



inventech  
CONNECT

User Manual

INVENTECH CONNECT

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

# INDEX

1

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

- Information delivered to attendees
- Preparation of information and documents
- Preparing equipment
- Supported web browsers

2

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

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

3

Tracking and editing of petitions

4

Downloading Manual/System Tutorial Video

# 1

## Preparing information for submitting the request to proxy form Juristic 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](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 Juristic 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 "Juristic Person"
  - Shareholder registration number ID number/Corporate ID
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 Juristic 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 Juristic Person (Create Proxy Template)

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 (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: (0)4 890466 8663 (0)890466 8663  
 Shareholder ID: 5585440202  
 Shareholder Email: Sorn12345@gmail.com  
 Proxy Director: Mr. Ongonj

Number of Shares: 100,000  
 ID number/Passport number: 0208020-02  
 Shareholder's Phone Number: 081-054878

Agenda	Agenda Name	Approve	Disapprove	Abstain
1	Consider the company's operations in 2022	0	0	0
2	Consider approving the budget for 2022	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 :

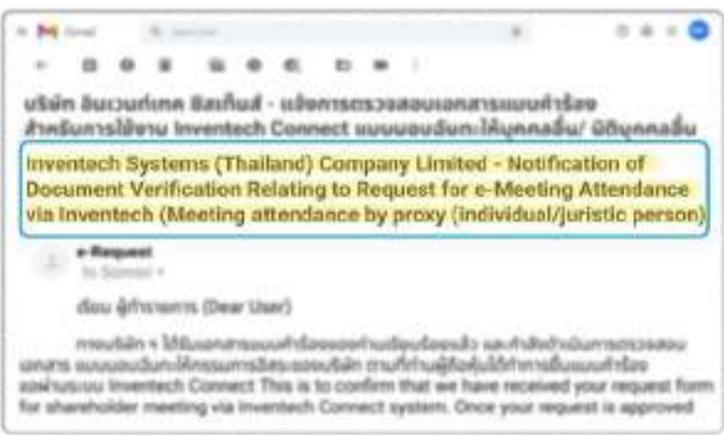
1. E-mail notification of request verification
2. Request status tracking via Inventech Connect system

### 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: 5585440522 | Corporate ID: 1186538301972  
 Name-Surname of Shareholders: (0)4 890466 8663 (0)890466 8663 | Corporate ID: 1186538301972  
 Shareholder's Phone Number: 081-054878 | Proxy Email: Sorn12345@gmail.com  
 Name-Surname of Proxy: (0)4 890466 8663 | Proxy's Phone Number: 081-054878

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

Status: Checking the petition form

Buttons: Back, Edit

# 2

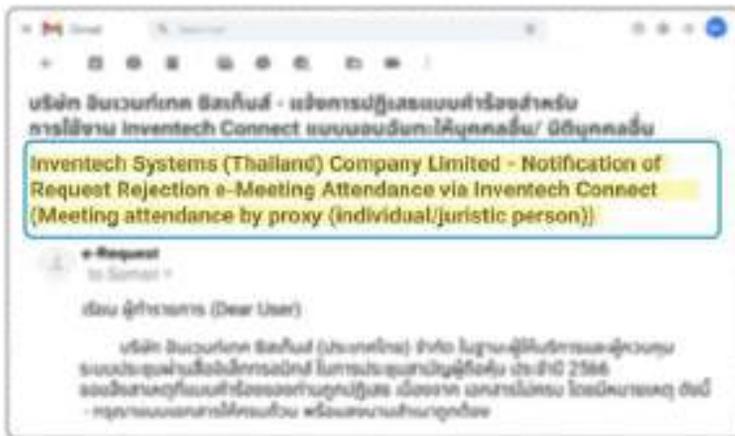
## The procedure for submitting a request to proxy form Juristic Person (Create Proxy Template)

