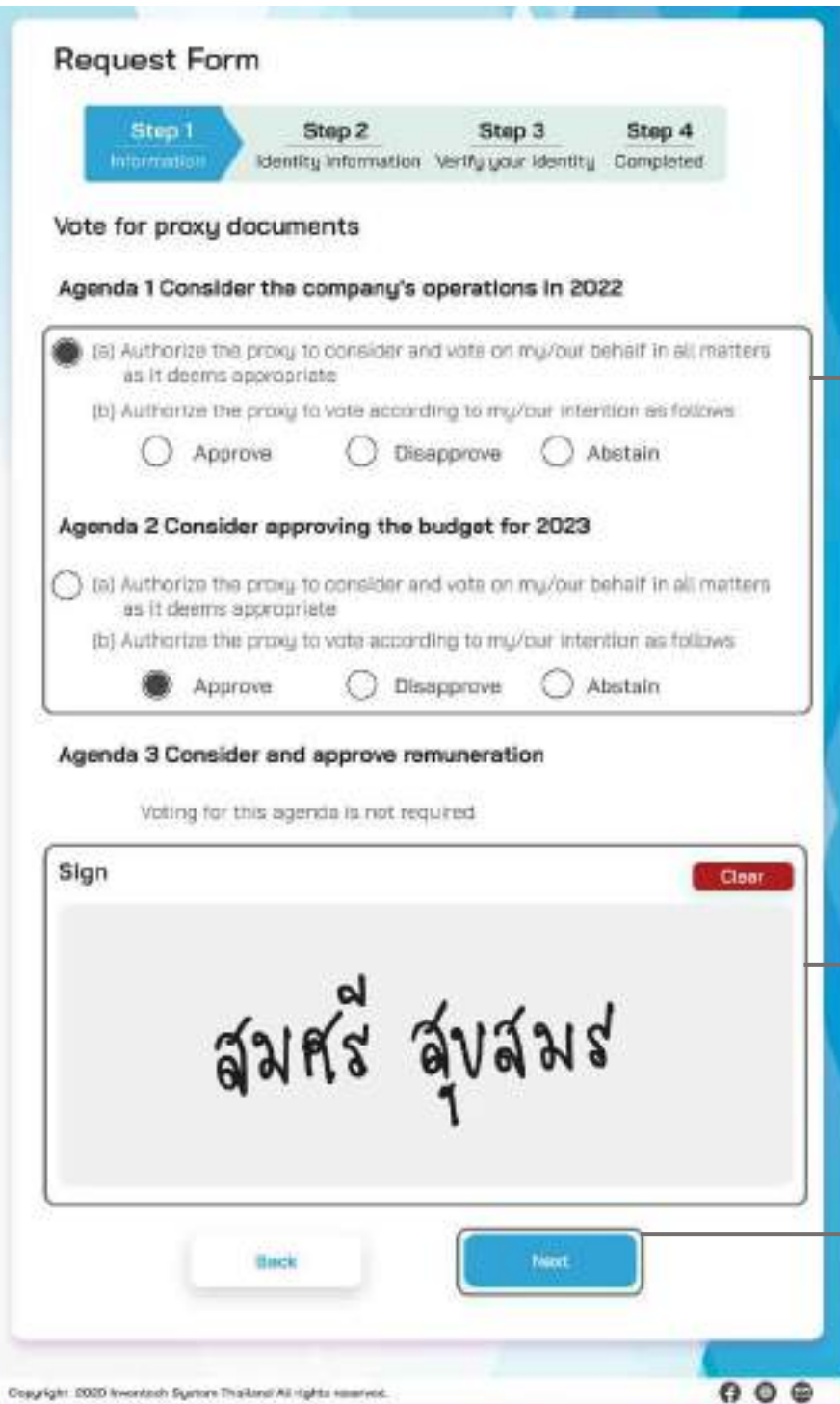
1. Fill in the grantor
 - Select "Create Proxy Template"
 - Select "Natural Person"
 - Shareholder registration number ID number/Passport number
2. Fill in the proxy
 - Name - surname of the proxy
 - ID number/Passport number of the proxy
 - Age
 - Address
3. Attach the identity document
 - You can check the required documents under the conditions for attaching documents.
4. Agree to the terms and conditions
 - select agree to the terms of attendance through the Inventech Connect system,
 - and select agree to the terms and conditions. personal information
5. 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 Natural Person (Create Proxy Template)

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

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



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

1. Choose a voting format.

- a) The proxy has the right to consider and vote on my behalf in all respects as he or she deems appropriate.
- b) 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 Natural Person (Create Proxy Template)

Step 2 | Fill in the information for verifying the identity of the shareholders and proxies.



