CONOVANCE

COMMUNITY CENTER

User Manual for the electronic shareholder's meeting room system

**Web Browser version for all platform
including iOS and Android**

https://www.conovance.com

บริษัท โคโนวานซ์ จำกัด

CONOVANCE CO., LTD.

Web Browser Installation

Recommend to use Google Chrome by selecting installation method according to the operating system.

If your device already has Google Chrome, check to update it to latest version before joining meeting room

iOS (MacBook, iPad, iPhone)

1. Go to App Store
2. Search Google Chrome
3. Click "Install" for installation
4. After installing, Google Chrome icon will show on screen

Android (Mobile phone: Samsung, Xiaomi, Oppo, Vivo)

1. Go to Play Store
2. Search Google Chrome
3. Click "Install" for installation
4. After installing, Google Chrome icon will show on screen

Windows (Computer, Notebook)

1. Go to https://www.google.com/chrome/
2. Download setup file on your computer
3. Double click on setup file for installation
4. After installing, Google Chrome is a program on computer

Remark: _Meeting attendance via Web Browser, shareholders or proxies able to attend meeting, vote with see the results and inquire via chat message only._

Shareholder Meeting System Login

1. Open Google Chrome
2. In URL field, please type weblogin.conovance.com/meeting
   OR for mobile device, you can press the camera symbol on Chrome to scan QR code.
3. Change language interface, press on **"Language Menu"** select **English** at top right corner of screen
   Enter **Username** and **Password** (company sent to you for this meeting) and press **"Login button"**


Change language interface

Enter Username and Password

Press Login button

Screen after successful login
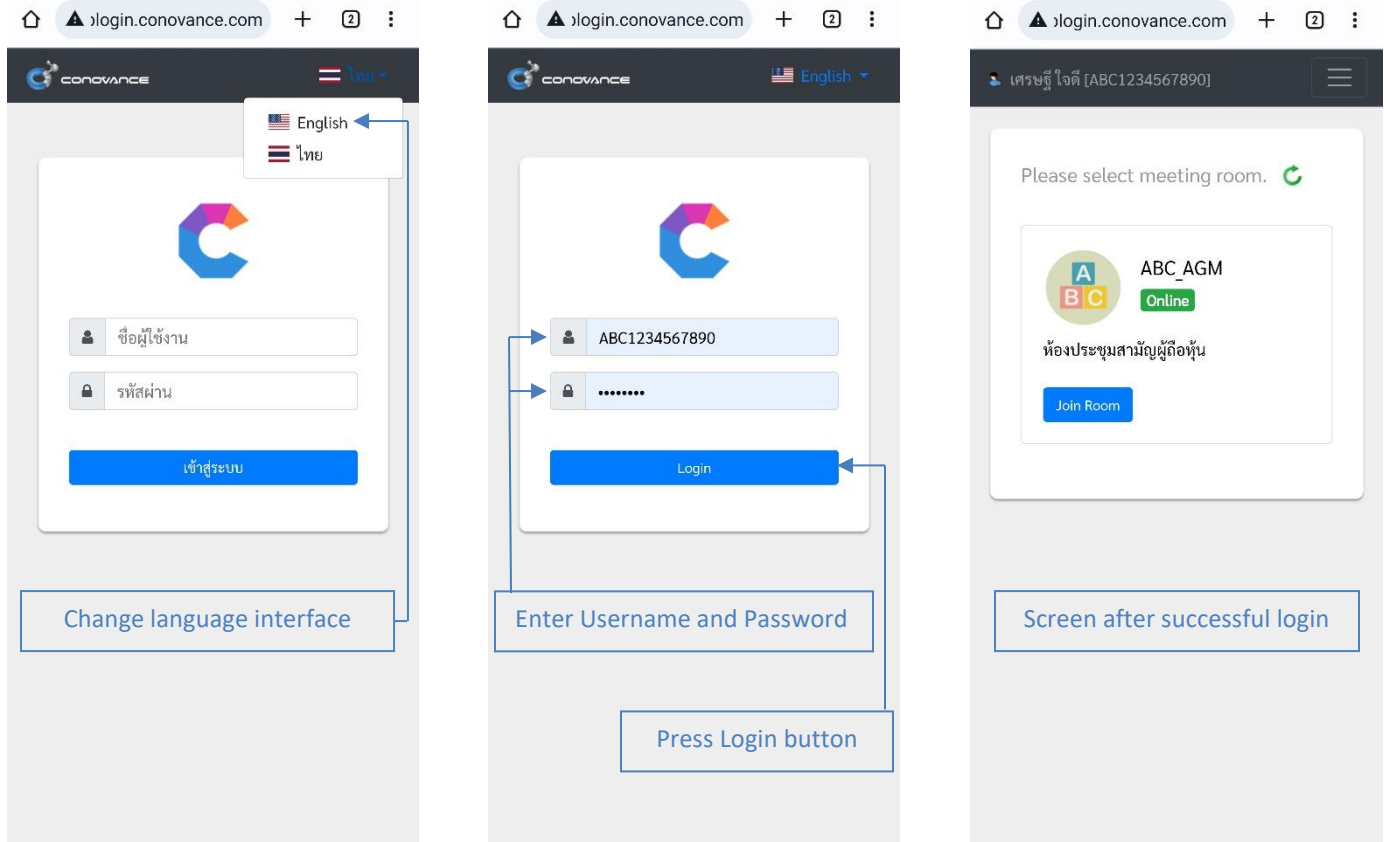
***If you want to change password after logging in*** (If not, you can skip this step)