### 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

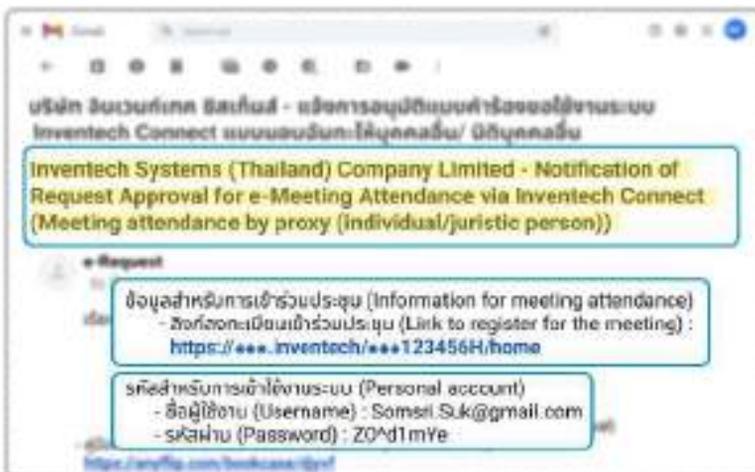


Status of the refusal of the request



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

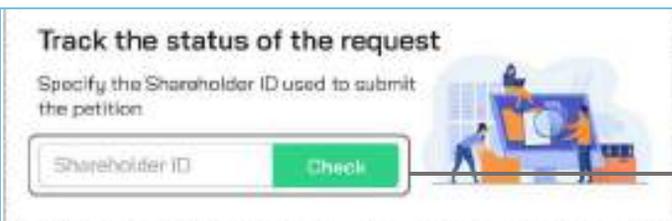


# 3 Tracking and editing of petitions

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

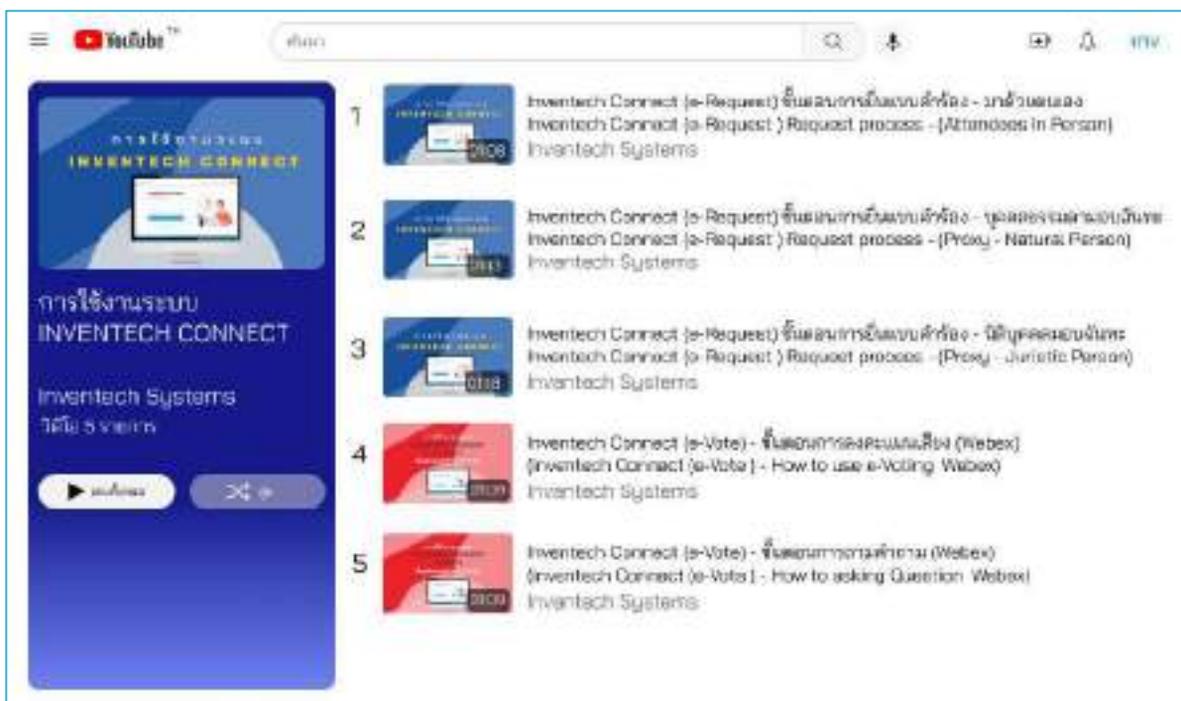
4

## Downloading Manual/System Tutorial Video

Link for downloading the Inventech Connect System Manual.  
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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 to a director  
(attached documents)**

# INDEX

1

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

- Information delivered to attendees
- Preparation of information and documents
- Preparing equipment
- Supported web browsers

2

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

- Fill out the information of the proxy and independent director
- Verify your identity via OTP
- Successful transaction (Verify the accuracy of the information)
- Request status tracking examples

3

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

### 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. 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.

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

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 :

