

Guidelines and Procedures for Attending the Electronic Meetings via Inventech Connect

The Board of Directors of Bangkok Land Public Company Limited (“the Company”) has resolved to convene the 49th Annual General Meeting of Shareholders by means of meeting via electronic media only on 22 July 2021. In this regard, the Company hired Inventech Systems (Thailand) Company Limited to be the service provider for organizing meeting via electronic media. With the meeting control system that has passed the self-assessment according to the Information Security Standard of the Meeting Control System B.E. 2563 (A.D.2020) developed by the Electronic Transactions Development Agency under the notification of the Ministry of Digital Economy and Society.

Shareholders and proxies (who are not independent directors of the company) wishing to attend the meeting via electronic media can proceed with the following steps:

1. Submit the meeting request form via Web Browser by visiting
<https://app.inventech.co.th/BLAND172240R/>
 or Scan this QR Code  for Login to the system

The registration system for submitting this application is opened only for business days from 13 July 2021 at 08:30 a.m. and the system will close for registration on 22 July 2021 when the meeting is closed.

In case of the shareholder appointing a proxy to an independent director of the Company, please send the proxy form together with supporting documents to the Company at the address below by post. The documents must be delivered to the Company by 20 July 2021 before 05:00 p.m.

Bangkok Land Public Company Limited
 Investor Relations Department
 47/569-576 Moo 3, 10th Floor, New Geneva Industrial Condominium
 Popular 3 Road, BannMai, Pakkred, Nonthaburi 11120

2. Once logged in, the shareholders fill in the information to verify their identity as shown by the system i.e.
 - 2.1 Identification Number / Passport Number (In case of foreigners)
 - 2.2 Shareholder Registration Number
 - 2.3 Name - Surname
 - 2.4 Number of Shares
 - 2.5 E-mail
 - 2.6 Phone number

2.7 Additional documents (Details as attached in Annex 11)

3. After filling out all the information please select “I have read and agreed to the terms of attendance through the Inventech Connect System” by clicking on the box to accept the terms of service then select “Submit a Request”

4. Company officers will check the information and attachments on the request of shareholders or proxies.

4.1 In case the information and attachments are correct and complete, the system will approve your request. After that, you will receive an E-mail informing the details of the meeting information in 4 parts as follows:

4.1.1 Link for registration of the meeting attendance

4.1.2 Link for download and installation of Application  “Cisco Webex Meeting”

4.1.3 Username and Password for accessing the meeting room and e-voting system

4.1.4 Link for System Manual

You can bring Username and Password which received to register for join the 49th Annual General Meeting of Shareholders on 22 July 2021 start from 12:00 noon.

4.2 In case the information and attachments received by the system are incorrect or incomplete, the system will reject your request. The shareholders will receive an E-mail informing the cause and can submit additional requests.

5. If you encounter the problems when using the registration and meeting system please contact the administrator at telephone number 0-2021-9122 (2 lines), open only on business days between 08:30 a.m. to 05:30 p.m., from 13 July 2021 until the meeting is closed on 22 July 2021

Meeting Attendance via electronic media and login to Inventech Connect System

Meeting Attendance via electronic media system (Cisco Webex Meeting) and Inventech Connect system are available on Web browser, PC, iOS and Android. To access Cisco Webex Meeting system and Inventech Connect system, please follow the installation steps and user manual as follows:

1. Method for meeting attendance via electronic media “Cisco Webex Meeting”

Installation guide and use the Cisco Webex Meeting system. You can learn how to install it at <https://qr.go.page.link/Cgv2B> or scan this QR Code



1.1 Process to install “Cisco Webex Meeting” on PC / Laptop

1.1.1 Enter website <https://www.webex.com/downloads.html>

or Scan this QR Code



1.1.2 Download “Cisco Webex Meeting” by click “Download for Windows”

1.1.3 Double Click on “webexapp.msi” (search at Download Folder) to enter into the installation page

1.1.4 Enter into installation page then click “Next”

1.1.5 Choose “I accept the terms in the license agreement” then click “Next”

1.1.6 Click “Install” and wait for a while for installation process then click “Finish”

1.1.7 Once the installation process is complete, the icon “Cisco Webex Meeting” will appear on your desktop

1.2 Process to install “Cisco Webex Meeting” on Mobile Phone

iOS operating system

1. Go to the application App Store 
2. Tap to search icon or the “magnifying glass” symbol by typing “Cisco Webex Meeting” and press “Search”
3. Then press “accept” at the right-hand side to install the application “Cisco Webex Meeting” or the symbol as shown in the picture 
4. Fill in Password or Touch ID to confirm the installation of the Application
5. Wait for the installation for a moment
- 6 When the installation is complete, there will be an icon “Webex Meet” appear on the phone screen