1. Click on 3 dots menu on the top right of window
2. Select "Change password"
3. Change password window will show up
4. Enter Current password (company has sent to you)
5. Enter New password (secure password format)
6. Enter Confirm new password (same as step5.)
7. Click "Reset password button"
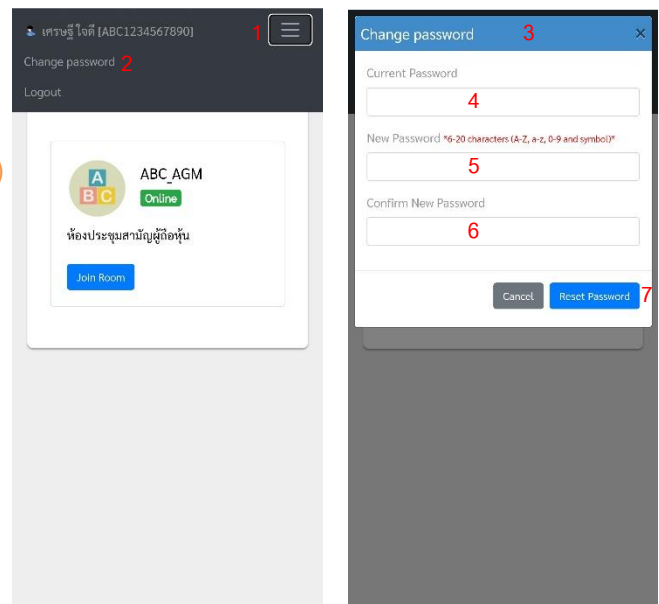
4. After logging in, you will find meeting room (online status). you can press **"Join Room" button**. If meeting room has not been opened yet (offline status), such as you come in before opening time so you can come in again at specified time or if waiting on screen until the opening time you can click **"Refresh" button** then system will display the current meeting room status.