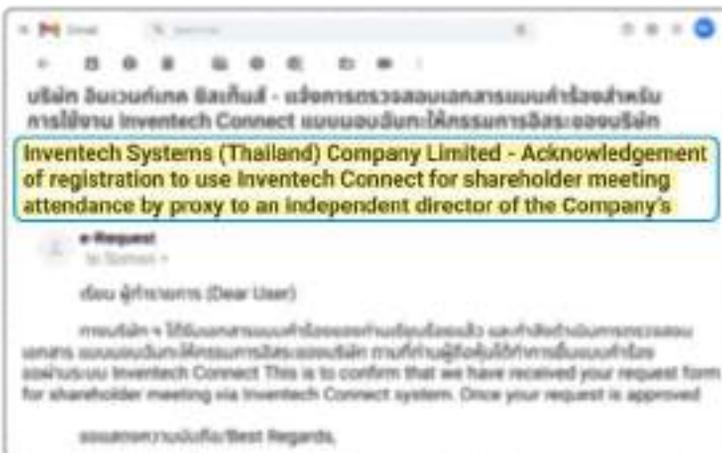
1. E-mail notification of request verification
2. Request status tracking via Inventech Connect system

## 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



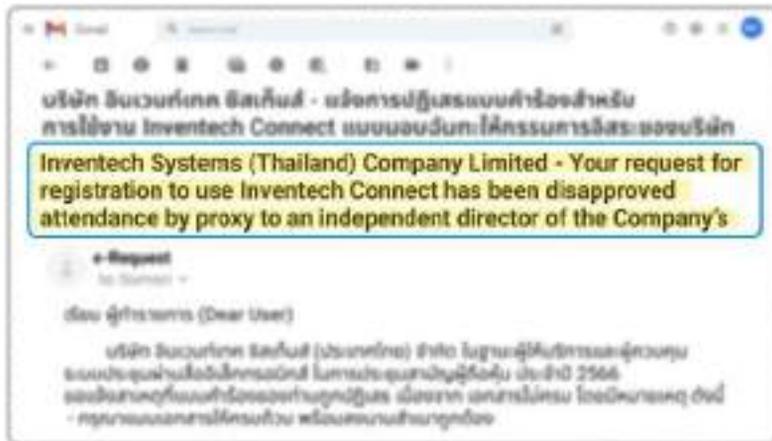
## 2 The procedure for submitting a request to proxy form to a director (attached documents)

### 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

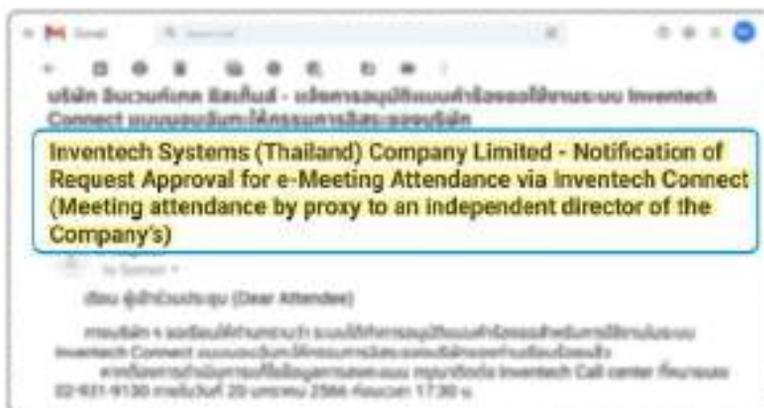


Status of the refusal of the request

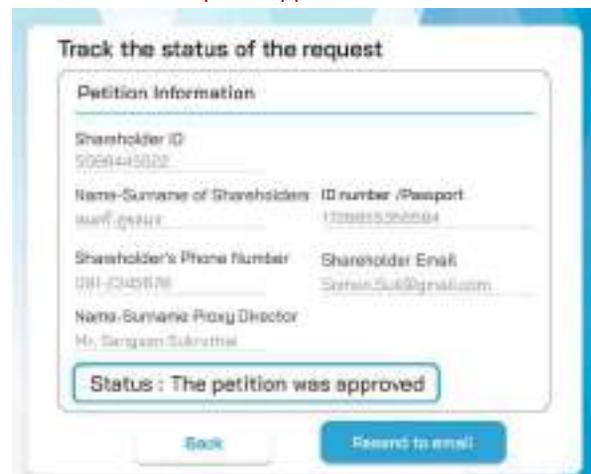


3. Approved petition is a request form that has been verified by the person making the transaction for the correctness and completeness of the identity document and has been approved by the petition.