Request Form

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

Information for verify the identity of Shareholder

Shareholder email
Bemari.Suk@gmail.com

Shareholder's mobile phone number
001-2345678

Verification of identity of Proxy

Proxy email *
Dngooj.D@gmail.com

Proxy's mobile phone number *
000-5554848

Back Next

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1. Fill in the information to verify the identity of shareholder.
 - Shareholder email
 - Shareholder's mobile phone number
2. Fill in the information to verify the identity of the proxy.
 - Proxy email
 - Mobile phone number of the proxy
3. After filling out all the information, press "Next"

Step 3 | Verify your identity via OTP



Request Form

Step 1 Information | Step 2 Identify 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 0012345678
Reference Code ACEDDG

9 4 8 2 1 6 Request OTP

Verify your identity via email, please 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 Natural Person (Create Proxy Template)

Step 4 | 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 of Shareholder: สมชาย ใจดี
 Shareholder ID: 1234567890
 Shareholder Email: Somsai.Jai@gsnail.com
 Shareholder's Phone Number: 091-2345678

Name - Surname of Proxy: สมชาย ใจดี
 Proxy Email: Somsai.Jai@gmail.com
 Proxy's Phone Number: 091-2345678

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

Buttons: Back to Home, Download Document

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 :

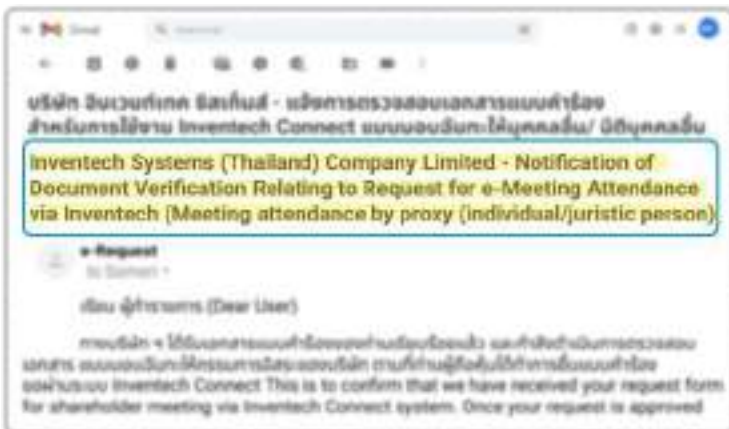
1. E-mail notification of request verification
2. Request status tracking via Inventech Connect system

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

Track the status of the request

Petition Information

Shareholder ID: 5558445522
 Name-Surname of Shareholders: สมชาย ใจดี
 ID number /Passport: 172856368084
 Shareholder's Phone Number: 091-2345678
 Shareholder Email: Somsai.Jai@gmail.com

Name-Surname of Proxy: สมชาย ใจดี
 ID number /Passport: 15378555540
 Proxy's Phone Number: 091-2345678
 Proxy Email: Somsai.Jai@gmail.com

Agenda	Agenda Name	Approve	Disapprove	Abstain
1	Consider the company's operations in 2023	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

Buttons: Back, Edit

2

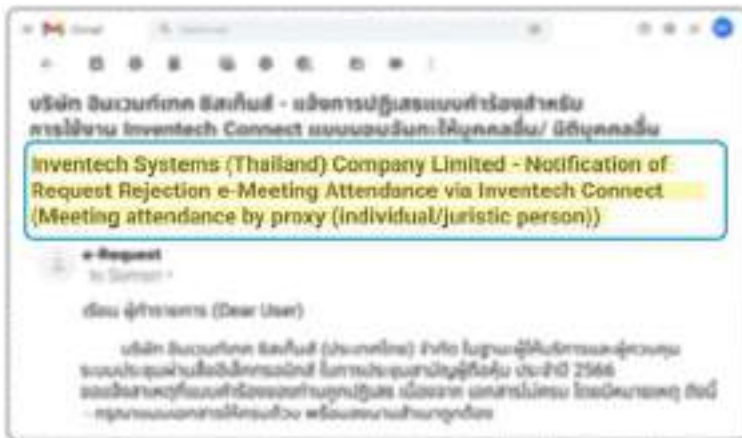
The procedure for submitting a request to proxy form Natural Person (Create Proxy Template)

