

## Guidelines, Method and Procedure for Attending

### the Annual General Meeting of the Shareholders Meeting via Electronic Means (E-AGM)

In order for the Company to convene the 2022 Annual General Meeting of Shareholders via electronic means (E-AGM) smoothly and pursuant to the defined laws and regulations, the Company has engaged Inventech Systems (Thailand) Company Limited for their service rendered on the system for the E-AGM, of which it has been reviewed to meet the Information Security Standard of Electronic Meeting, issued and governed by the Ministry of Digital Economy and Society. Therefore, shareholders and proxies wishing to attend the meeting via electronic means may proceed to the request submission as follows:

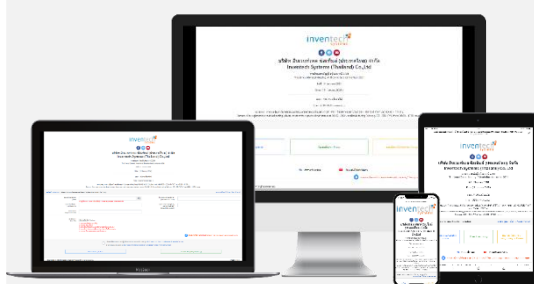
#### Procedure on e-Request System to Attend the E-AGM

1. The Shareholders must submit an e-Request to attend the E-AGM via web browser at <https://app.inventech.co.th/SHR142352R>

or scan QR Code



and follow the steps as shown in the picture



**\*\* 1 email account per 1 shareholder ID\*\***

- 1 Click URL link or scan QR Code in the invitation letter to the meeting.
- 2 Choose a request form.
- 3 Fill in the information shown on the registration page.
- 4 ☒ agree to the Requirements for Meeting Attendance via the Inventech Connect.
- 5 Click "Request" button.
- 6 Wait for an email confirmation from the officer to inform the meeting details and Username & Password.

2. For Shareholders who wish to attend the e-AGM either on his/her behalf or by appointing proxy who is not any independent director of the Company, the e-Request for attending the E-AGM will be available from 7 April 2022 at 8:30 A.M. toward the adjournment of the E-AGM on 21 April 2022.
3. The electronic conference system will be available on 21 April 2022 at 12:00 P.M. (2 hours before the opening of the meeting). Shareholders or proxies shall use the provided Username and Password and follow the instruction manual to access the system.

#### Proxy Appointment to the Company's Independent Directors

Shareholders who wish to appoint the Company's independent director as proxy, please submit the Proxy Form together with required documents (as detailed in Enclosure 5), with no e-Request required, to the Company via postal mail to the following address. Such Proxy Form and required documents shall be delivered to the Company by 18 April 2022 at 5.00 P.M.

Company Secretary Department

S Hotels and Resorts Public Company Limited

No. 123 Sun Towers Building, Building B, 10<sup>th</sup> Floor, Vibhavadi-Rangsit Road,

Chompon, Chatujak, Bangkok 10900

Should you have any issues with the software, please contact Inventech Call Center



02-931-9137



@inventechconnect



Available from 7 – 21 April 2022 at 08.30 A.M. – 05.30 P.M.

(Specifically excludes holidays and public holidays)



Report a problem

## Installation Guide for Webex Meetings

### For IOS 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 completed

5 **Finish** the application has been installed and will appear on your smart phone

### For Android Operating System

1 Go to Application **Play Store**



2 Search **Webex Meetings**



3 Click **"INSTALL"** to install the application

4 Please **wait** until to download is complete

5 **Finish** the application has been installed and will appear on your smart phone

### For Windows Operating System

1 Go to website <https://www.webex.com/downloads.html>

2 Click **"For Windows (64 bit) / For Windows (32 bit)"** and select the operating system of your computer.

3 Click to downloaded file **"webex.msi"** to install the Webex Meetings.

4 Click **"Next"** button to install program.

5 Please **wait** until the download is completed.

6 Click **"Finish"** button when the installation is completed.

7 Click **"Agree"** button to accept the terms of the license agreement.

8 Enter **"your email"** then click **"Next"** button to get access.



## Registration Procedure for Attending the Meeting (e-Register)

1 Click URL link from the email you received to attend the meeting

2 Use Username and Password that you received from the email or request OTP to login.

3 Click **"REGISTER"** button then you will be registered and counted as a quorum.

4 Click **"Live Broadcast"** button

5 In case using PC / Laptop: Please fill in the details in the registration to watch the live broadcast via the Webex Meetings Application as follows:

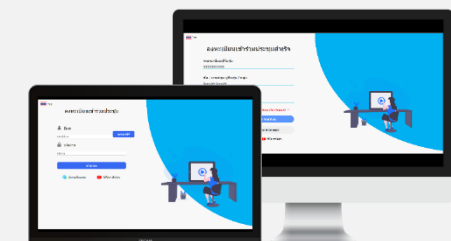
5.1 Fill in the same email address of your registration in the Email Address field.