E-mail notification of request approval



Request Approval Status

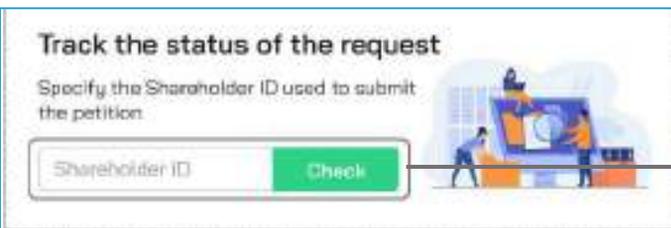


### 3 Tracking and editing of petitions

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



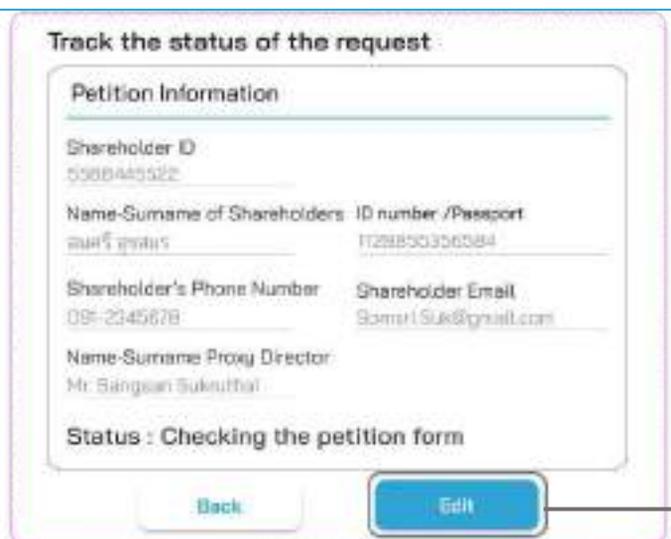
1. Press the "Track and Edit" button to check the status or edit the request form.



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

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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 to a director  
(Create Proxy Template)**

# INDEX

1

Preparing information for submitting the request to proxy form to a director (Create Proxy Template)

- Information delivered to attendees
- Preparation of information and documents
- Preparing equipment
- Supported web browsers

2

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

- Fill out the information of the proxy and independent director
- Fill in the voting information and director proxy documents
- Verify your identity via OTP
- Successful transaction (Verify the accuracy of the information)
- Request status tracking examples

3

Tracking and editing of petitions

4

Downloading Manual/System Tutorial Video

# 1

## Preparing information for submitting the request to proxy form to a director (Create Proxy Template)

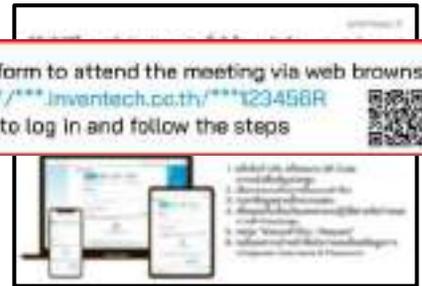
Submitting a petition through the Inventech Connect system for granting proxy to directors, the form of creating proxy documents, can vote through the system by yourself, there are methods and procedures as follows.

### 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/\\*\\*\\*t23456R](https://***.inventech.co.th/***t23456R) 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

