

Use of E-Meeting System

Due to the ongoing and uncertain situation of Coronavirus Disease 2019 (COVID-19) pandemic in Thailand and across the world, Airports of Thailand Public Company Limited (AOT) has grave concerns over health and safety of shareholders as in compliance with the government measures to prevent the spread of COVID-19 infection, the AOT Board of Directors then resolved to hold the 2021 Annual General Meeting of Shareholders via Electronic Means (E-Meeting), according to the criteria specified in relevant laws, at 14.00 hrs. broadcasting via electronic means from the Auditorium, 2nd Floor, AOT Head Office Building, 333, Cherdwutagard Road, Sikan, Don Mueang, Bangkok. In this regard, AOT kindly asks shareholders to be informed of the procedures for attending the 2021 Annual General Meeting of Shareholders via electronic Means as follows:

Shareholders Who Wish to Appoint AOT Directors as Their Proxies

Shareholders who wish to appoint AOT directors as their proxies are not required to proceed with any procedure for attending the E-Meeting using Inventech Connect as below, but to submit an original copy of proxy form together with supporting documents as detailed in the “Documents and Evidence to be Presented by the Shareholders before Attending the Meeting, Guidelines for Appointment of Proxy, Registration and Voting at the Shareholders’ Meeting” to AOT by post by 17.00 hrs. of 18 January 2021 to the following address:

Corporate Secretary and Corporate Governance Department
Airports of Thailand Public Company Limited
P.O. Box 3, Don Mueang Sub-Post Office, Bangkok 10211

Procedures for Attending the E-Meeting Using Inventech Connect

Shareholders who wish to attend the E-Meeting can proceed with the following procedures:

1. Procedures for Submitting an e-Request for E-Meeting Attendance

1.1 Submit an e-Request via Web browser at <https://app.inventech.co.th/AOT165000R/> or scan this QR Code to log in to the system



1.2 After logging in to the system, shareholders must fill in the information as shown in the system, for example:

- Identification card number/ passport number (in case of foreigners)
- Shareholder registration number
- Name and surname

- Number of shares
 - Email
 - Phone number
 - Additional attachments
- For shareholders who wish to attend the E-Meeting in person, please attach a certified true copy of identification card/ passport (in case of foreigners) (a copy photo can be uploaded).
 - For shareholders who wish to appoint proxies, please attach proxy forms together with required documents.

1.3 After filling in all required information, please click on a check box “I have read and agreed to comply with meeting attendance requirements through Inventech Connect” to accept the terms and conditions.

1.4 Then click “Submit the e-Request”

1.5 The staff will examine the information in the e-Request. Once the e-Request is approved, shareholders will receive a confirmation email with the following meeting details:

- (1) Link for meeting attendance
- (2) Username and password for e-Voting
- (3) Link for downloading and installing Cisco Webex Meeting Application
- (4) Link for user manual: shareholders can access the system to attend the meeting on the date and time specified in the Invitation Letter.

In case that the e-Request is rejected, shareholders will receive an email notifying the reasons for rejection as well as suggestions on the resubmission of e-Request.

1.6 For shareholders who appoint proxies do not wish to attend the meeting, they can appoint any person to act as his/her proxy or authorize one of AOT’s independent directors specified in the Invitation Letter on his/her behalf. Such independent director will vote on each agenda item according to his/her votes specified in the proxy form.

1.7 For shareholders who wish to attend the E-Meeting in person or by proxy who is not the AOT independent director, the registration system will be available during 10 – 21 January 2022 or until the end of the meeting.

2. Attending the E-Meeting and Logging in to Inventech Connect

Webex and Inventech Connect can support Web browser, PC/Laptop, IOS and Android.

To access Webex and Inventech Connect, please follow the installation and user manual as follows:

Installation and User Manual for Cisco Webex is available at
<https://qrgo.page.link/Cgv2B> or scan this QR Code.



2.1. Using Webex

2.1.1 Steps for Webex Installation via PC/Laptop



- (1) Go to <https://www.webex.com/downloads.html> or scan this QR Code
- (2) Select download Webex Meetings by clicking on the “Download for Windows” button
- (3) Double click webexapp.msi (available in Folder Download) to enter the installation page
- (4) Go to the installation page, then click on the “Next” button
- (5) Select “I accept the terms in the license agreement”, then click on the “Next” button
- (6) Click on the “Install” button, then wait a moment while installing and click on the “Finish” button
- (7) Once the installation is completed, the “Cisco Webex Meetings” icon will appear on the desktop screen.

