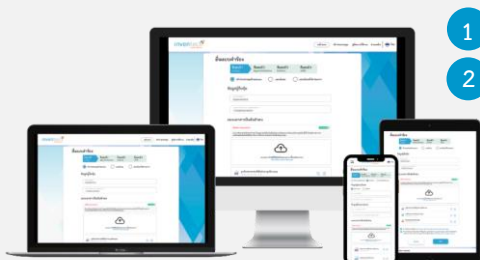# Guidelines for attending of Electronic Meeting by Inventech Connect

Shareholders and proxies who wish to attend the meeting can proceed the procedure for submitting the request form to attend the meeting via Electronic Means as follows :

Steps for requesting Username & Password from via e-Request

1. The Shareholders must submit a request to attend the meeting by Electronic Means via Web Browser at https://pro.inventech.co.th/JCKH172394R/#/homepage or scan QR Code and follow the steps as shown in the picture

1 Click link URL or scan QR Code in the Invitation Letter

2 Choose type request for request form to 4 steps

    Step 1 Fill in the information shown on the registration

    Step 2 Fill in the information for verification

    Step 3 Verify via OTP

    Step 4 Successful transaction, the system will display information again to verify the exactitude of the information

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

3 Please wait for an email information detail of meeting and Password

2. For Shareholders who would like to attend the meeting either through the Electronic Means by theirselves or someone who is not the Company's provided independent director, please note that the electronic registration will be available **from April 3, 2024 at 8.30 hours and shall be closed on April 11, 2024 until the end of the meeting (Specifically excludes holidays and public holidays).**

3. The electronic conference system will be available **on April 11, 2024 at 12.00 hours** (2 hours before the opening of the meeting). Shareholders or proxy holders shall use the provided Username and Password and follow the instruction manual to access the system.

Appointment of Proxy to the Company's Independent Directors

For Shareholders who authorize one of the Company's Independent Directors to attend and vote on his or her behalf, the Shareholders can submit a request to attend the meeting by Electronic Means of the specified procedures or send the proxy form together with the required documents to the Company by mail to the following address. **The proxy form and required documents shall be delivered to the Company by April 10, 2024 at 17.00 hours.**

JCK Hospitality Public Company Limited
Company Secretary Office,
18 Soi Sathorn 11 Yaek 9, TFD Building,
Yannawa, Sathorn, Bangkok 10120

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

📞 02-931-9137

LINE@ @inventechconnect

📅 The system available during 3 – 11 April 2024 at 8.30 hours – 17.30 hours
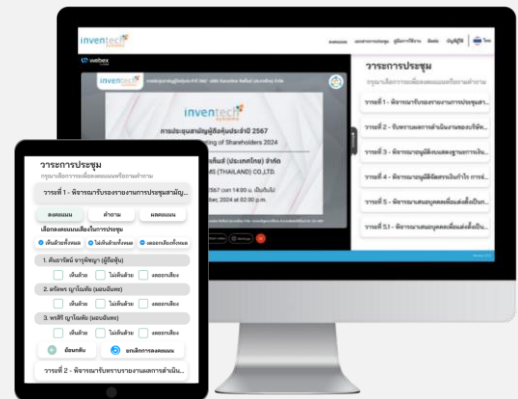**(Specifically excludes holidays and public holidays)**
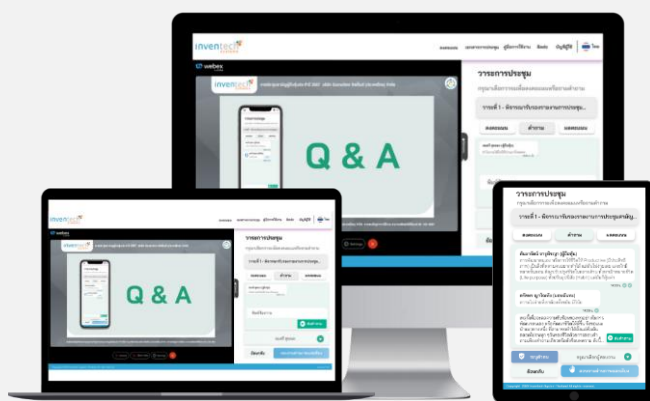
Report a problem
@inventechconnect

Steps for registration for attending the meeting (e-Register) and voting process (e-Voting)

1. Fill email and password that you received from your email or request OTP

2. Click on "Register" button, the system has already registered and counted as a quorum.

3. Click on "Join Attendance", Then click on "Join Meeting" button

4. Select which agenda that you want to vote

5. Click on "Vote" button

6. Click the voting button as you choose

7. The system will display status your latest vote

To cancel the last vote, please press the button "Cancel latest vote" (This means that your most recent vote will be equal to not voting, or your vote will be determined by the agenda result) Shareholders can conduct a review of the votes on an agenda basis. When the voting results for that agenda are closed.