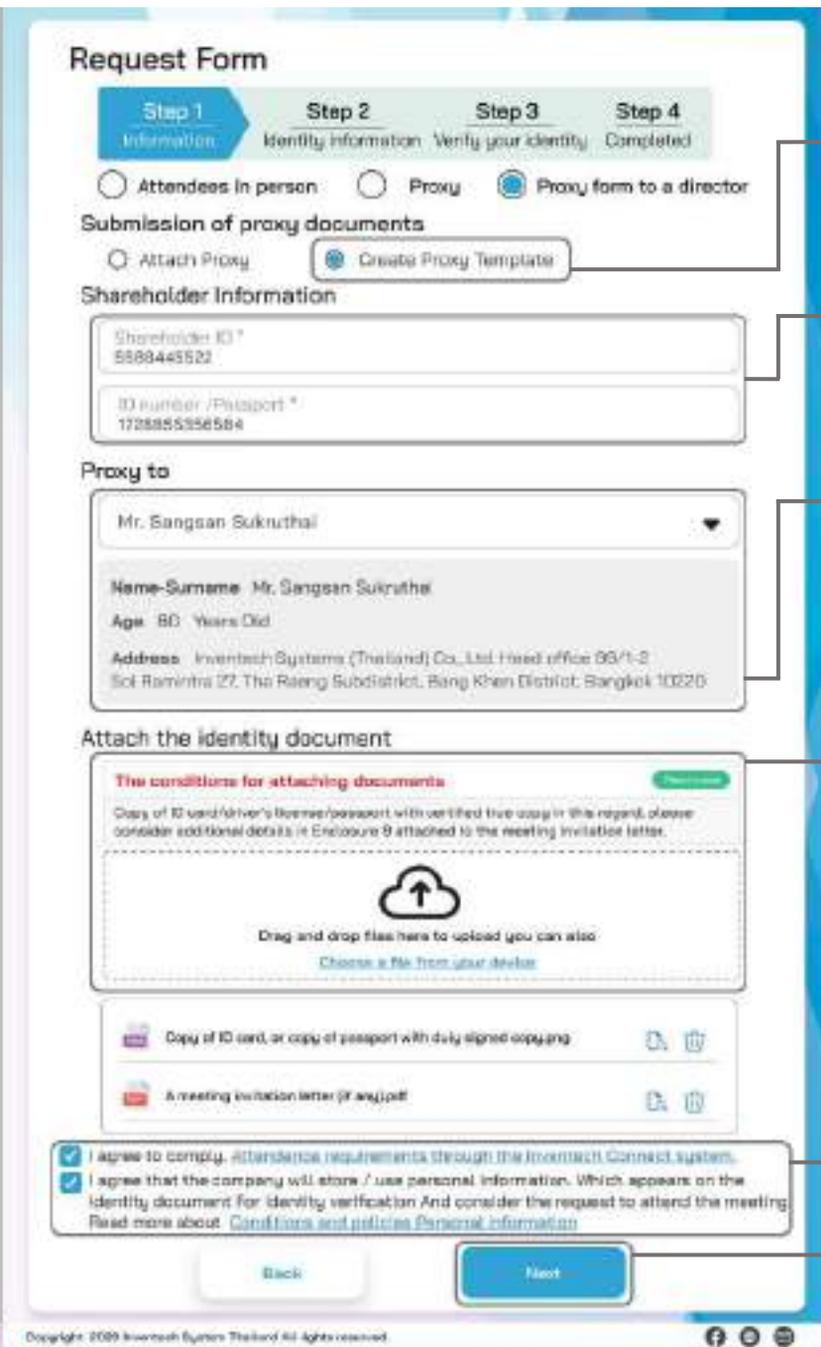
## 2

# The procedure for submitting a request to proxy form to a director (Create Proxy Template)

## 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. Select the submission of proxy documents. "Create Proxy Template"
2. Fill in Proxy Grantor information
  - Shareholder registration number
  - ID number/Passport number
3. Select the name of the director who would like to appoint a proxy
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.

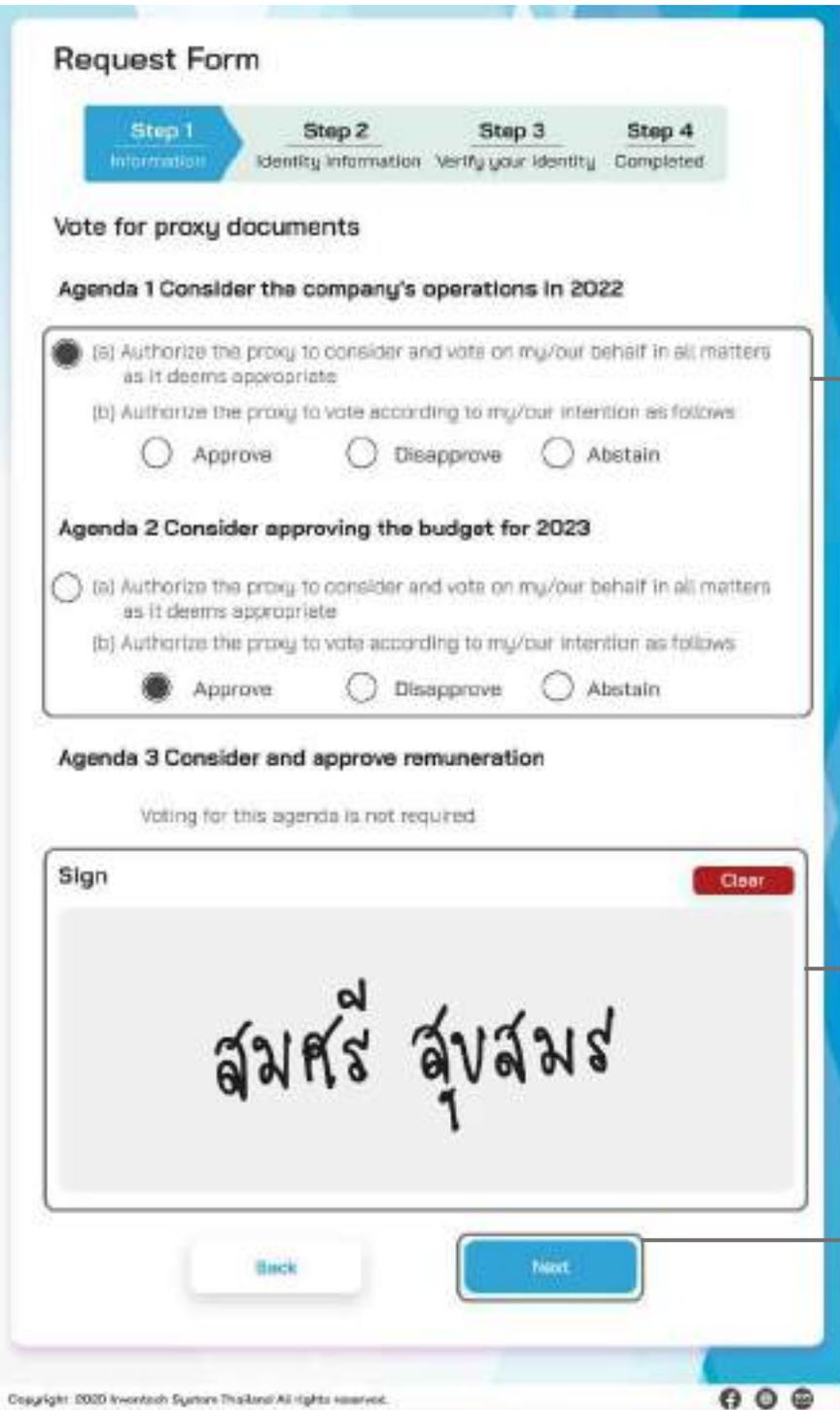
The system will verify shareholder information from shareholder registration number and citizen identification number/passport number with registration book closing information to verify shareholders' right to attend the meeting.