Android operating system

1. Go to the application Play Store 
2. Go to Search for app& games by typing “Cisco Webex Meeting” and press “Search”
3. Then press “Install” at the right-hand side to install the Application “Cisco Webex Meeting” or the symbol as shown in the picture 
4. Press “Accept” to confirm the installation of the Application
5. Wait for the installation for a moment
6. When the installation is complete, there will be an icon “Webex Meet” appear on the phone screen

2. Usage of Inventech Connect system

Manual for use on PC / Laptop  https://qrgo.page.link/KqnoP	Manual for use on iOS  https://qrgo.page.link/pgvit
Manual for use on Web Browser  https://qrgo.page.link/iZ3ka	Manual for use on Android  https://qrgo.page.link/vZ4rZ

2.1 Procedures for using the Inventech Connect System via PC / Laptop are as follows:

2.1.1 Shareholders click the link which received from the E-mail notification of approval of the request form to use Inventech Connect for registration to attend the meeting.

2.1.2 The system will display the registration page of the meeting (e-Register), please fill in Username and Password which received by E-mail, then press “Sign in”

3. When the registration is successful, the system will display the registration information of the shareholders (***This step will assume that the shareholders have already registered to attend the meeting. The number of shares of the shareholders will be counted as a quorum***). Then press the button “Go to the registration page to watch live via Cisco Webex Meeting Application”

4. The system will display “Event Information” please fill out the information on the right hand side in the section of “Join Event Now” with the following details:-

- Name of shareholder or proxy in the First name field
- Shareholder registration number in the Last name field
- In the E-mail address field, fill in the E-mail to access (***Shareholders must fill in the E-mail to match the E-mail that has been submitted to the e-Request system***)
- In the Event password field, the system is set default so shareholders do not need to modify anything
- Then press “Join now”

5. Click on “Run a temporary application” to access the application within “Cisco Webex Meeting” Application

6. Press “Join Event” (green) to join the meeting via the “Cisco Webex Meeting” Application

7. The system will appear in 2 parts on the screen:-
 - 7.1 On the left will show the live broadcast or display various results within the meeting
 - 7.2 The right side will show the login page of the Inventech Connect system in the section of e-voting and the usage of the Q&A function together with Multimedia Viewer
8. Then press “Continue” (blue) on the right-hand side in the Multimedia Viewer function, the system will display the login screen to access the Inventech Connect system. In the e-Voting section, fill in Username / Password which received from the approval of the request to use of Inventech Connect system by E-mail and click “Sign in”
9. The system will display “Select Agenda”, shareholders can check the agenda that can vote by pressing the “Select Agenda” (green) both on the top and bottom of the left corners.
10. Then the system will display the agenda that can be voted by showing status “Waiting for Voting / Voting Status: Pending”
11. When shareholders want to vote, select the agenda they wish to vote on. The system will then display the voting status as “Waiting to vote” the shareholders can press the voting button as follows: 1. Agree (green) 2. Disagree (red) 3. Abstain (orange) as they wish. The shareholders can cancel the latest vote by pressing the button “Cancel the latest vote”. **If the shareholder chooses the button “(4) Cancel the latest vote (blue) or does not press any voting button until the end of the voting results in that agenda, the Company will combine your votes with the votes of approval and the vote can be changed until the agenda is closed.**
12. Shareholders can check their votes for each agenda when that agenda is closed for voting by selecting the agenda that you want to check. Then the system will display a graph and a table showing the voting result in the agenda that you select.
13. In case that shareholders have **multiple proxy accounts**, they can choose “User Icon” and press "Switch Account" to access another account. The votes and the quorum will not be removed from the meeting.
14. In the event that a shareholder wishes to leave the meeting, choose "User Icon" and press the button "Leave the meeting". The system will appear a pop-up box for asking again to confirm your desire to leave the meeting. At this stage, if you press to confirm you want to leave the meeting during the meeting. The system will remove the number of your votes from the total number of voting rights of the meeting in the agenda that is not yet closed for the submission of votes, unless you have voted in every agenda before

pressing the confirmation button. "Leaving the meeting", the Company will count your votes according to the votes that have already been cast.