5.2 Click **"Join Now"** button

5.3 Click **"Run a temporary application"**

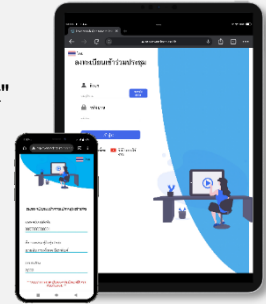
5.4 Click the downloaded file.

5.5 Click **"Join Event"** button to attend the meeting.




Please study before the meeting

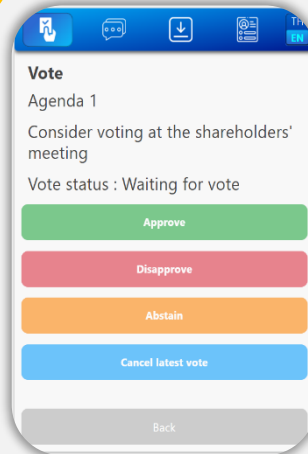
- 5 In case using Mobile / iPad: Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows:
  - 5.1 Click "Join" button  
For first-time Webex Meetings user, please click "ACCEPT" (Android) or click "I Accept" (iOS) buttons.
  - 5.2 Enter your name in the Name box, fill out same email address of your registration in an e-mail address box.
  - 5.3 Click "Accept", "Allow" to access the application.
  - 5.4 Click "Join" button to get in to meeting.






## e-Voting Process


### In case using PC/Laptop

- 1 Click "Continue" button on menu "Multimedia Viewer".
- 2 Full in your Username and Password received from your email or request OTP to login.
- 3 Click "Login" button.
- 4 Click "Voting" menu or symbol 
- 5 Select the agenda to cast a vote.
- 6 Click the voting button to cast a vote at your discretion.
- 7 The system will display the status of your latest vote.

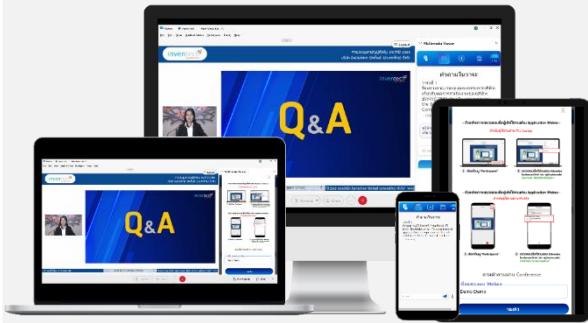





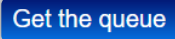
### In case using Mobile/iPad

- 1 Click on menu "Participants" or symbol 
- 2 Click on "Chat" menu and select message from Inventech connect (Android) or click on "Chat" or  symbol (iOS).
- 3 "Click the link for registration and vote casting".
- 4 Then click on "Continue" button.
- 5 Fill in your Username and Password received from your email or request OTP to login.
- 6 Click "Login" button.
- 7 Click "Voting" menu or symbol 
- 8 Select the agenda cast a vote.
- 9 Click the voting button to cast a vote at your discretion.
- 10 The system will display the status of your latest vote.

To cancel your latest vote, please press the  button (This shall be deemed that your most recent vote will be equal to not voting, or your vote will be counted in the voting result determined by the meeting). Vote casting may be changed until the voting period is complete.

## Inquiry procedure via Inventech Connect



- Click "Ask a question" on menu or symbol 
- 1 Inquiry Submission
  - Select which agenda that you want to ask.
  - Type the question then click "Send" 
- 2 Inquiry via video and sound
  - Select agenda to submit inquiry
  - Click "Get queue ask the question via video" button or symbol 
  - Fill out your name that shown in Webex
  - Click "Get the queue" button or symbol 
  - Wait for the signal from the officer to submit inquiry in the Chat channel.