## 2

### The procedure for submitting a request to proxy form to a director (Create 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 to a director (Create Proxy Template)

Step 3 | 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 4 | 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 8 **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 Proxy Template)

### 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: สมชาย ใจดี  
Number of Shares: 100,000

Shareholder ID: 123456789  
ID number/Passport number: 1234567890123

Shareholder Email: Somchai.Jaidi@gmail.com  
Shareholder's Phone Number: 090-123456789

Proxy Director: Mr. Sangsri Subrattai

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

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 :

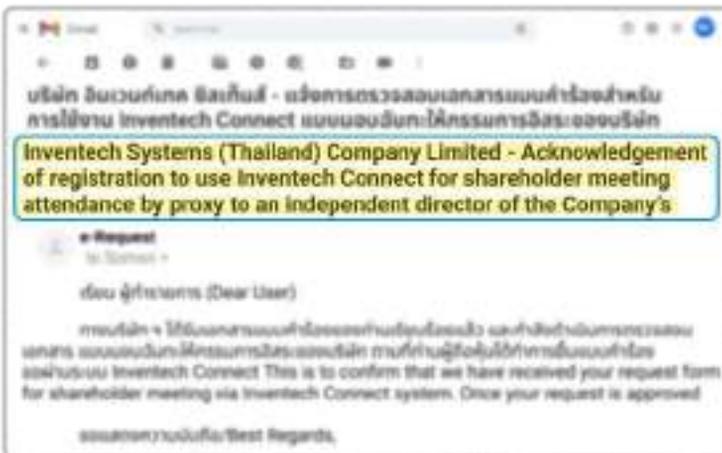
1. E-mail notification of request verification
2. Request status tracking via Inventech Connect system