2.2 Procedures for using the Inventech Connect System via mobile phone

>> 1st Screen: Part of the Company's live broadcast

1. Click Meeting Registration Link to attend the meeting which the system sent to shareholders' E-mail to notify the approval of your request form to use Inventech Connect
2. The system will display the registration page for attending (e-Register) please fill in Username and Password which received by E-mail, then press "Sign in"
3. Upon successful registration, the system will display the registration information of the shareholders. (***This step assumes that the shareholders have already registered to attend the meeting, and your number of shares will be counted as a quorum***), then press "Go to the registration page to watch the live broadcast via Application Cisco Webex Meeting"
4. The system will display Event Information, then press "Join"
5. Fill in the Display Name and E-mail address fields, then press "OK"
6. Press "Join" (green) to join the meeting via the Cisco Webex Meeting Application

****** In case the shareholders join the electronic meeting via mobile phone and want to access the e-Voting section, shareholders need to switch Browser to access the second screen which can be operated as follows:

>> 2nd screen: Inventech Connect System Usage

1. Click Meeting Registration Link to attend the meeting (Shareholders who do not wish to watch live) which the system sent to shareholders' E-mail to notify the approval of your request form to use Inventech Connect received or the URL for the use of e-Voting sent by the staff to the Chat channel within the Cisco Webex Meeting Application.
2. Fill in the Username and Password received from the E-mail notification of approval in the request form. Then press "Sign in"
3. The system will display "Select Agenda". Shareholders can check the agenda that can vote by pressing "Select Agenda" (green) both on the upper and bottom corner on the left side.
4. Then the system will display the agenda that can be voted on by showing status "Waiting for Voting / Voting Status: Pending"
5. When shareholders wish to vote, select the agenda they wish to vote on. Then the system will display 4 buttons for voting: 1. Agree (green), 2. Disagree (red), 3. Abstain (orange), and 4. Cancel the latest vote (blue) **if the shareholder chooses the button "(4) Cancel the last vote-blue or does not press any voting button until the end of the voting results in that agenda the Company will combine your votes with the votes of approval and the vote can be changed until the agenda is closed"**.

6. Shareholders can check their votes for each agenda when that agenda is closed by selecting the agenda that you want to check then the graph will be displayed and the table showing the voting result in the selected agenda

7. In case of shareholders having **multiple proxy accounts**, they can choose “User Icon” and press “Switch Account” to access another account whereby the votes and the quorum will not be removed from the meeting.

8. In the event that a shareholder wishes to leave the meeting can choose “User Icon” and press “Leave the meeting”. The system will appear a pop-up box for asking again to confirm your desire to leave the meeting. At this stage, if you press to confirm you want to leave during the meeting. The system will remove the number of your votes from the total number of voting rights of the meeting in the agenda that is not yet closed for the submission of votes, unless you have voted in every agenda before pressing the confirmation button. "Leaving the meeting" the Company will count your votes according to the votes that have already been cast.

9. The electronic meeting system will be open for access on **22 July at 12:00 hrs. (2 hours before the meeting opens)**. The shareholders or the proxies can use the Username and Password received and follow the user manual in the system.

10. The operation of the electronic meeting system via Cisco Webex Meeting and the Inventech Connect system depends on the internet system that is supported by the shareholders or proxies including the device and/or the device program. Please use the device and/or the following programs to use the system

- Recommended Internet speed should not be lower than 4 Mbps
- Mobile phone / tablet device Android operating system supports Android 6.0 and above or IOS operating system supports IOS 10.0 and above
- PC / Notebook Windows operating system supports Windows 7 and above or Mac supports OS X 10.13 and above
- Internet browser Firefox or Chrome (recommended browser) or Safari

Method to check the operating system version

- Android : Select Settings or More Settings > About phone > Software info.
or Android version
- IOS : Select Settings > General > About > Version

Note: 1. Shareholders must bring Username and Password received from E-mail to fill in for registration. The system will register and count as a quorum at this step. (If the shareholder does not register to attend the meeting, the system will not count as a quorum and unable to vote and will not be able to watch the meeting broadcast. If the shareholder presses the button “Leave the meeting” during the meeting, the system will cancel the vote from quorum)

2. Shareholders must prepare an E-mail for submitting an application form to receive (1) Link for registering to attend the meeting (2) Username and Password for attending the meeting.

3. The information entered in the system must match the information as of the Record Date from Thailand Securities Depository Company Limited (“TSD”).

In the event that the shareholders or proxies have got the problem from using the registration and/or the meeting system, you can contact the System administrators and electronic conferencing providers only on business day during 13 to 22 July 2021 at 08.30 a.m. – 05.30 p.m. until the meeting is completed at telephone number 0-2021-9122 (2 Lines)