## Installation Guide for Webex Meetings and How to use Inventech Connect



1 User Manual  
for e-Request



2 Installation Guide for  
Webex Meetings

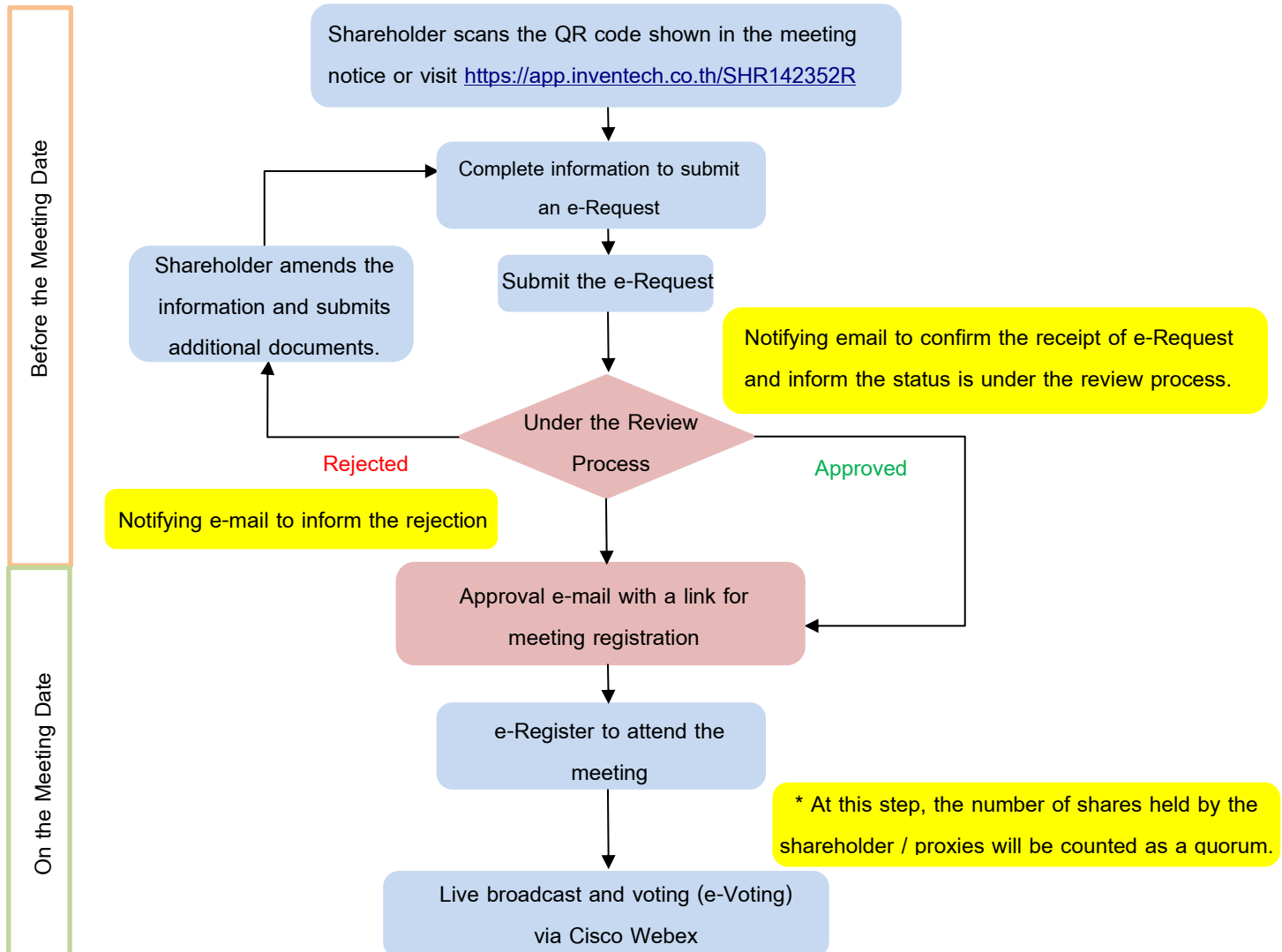


3 User Manual for  
Inventech Connect System

**Note** Operation of the electronic conferencing system and Inventech Connect systems are subject to the internet system of shareholder or proxy including equipment and/or program used. Please see equipment and/or program as follows for the best performance.

1. Internet speed recommend
    - High-Definition Video: Must have an internet speed at 2.5 Mbps (Recommended internet speed).
    - High Quality Video: Must have an internet speed at 1.0 Mbps.
    - Standard Quality Video : Must have an internet speed at 0.5 Mbps.
  2. Equipment requirements.
    - Smartphone / Tablet with IOS or android OS.
    - PC / Laptop that with Windows or Mac OS.
  3. Internet Browser: Firefox or Chrome (Recommended) or Safari
- \*\* The system does not supported Internet Explorer.

## Flowchart for the Meeting Attendance via E-AGM



### Note

#### 1. For a proxy appointed by multiple shareholders:

- Such proxy may press the "Switch Account" button to log into other accounts, and the votes and the meeting quorums of previously used accounts will still be included as the base number of votes.

#### 2. Leaving the meeting

- Meeting participants may press the "Leave Meeting" button to leave the meeting. As such, the votes of shareholders / proxies will be annulled for the remaining agenda items that have not yet been voted on.