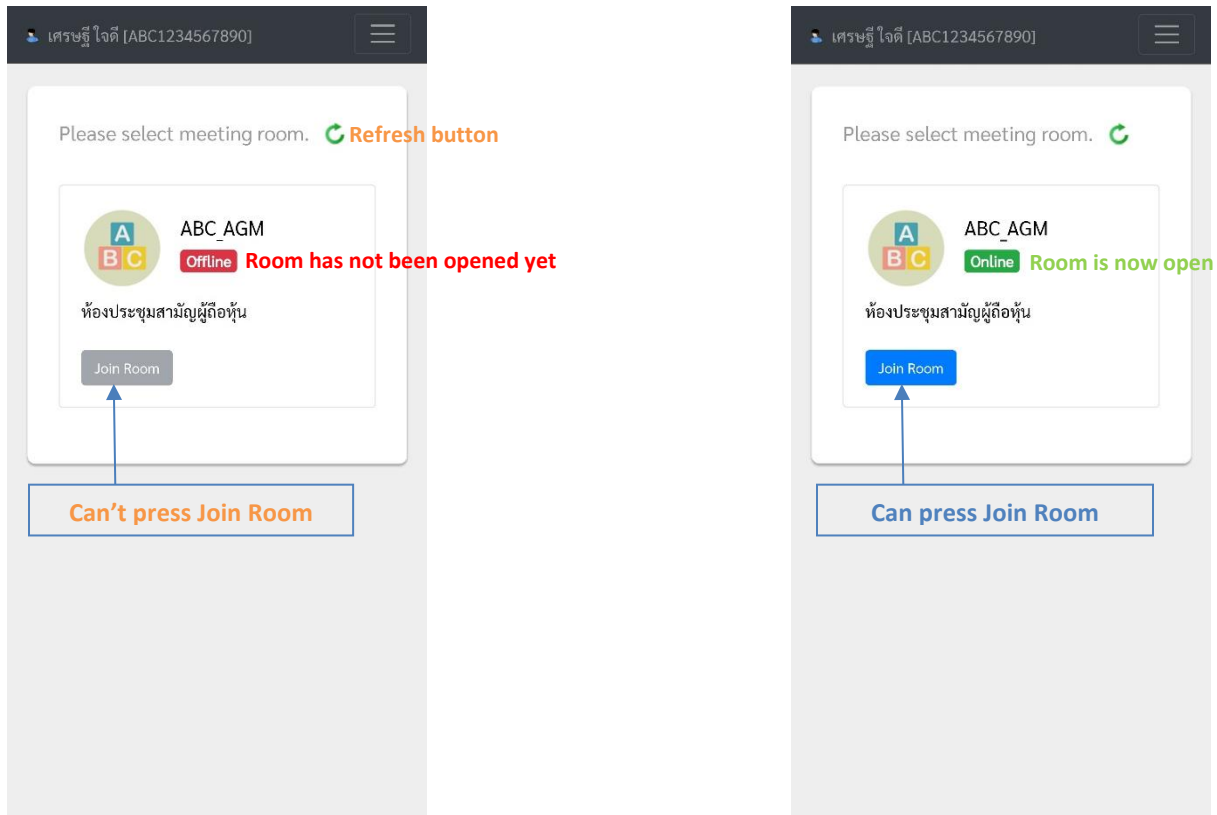
5. There will be announcement and rules, **Press Accept button** to enter room and meeting registration
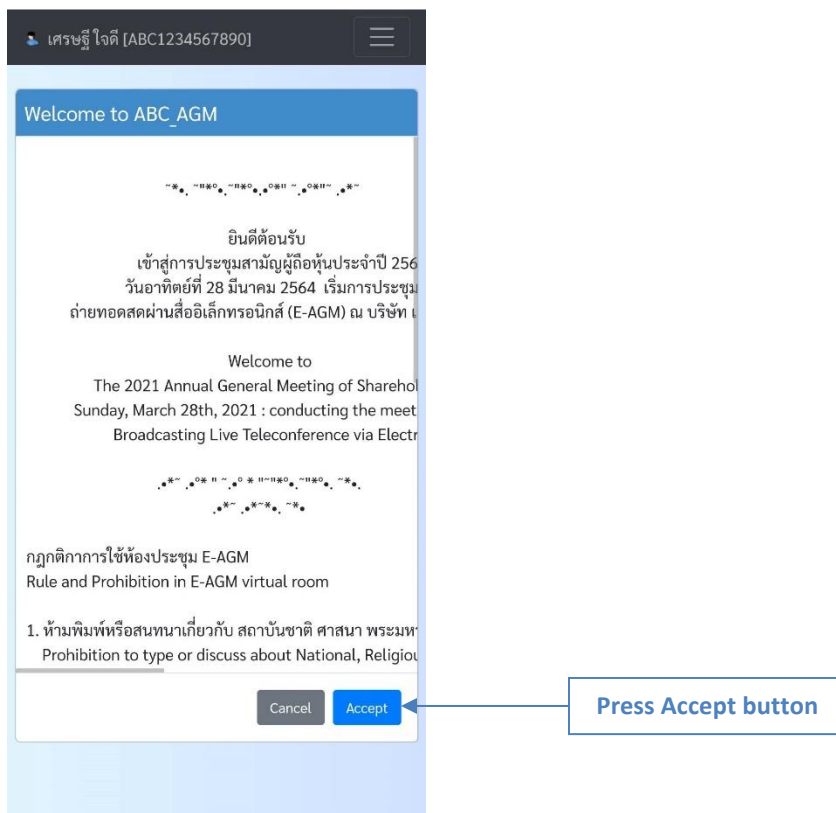
6. System will connect you to shareholder meeting room (as below picture). This is complete step for accessing room and meeting registration. Press ▶ button to watch the meeting and keep viewing bar always at the current time (viewing bar is always aligned to the right) and can use all functions of meeting to be described next (such as voting, checking results and inquiries)

