Guidelines for Attending Shareholders' Meeting via Electronic Meeting (E-Meeting)

The pandemic situation of coronavirus 2019 (Covid-19) has continued to occur in Thailand and across the world, and the situation is still unreliable. L.P.N Development Public Co., Ltd. ("the Company") is aware and concerned about the health and safety of the shareholders, while following the government's Covid-19 prevention and control measures. Thus, the Company's Annual General Meeting of Shareholders 2023 shall be held electronically (E-Meeting) as stipulated by related laws. The E-Meeting is organized at the Company's head office.

Therefore, the shareholders shall be informed of the guidelines for attending the 2023 Annual General Meeting of Shareholders via Electronic Meeting as follows:

Appointment Independent Director as proxy

In the case when the shareholders wish to appoint the Company's Independent Director as their proxy to attend the meeting, they shall register and submit the form via email or registered mail within 31st March 2023 to the following address:

L.P.N. Development Public Co., Ltd. "Directors' Office"

1168/109 Lumpini Tower, 36th Floor,

Rama 4 Road, Tungmahamek subdistrict, Sathorn, Bangkok 10120

User Guide for Inventech Connect

The shareholders and proxies who wish to attend the E-Meeting can follow the guideline for submitting E-Meeting request as follows:

1. **Guideline for submitting E-Meeting request**

    1.1 Submit the request form via web browser by entering

    https://con.inventech.co.th/LPN181520R/#/homepage

    or scanning this QR Code

    to enter the system.

    (1) Click link the URL or scan QR Code from the meeting invitation

    (2) Choose type request for request form to 4 step

    Step 1 Fill in the information shown on the registration page

    Step 2 Fill in the information for verify

    Step 3 Verify via OTP

    Step 4 Successful transaction, The system will display information again

    to verify the exactitude of the information

    (3) Please wait for an email information detail of Meeting and Password

    1.2 For Shareholders who would like to attend the Meeting either through the Electronic Means by yourself or someone who is not the provided independent directors, please note that the electronic registration will be available from **23rd March 2023 at 8:30 a.m. and shall be closed on 3rd April 2023 Until the end of the meeting.**

1.3 The electronic conference system will be available on **3rd April 2023 at 7:30 a.m.**

(2 hours before the opening of the meeting). Shareholders or proxy holders shall use the

provided Username and Password and follow the instruction manual to access the system.

2. **Installation guide for Webex Meetings**

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

For IOS Operating System	For Android Operating System
1) Go to Application App Store. 2) Search Webex Meetings. 3) Click "GET" for install application 4) Please wait until to download is complete. 5) Finish the application has installed it will appear on your smart phone.	1) Go to Application Play Store. 2) Search Webex Meetings. 3) Click "INSTALL" for install application. 4) Please wait until to download is complete. 5) Finish the application has installed it will appear on your smart phone.

3. **Step for registration for attending the meeting (e-Register)**

1) Click registration link URL for join meeting from email approve
2) Get Username and Password or Request OTP to login
3) Click "Register" button the system has already registered and counted
4) Then click "Join Attendance" button
5) Click "Watch Meeting" button
6) Click "Open Webex" button
7) <u>Use Cases PC/Laptop</u>: Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows

   7.1) Fill in the Name and Email Address to match the information you submitted the request form.

   7.2) Click on "Next" button

   7.3) Click on "Join" button to get in to meeting.

8) <u>Use Cases Mobile/iPad</u>: Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows

   8.1) Fill in the Name and Email Address to match the information you submitted the request form.

   8.2) Click on "OK" button

   8.3) Click on "Allow" for accept access for application

   8.4) Click on "Join" button to get in to meeting.

4. Step voting process (e-Voting)

Use Cases PC/Laptop	Use Cases Mobile/iPad
1) Click "Continue" button on menu "Multimedia Viewer".	1) Click on "Participants" or symbol
2) Get email and password that you received from your email or request OTP	2) Click on menu "Chat" and choose message from Inventech Connect (Android) or click on "Chat" or Symbol (iOS)
3) Click on "Login" button	3) Click link in the chat message.
4) Then click on "Join Attendance" button	4) Click on "Continue" button
5) Select which agenda that you want to vote	5) Get email and password that you received from your email or request OTP
6) Click on "Vote" button	6) Click on "Login" button
7) Click the voting button as you choose	7) Then click on "Join Attendance" button
8) The system will display status your latest vote	8) Select which agenda that you want
	9) Click on "Vote" button
	10) Click the voting button as you choose
	11) The system will display status your latest vote

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 are closed.

5. Step to ask questions via Inventech Connect

1) Select which agenda
2) Click on "Question" button
3) Ask a question
   - Type the question then click "Send"
4) Ask the question via video
   - Click on "Conference"
   - Click on "OK" for confirm your queue
   - Please wait for the queue for you then your can open
   - microphone and camera

6. <u>**Installation Guide for Webex Meetings and How to use Inventech Connect**</u>

User Manual e-Request   User Manual e-Vote

*<u>Note</u>:   Operation of the electronic conferencing system and Inventech Connect systems. Check internet of shareholder or proxy include equipment and/or program that can use for best performance. Please use equipment and/or program as the follows to use systems.