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

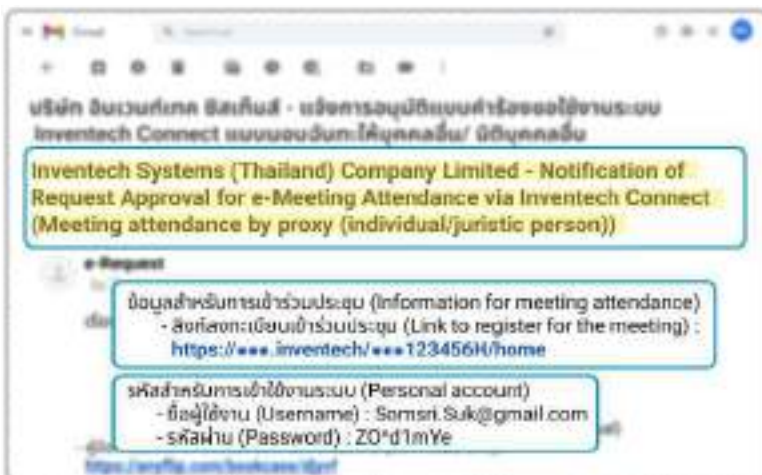


Status of the refusal of the request



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.



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



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.



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.



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

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The procedure for submitting a request to proxy form (Juristic Person)

- Fill in the information of the grantor and proxies
- Verify your identity via OTP
- Successful transaction (Verify the accuracy of the information)
- Request status tracking examples

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Tracking and editing of petitions

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Downloading Manual/System Tutorial Video

1

Preparing information for submitting the request to proxy form (Juristic Person)

Submitting a petition through the Inventech Connect system For attending a proxy form juristic person, method and the steps are 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 or Scan the QR Code to log in and follow the steps



Preparation of information and documents

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



Shareholder registration number



Company certificate



ID number

or



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

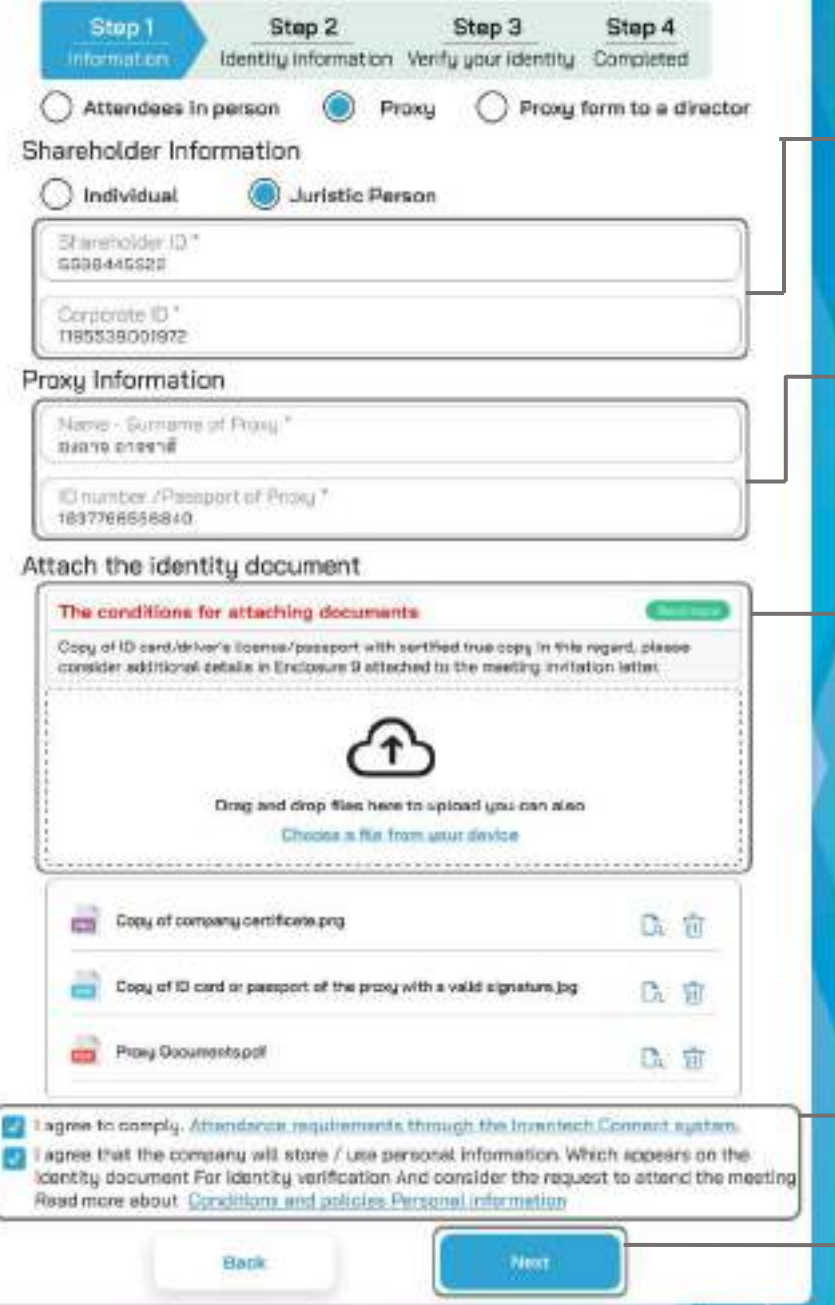
The procedure for submitting a request to proxy form (Juristic Person)