Press to watch meeting

Screen after press watch meeting
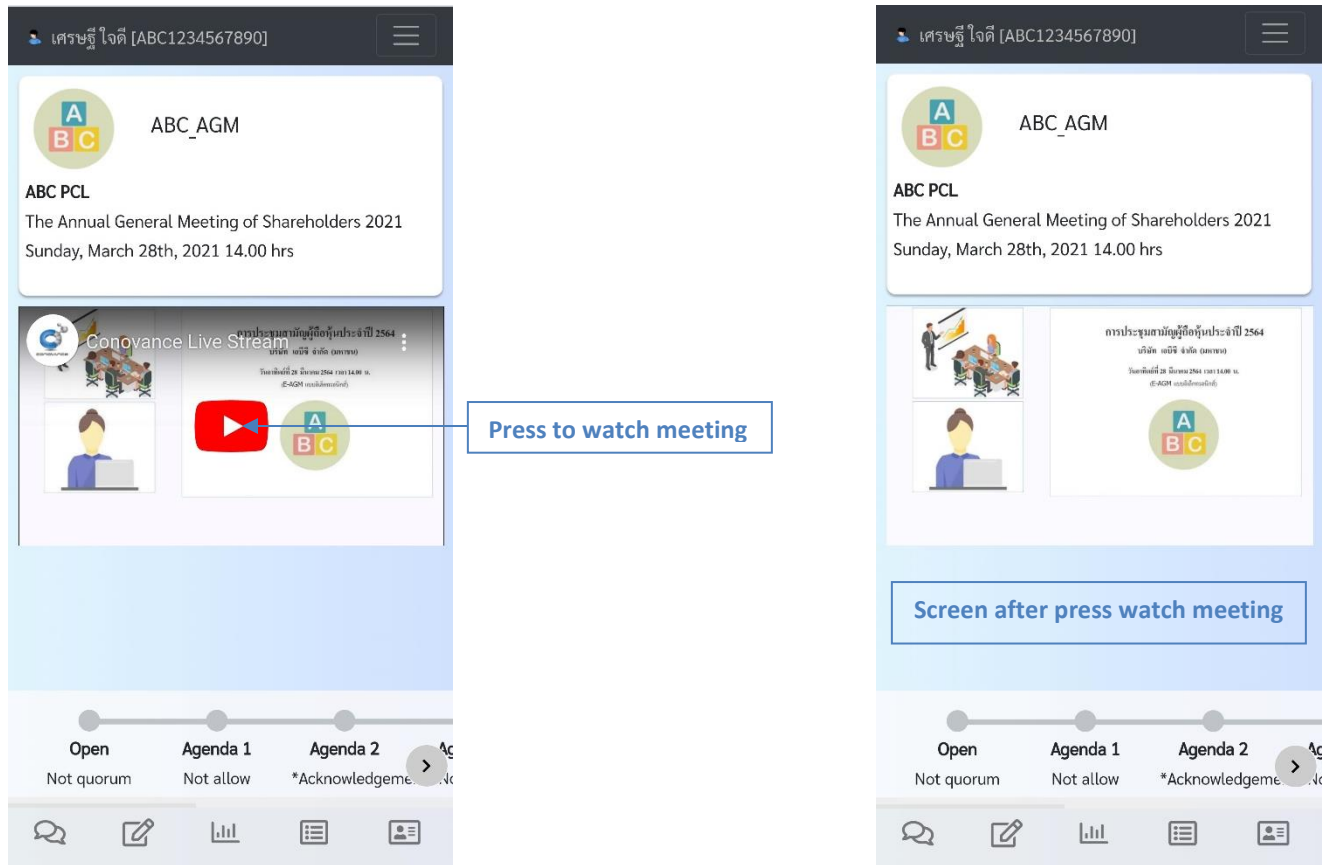
Remark:

- *During the meeting, if you encounter temporary difficulties such as unstable internet, Web Browser(Google Chrome) is momentarily slow, system will attempt to connect to Web Browser (Google Chrome) to return to meeting room automatically again without log in again but if in some cases the system can't automatically connect to Web Browser (Google Chrome) for longer than specified time, you can return to meeting again by following the same step of system login OR if you see the screen as shown below,* Press **"Back to home"** system will take you back to login page again.

🏠 Back to home
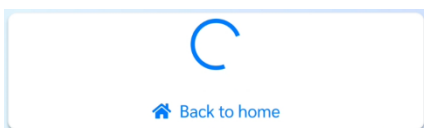
- *If using on mobile device or tablet, Don't switch screen to use other programs while in the meeting because iOS or Android may cut off the operation of Web Browser (Google Chrome) when switching to other programs. If returning to join the meeting, you may have to start login process again.*
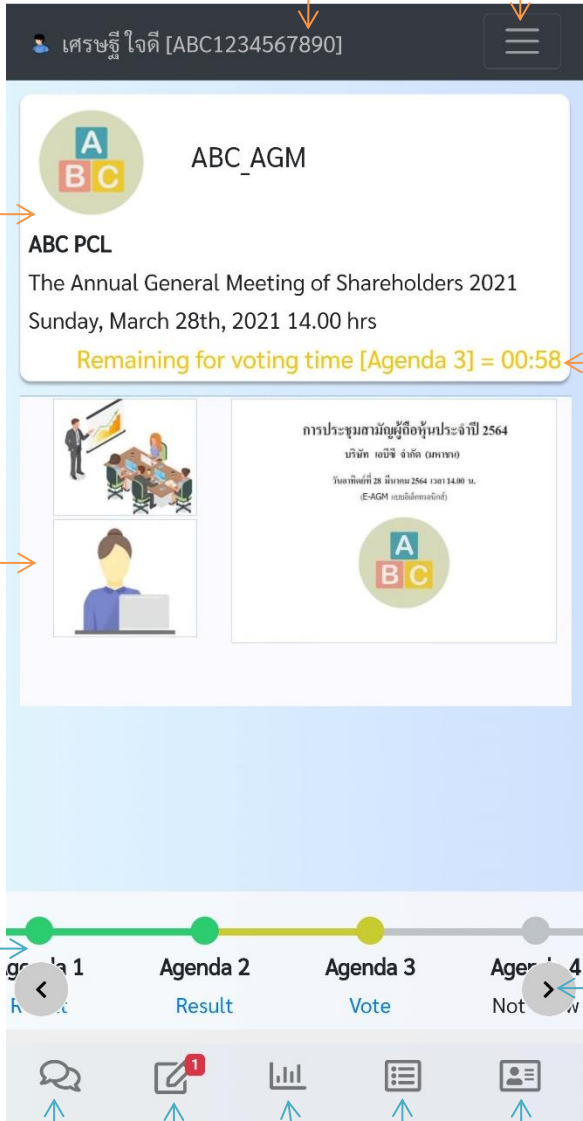
Meeting room overview and Buttons

-Live broadcast of Company's video and Shareholder's video who is using microphone (only on Windows)
-Presentation screen that company share to all shareholders/proxies as information for the meeting