2.1.2 Steps for Cisco Webex Meeting Installation via Mobile Phones and Tablets

For iOS Operating System	For Android Operating System
<ol style="list-style-type: none"> 1. Go to App Store Application  2. Go to the search icon or the “Magnifying Glass” symbol by typing “Cisco Webex Meetings” and clicking on the “Search” button 3. Then click on the “Accept” button on the right to install Cisco Webex Meetings Application or the symbol as shown in the picture  4. Enter a password or Touch ID to confirm application installation 5. Then wait a moment while installing 6. Once the installation is completed, the “Webex Meet” icon will appear on the phone. 	<ol style="list-style-type: none"> 1. Go to Play Store Application  2. Go to Search for apps & games and type “Cisco Webex Meetings” and click on the “Search” button 3. Then click on the “Install” button on the right to install Cisco Webex Meetings Application or the symbol as shown in the picture  4. Click on the “Accept” button to confirm application installation 5. Then wait a moment while installing 6. Once the installation is completed, the “Webex Meet” icon will appear on the phone.

2.2 Using Inventech Connect

<p>User Manual for PC/Laptop</p> <p>https://qrgo.page.link/KqnoP</p> 	<p>User Manual for IOS Operating System</p> <p>https://qrgo.page.link/pgvit</p> 
<p>User Manual for Web Browser</p> <p>https://qrgo.page.link/iZ3ka</p> 	<p>User Manual for Android Operating System</p> <p>https://qrgo.page.link/vZ4rZ</p> 

2.2.1 Steps for using Inventech Connect via PC/Laptop

(1) Shareholders click the link to enter the meeting room specified in the confirmation email for using Inventech Connect.

(2) The system will display the e-Register page by entering the username and password specified in the email and then click on the “Sign in” button.

(3) Upon the completion of registration, the system will display the shareholders’ registration information. (*At this step, it will be considered that the shareholders’ meeting registration has already completed, and the number of shareholders’ shares will be counted as a quorum.) Then click on the “Go to the registration page to watch live broadcasting via Cisco Webex Meeting Application” button.

(4) The system will display the “Event Information”. Shareholders must fill in the information on the right side of “Join Event Now” with the following details:

- Names of shareholders or proxy holders in the First name box
- Shareholder registration number in Last name box (in case of proxy, the * symbol is displayed after the registration number.)
- Fill in the Email Address box (an email address must be the same one that is registered via e-Request).
- In the “Event Password” box, the system will set the default value for shareholders. There is no need to make any change.
- Then click on the “Join Now” button

(5) After that, click on the “Run a temporary application” button to access the Cisco WebEx Meeting application

(6) Click on the “Join Event” button (green color) to join the meeting via Cisco WebEx Meeting Application

(7) The system will display 2 operation screens; one on the left showing live broadcasting or meeting results and one on the right showing Q&A and Multimedia Viewer functions with the login page of Inventech Connect for e-Voting.

(8) Then click on the “Continue” button (blue color) on the right side of the Multimedia Viewer function. The system will display the login screen for Inventech Connect. Enter username and password specified in the confirmation email for using Inventech Connect and click on the “Sign in” button.

(9) The “Select Agenda” button will be displayed. Shareholders can check the agenda items available for voting by clicking “Select Agenda” (green color) on the top left and the bottom of the screen.

(10) The system will show agenda items available for voting which are marked as “Voting Status: Pending”.

(11) To cast a vote, shareholders can choose from: 1. Agree (green color), 2. Disagree (red color), and 3. Abstain (orange color) according to their intention. To cancel the latest vote, please click on the “Cancel your latest vote” button. (The vote can be changed until a given agenda item is closed for voting).

*If “Cancel your latest vote” or “Abstain” is selected on any agenda item, AOT will record such votes as “Approve”. The votes can be changed until a given agenda item is closed for voting.

(12) Shareholders can check the vote results of each agenda item following the close of voting. To do so, please select an agenda item and then the voting results of the selected agenda item will be displayed in graph and table formats.

(13) In the event that a shareholder has been authorized by multiple accounts, select the “User Icon” and click on the “Switch Account” button to access other accounts. Votes and quorum will not be removed from the meeting.