Step 1 | Fill in the information of the grantor and proxies.

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 attendance a proxy form

Request Form



1. Fill in the grantor
 - Select "Juristic Person"
 - Shareholder registration number ID
 - Juristic Person Registration Number
2. Fill in the proxy
 - Name - surname of the proxy
 - ID number/Passport number of the proxy
3. Attach the identity document
 - You can check the required documents under the conditions for attaching documents.
4. Agree to the terms and conditions
 - select agree to the terms of attendance through the Inventech Connect system,
 - and select agree to the terms and conditions. personal information
5. 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 (Juristic Person)

Step 2 Fill in the information for verifying the identity of the shareholders and proxies.



1. Fill in the information to verify the identity of proxy juristic person.
 - Proxy email
 - Mobile phone number of the proxy
2. After filling out all the information, press "Next"

Step 3 | Verify your identity via OTP



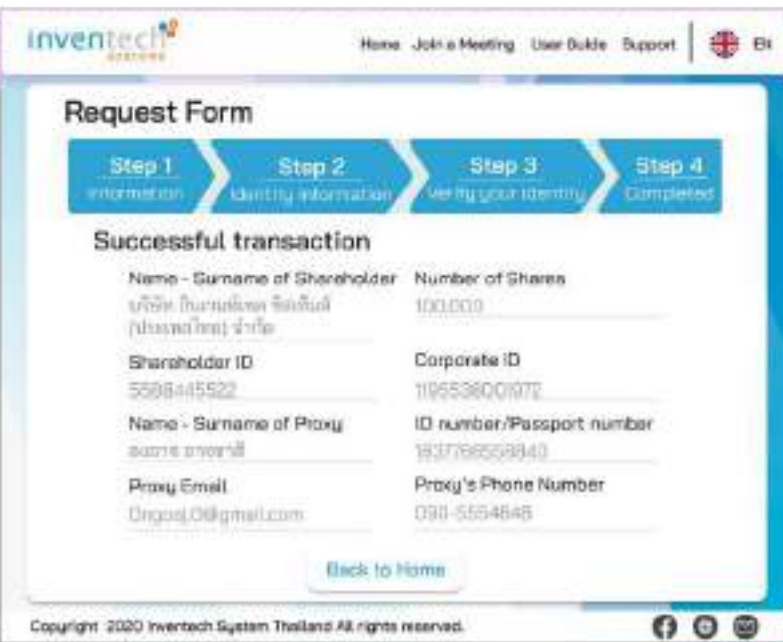
1. Press the button "Request OTP"
 - Enter the 6-digit OTP.

or request an OTP from email
2. Press the button "Submit a request"

2

The procedure for submitting a request to proxy form (Juristic Person)

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
- Proxy information

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 :

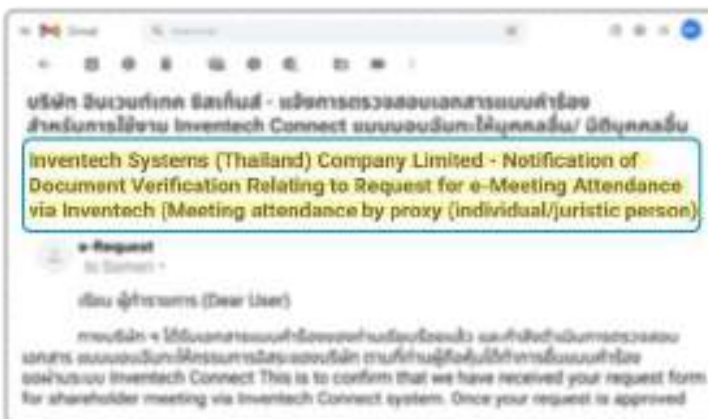
1. E-mail notification of request verification
2. Request status tracking via Inventech Connect system