### 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



## 2

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

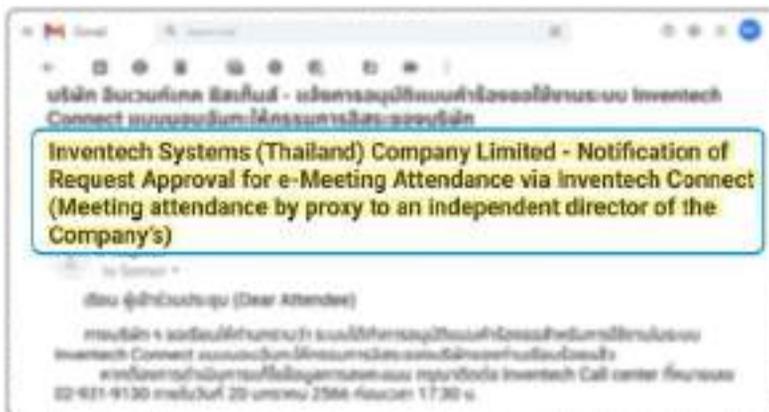


Status of the refusal of the request



**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

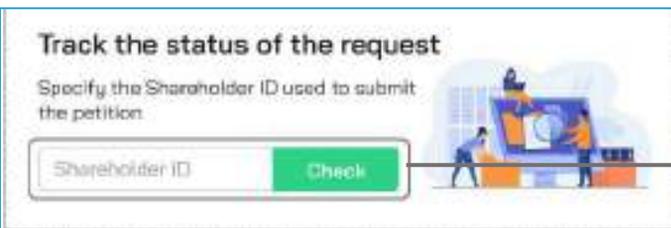


### 3 Tracking and editing of petitions

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

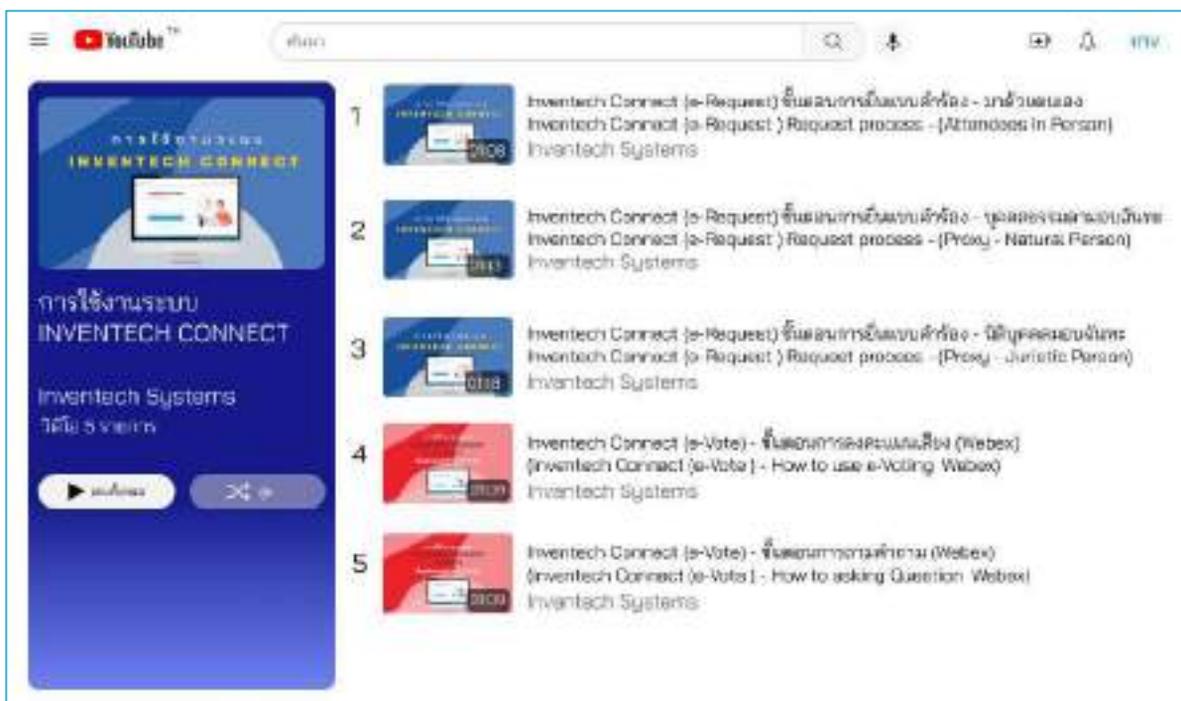
**4**

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CONNECT

User Manual

INVENTECH CONNECT

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

# INDEX

1

Track the status of the request form

- Request status tracking via Inventech Connect system
- Statuses of the request in the system
- E-mail notification of request verification

2

Petition amendment

3

Downloading Manual/System  
Tutorial Video

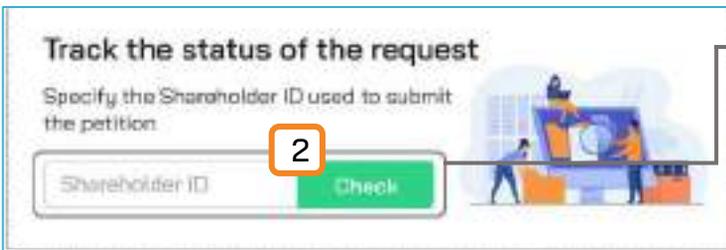
# 1 Track the status of the request form.