1. Internet speed requirements
   - High-Definition Video: Must be have internet speed at 2.5 Mbps (Speed internet that recommend).
   - High Quality Video: Must be have internet speed at 1.0 Mbps.
   - Standard Quality Video : Must be have internet speed at 0.5 Mbps.
2. Equipment requirements.
   - Smartphone/Tablet that use IOS or android OS.
   - PC/Laptop that use Windows or Mac OS.
3. Requirement Browser Chrome (Recommend) / Safari / Microsoft Edge

   ** The system does not supported internet explorer.

   You can check the supported device versions at

   <u>https://help.webex.com/en-us/article/nki3xrq/Webex-Meetings-Suite-System-Requirements</u>
   or scan the QR Code

7. <u>**Notification problem use**</u>

   Please contact Inventech Call Center tel. 02-931-9132

   LINE Add : @inventechconnect

   <u>The system available during 23rd March - 3rd April 2023 at 08.30 a.m. - 05.30 p.m.</u>

   <u>(Specifically excludes holidays and public holidays)</u>

   Report a problem

   @inventechconnect

   Installation Guide for Webex Meetings
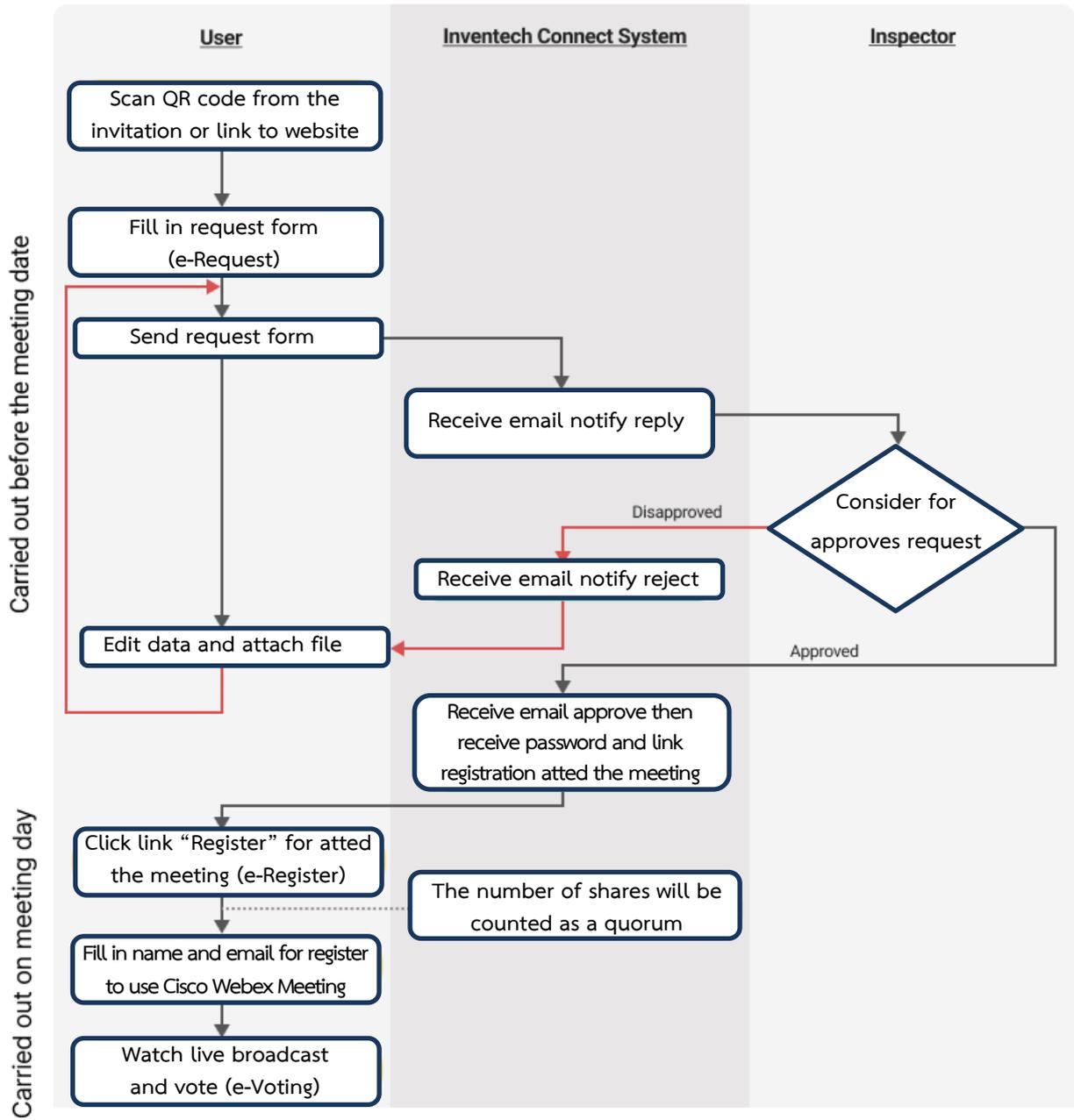
Condition of use

In case Merge account/change account

    In case filing request multiple by using the same email and phone number, the systems will merge account or in case user has more than account, you can click on "Change account" and the previous account will count the base in the meeting.

In case Exit the meeting

    Attendees can click on "Register for exit the quorum", the systems will be number of your shares out from the meeting base.