Step to ask questions via Inventech Connect

▶ Select which agenda

▶ Click on "Question" button

● Ask a question

▶ Type the question then click "Send"

How to use Inventech Connect

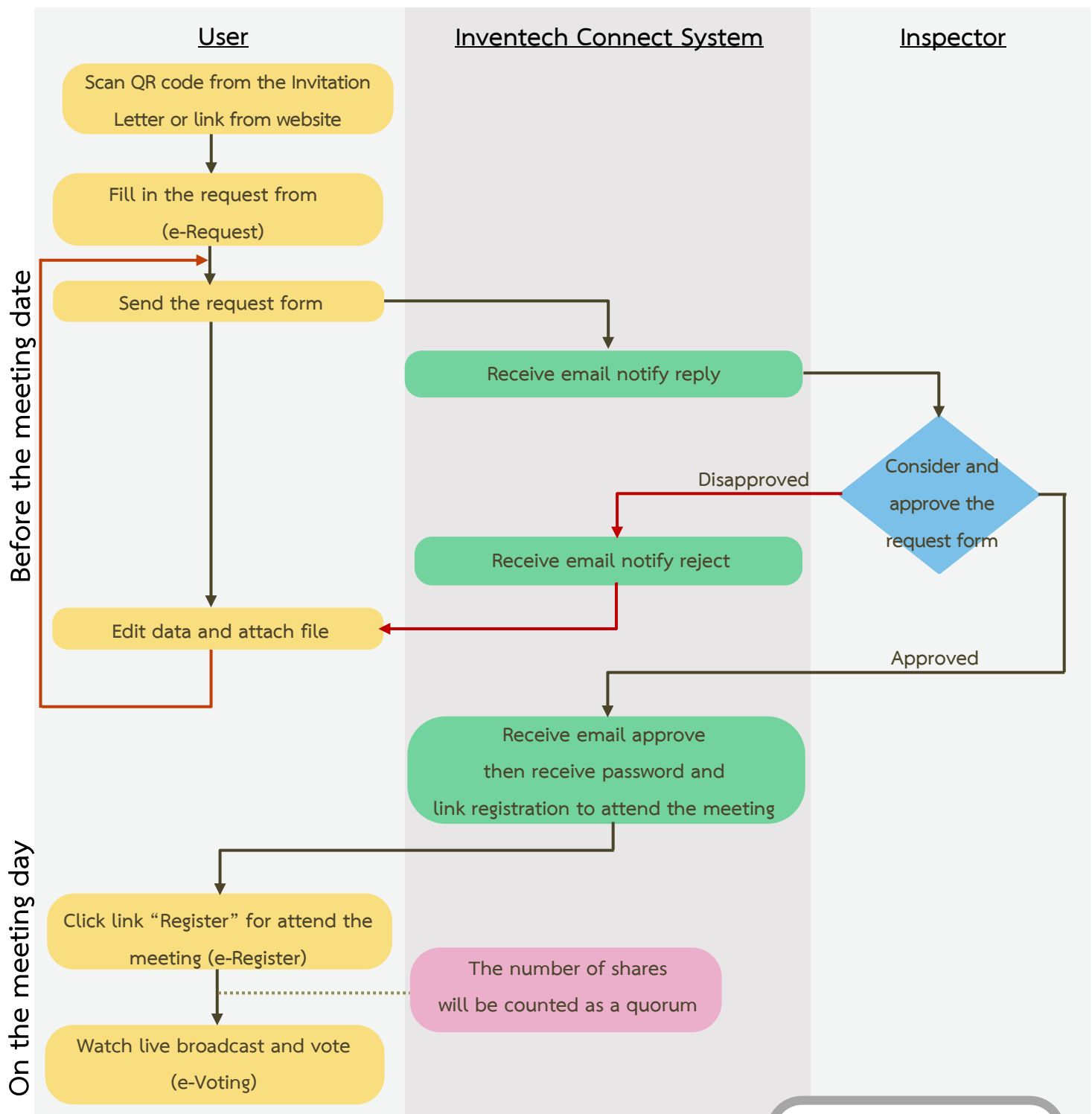User Manual e-Request

User Manual e-Voting

Video of using Inventech Connect

* <u>Note</u> Operation of the electronic conferencing system and Inventech Connect systems depends on the internet of shareholder or proxy including the equipment and/or program. Please use the equipment and/or program as the follows to use systems.

    1. Recommended internet speed.

      - High-Definition Video: Must have internet speed at 2.5 Mbps (Recommended internet speed).

      - High Quality Video: Must have internet speed at 1.0 Mbps.

      - Standard Quality Video: Must have internet speed at 0.5 Mbps.

    2. Usable equipment.

      - Smartphone/Tablet that is IOS or android OS.

      - PC/Laptop that is Windows or Mac OS.

    3. Browser Chrome (Recommend) / Safari / Microsoft Edge ** The system does not support internet explorer.

Guidelines for attending the Meeting of Shareholders by Electronic Meeting (e-Meeting)

User	Inventech Connect System	Inspector

Before the meeting date

- Scan QR code from the Invitation Letter or link from website
- Fill in the request from (e-Request)
- Send the request form
- Receive email notify reply
- Consider and approve the request form
- Disapproved → Receive email notify reject
- Edit data and attach file
- Approved → Receive email approve then receive password and link registration to attend the meeting

On the meeting day

- Click link "Register" for attend the meeting (e-Register)
- The number of shares will be counted as a quorum
- Watch live broadcast and vote (e-Voting)

Condition of use

In case Merge account/change account

In the case that the user files several request forms by using the same email and phone number, the systems will merge account or in the case that the user has more than 1 account, the user can click on "Change account" button to access other accounts and the previous account will still be counted the base in the meeting.

In case Exit the meeting

Attendees can click on "Register for exit the quorum" button, the number of your shares will be deducted from the voting base in every agenda that has not been processed.