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

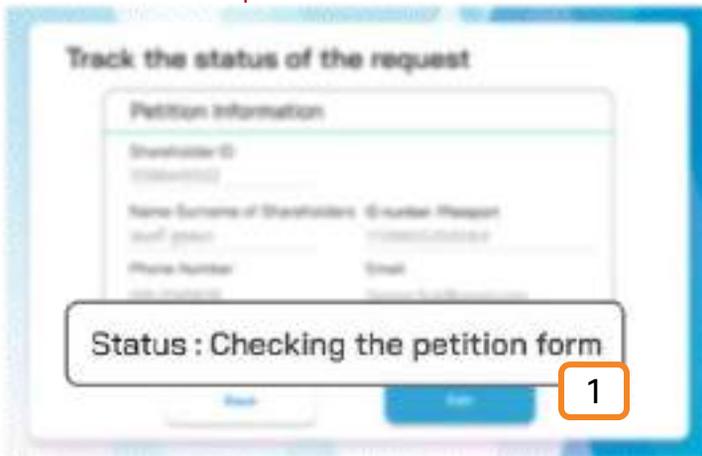
4. press the confirm button.

# 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



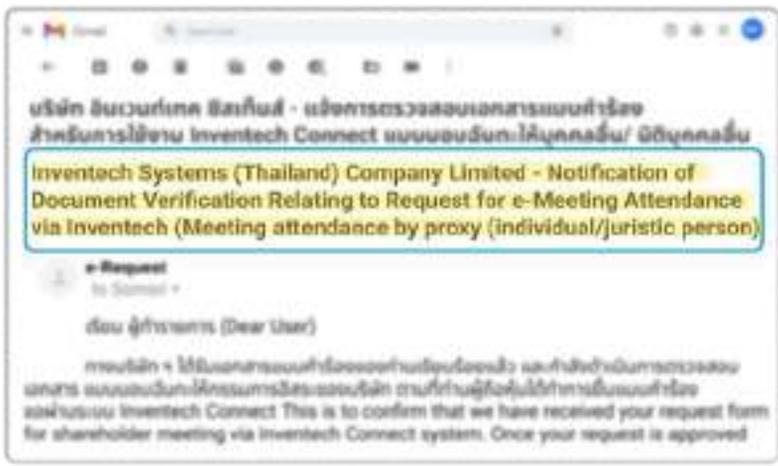
3. **Approved petition** is a request form that has been verified by the person making the transaction for the correctness and completeness of the identity document and has been approved by the petition.

# 1 Track the status of the request form.

## 2. E-mail notification of request verification

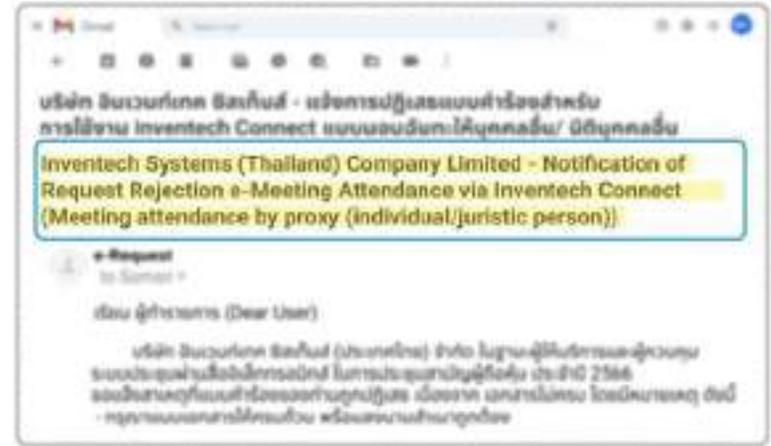
The user can check the request form via email informing the status of the request form that has been processed.

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



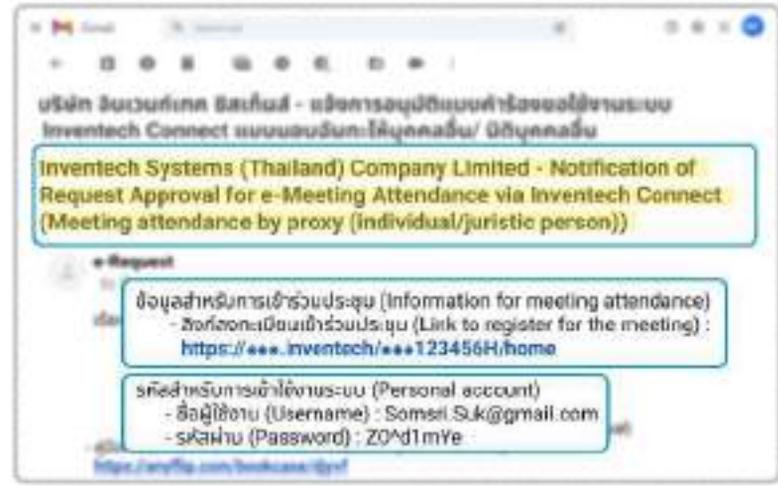
- When the application form has been submitted, the system will send an email notifying the review of the application form and the document review is in progress.

### 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

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

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://bitly.ws/3d9bR>