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

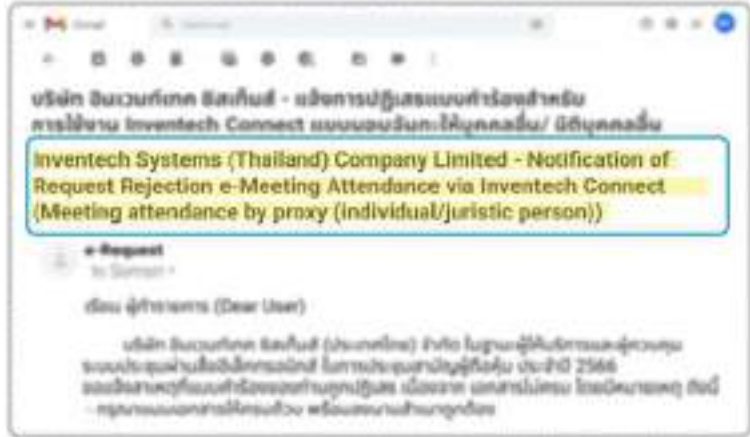
The procedure for submitting a request to proxy form (Juristic Person)

Request status tracking examples

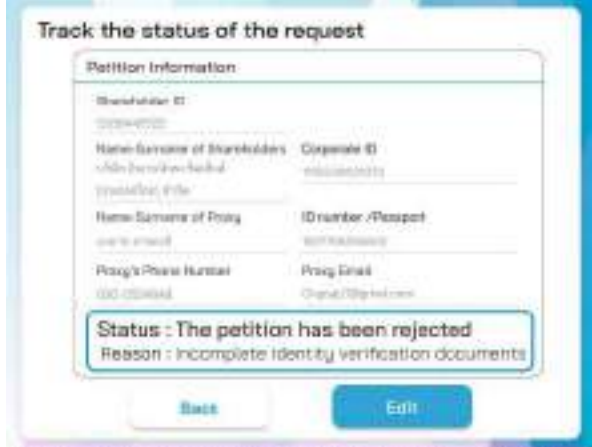
2. The application form has been rejected is the form of a request that has been rejected by the authorities, With clearly states the reason for the rejection.”

- 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

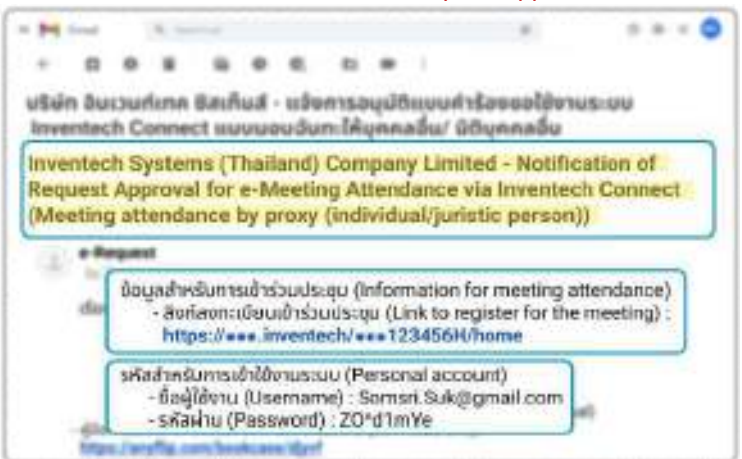


Status of the refusal of the request



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

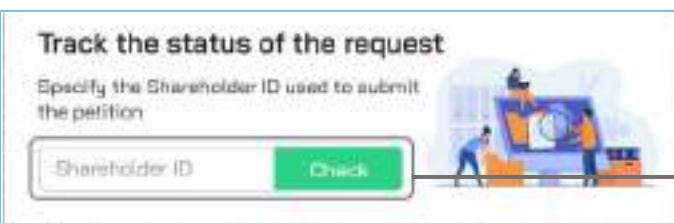


3 Tracking and editing of petitions

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



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



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.



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.



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://bitly.ws/3d9bR>