(14) Shareholders may leave the meeting by selecting the “User Icon” and clicking on the “Leave Meeting” button.

*At this step, if shareholders leave the meeting during the meeting, the system will remove the voting rights of such shareholders from the meeting on the agenda that has not yet been carried out.

2.2.2 Steps for Using Inventech Connect via **Mobile Phones and Tablets**

Screen 1: Live Broadcasting

(1) Shareholders click the link to enter the meeting room specified in the confirmation email for using Inventech Connect.

(2) The system will display the e-Register page by entering the username and password specified in the email and then click on the “Sign in” button.

(3) Upon the completion of registration, the system will display the shareholders’ registration information. (*At this step, it will be considered that the shareholders’ meeting registration has already completed, and the number of shareholders’ shares will be counted as a quorum.) Then click on the “Go to the registration page to watch live broadcasting via Cisco Webex Meeting Application” button.

(4) The system will display the “Event Information”. Shareholders must click on the “Join” button.

(5) Fill in the information in the Display Name box and Email Address box and then click on the “OK” button.

(6) Click on the “Join” button (green color) to join the meeting via Cisco WebEx Meeting Application

**To access the e-Voting function, shareholders attending the meeting via mobile phone and tablets are required to switch to another browser window to use Screen 2 as follows:

Screen 2: Using Inventech Connect

(1) Shareholders click **the link for meeting attendance and voting** specified in the confirmation email for using Inventech Connect or URL for using Inventech Connect.

(2) Enter the username and password shown in the confirmation email. Then, click on the “Sign in” button.

(3) The “Select Agenda” button will be displayed. Shareholders can check the agenda items available for voting by clicking “Select Agenda” (green color) on the top left and the bottom of the screen.

(4) The system will show agenda items available for voting which are marked as “Voting Status: Pending”.

(5) To cast a vote, the shareholder can choose from 4 buttons: 1. Approve (green color), 2. Disapprove (red color) and 3. Abstain (orange color), and 4. Cancel your latest vote (blue color).

*If “Cancel your latest vote” or “Abstain” is selected on any agenda item, AOT will record such votes as “Approve”. The votes can be changed until a given agenda item is closed for voting.

(6) Shareholders can check the vote results of each agenda item following the close of voting. To do so, please select an agenda item and then voting results of the selected agenda item will be displayed in graph and table formats.

(7) In the event that a shareholder has been authorized by multiple accounts, select the “User Icon” and click on the “Switch Account” button to access other accounts. Votes and quorum will not be removed from the meeting.

(8) Shareholders may leave the meeting by selecting the “User Icon” and clicking on the “Leave Meeting” button.

*At this step, if shareholders leave the meeting during the meeting, the system will remove the voting rights of such shareholders from the meeting on the agenda that has not yet been carried out.

3. Opening of E-Meeting Registration

AOT will make available the registration system for shareholders on **21 January 2022 at 12.00 hrs. (2 hours prior to the commencement of the meeting)**. Shareholders or proxy holders can use the given username and password and comply with the user manual in the system.

4. Performance of Cisco Webex Meeting and Inventech Connect

The performance of the system will depend on the internet system of shareholders or proxy holders as well as devices and/or software programs. Please use the following devices and/or programs:

- Recommended Internet speed shall not below 4 Mbps.
- Mobile phones/tablets in both Android and IOS of all versions.
- Supported Internet browsers such as Firefox or Chrome or Safari

5. How to Check Operation System Version

- Android: Select “Setting” or “Additional Setting” -> Phone -> Software Information or Android Version
- IOS: Select “Setting” -> General -> About -> Version

6. Troubleshooting

Please contact 02-021-9121

Registration service for username and password is available during 10 - 21 January 2022 at 08.30 – 17.30 hrs. except public holidays

Remarks:

1. Shareholders must enter the **username and password** received from the confirmation email and click on the registration button. At this procedure, the system will proceed with registration and quorum counting. (If shareholders have not clicked on the registration button, their registration will be considered as unaccomplished and their shares will not be counted as a quorum. They cannot vote but can only watch the live broadcasting. Also, if shareholders log out of the system during the meeting, the system will remove the votes of the shareholders from the quorum of the meeting.
2. Shareholders must prepare the email address for submitting an e-Request to obtain a link and **username and password** for attending the meeting
3. The required information must be aligned with the information as of the record date provided by Thailand Securities Depository Co., Ltd (TSD).