-Company logo
-Company name
-Type of meeting
-Date time of meeting

-First name & Surname
-Username in meeting of shareholders/proxies

Additional menu
-Profile information
-Leave meeting room

เศรษฐี ใจดี [ABC1234567890]

ABC_AGM

ABC PCL
The Annual General Meeting of Shareholders 2021
Sunday, March 28th, 2021 14.00 hrs
Remaining for voting time [Agenda 3] = 00:58

การประชุมสามัญผู้ถือหุ้นประจำปี 2564
บริษัท เอบีซี จำกัด (มหาชน)
วันจันทร์ที่ 28 มีนาคม 2564 เวลา 14.00 น.
(E-AGM แบบมีตัวตนจริง)

-Time for agenda voting
-Time for waiting question

Meeting Progression Bar to show
1.Quorum result (Open/Close) can see result of quorum open/close (after company has processed the quorum)
2.All each agenda can click **Vote** , if agenda is allowed for voting (yellow light) / not allow for voting (gray light) and company will allow agenda by agenda that voting pattern is
-If **Approve** for agenda you don't click Vote or can vote Approve for that agenda **system will process your vote as Approve**
-If **Disapprove** or **Abstain** for which agenda you can click Vote link then select **Disapprove** or **Abstain** for that agenda **system will process as your voting**

Agenda 1
Result

Agenda 2
Result

Agenda 3
Vote

Agenda 4
Not now

Left-right scrolling button to view the agenda on Meeting progression bar

Message chat button for asking questions in meeting room

Your vote summary button (processed agenda)

List of all users currently in meeting room

Agenda voting button (This is another channel for voting same as voting from Meeting progression bar)

Agenda voting result button (This is another channel for viewing result same as viewing from Meeting progression bar)

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Quorum result (open and close meeting)

Can check quorum result (open/close) by **Press Quorum** link at Meeting Progression Bar as above picture then system will show new window for quorum result. This result can be checked after company has processed quorum data (Blue light is showing).

Remark: If it's not time of quorum (open/close) processing, company will not process quorum data (Gray light)

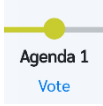Sample: Quorum result (Open Meeting)

Sample: Quorum result (Close Meeting)

Voting and Voting result

Company will allow shareholder to vote agenda by agenda within voting time that **voting concept** is following:

-***If **Approve** for which agenda **You don't Vote** for that agenda OR you can **Vote Approve** for that agenda system will process your vote as Approve***

- If **Disapprove** or **Abstain** for which agenda **You can press Vote** then select **Disapprove** or **Abstain** for that agenda system will process as your voting.
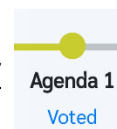
For Voting Approve Disapprove or Abstain once company allow voting on agenda can be done by 2 methods.

Method 1: Press Vote at Meeting progression bar (once light is Yellow) then window will show. You can vote **Approve Disapprove** or **Abstain** and **Press Vote Button**
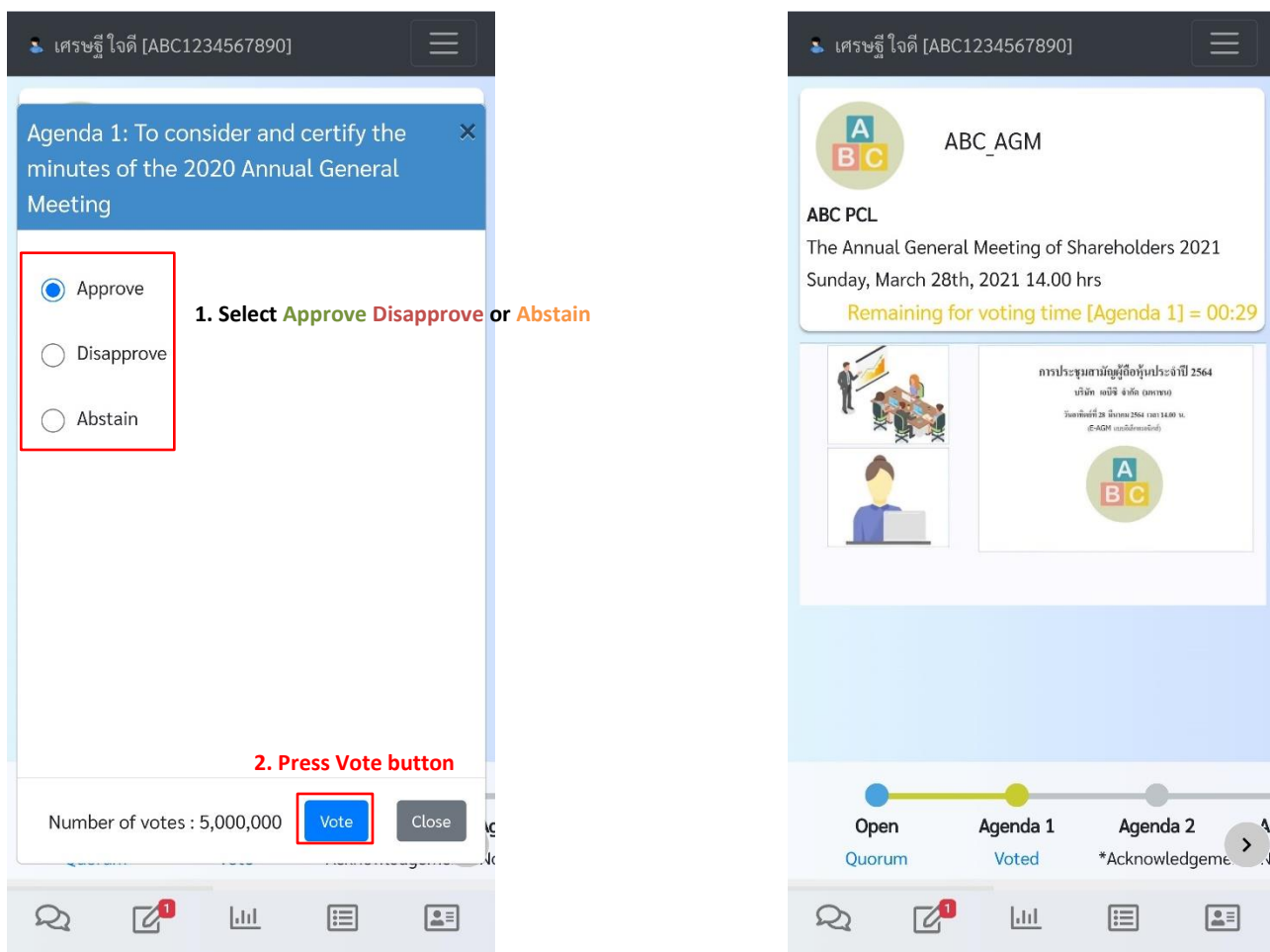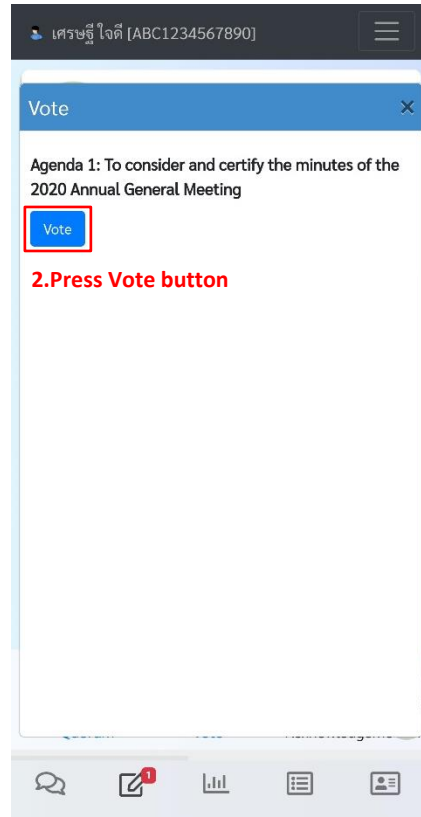

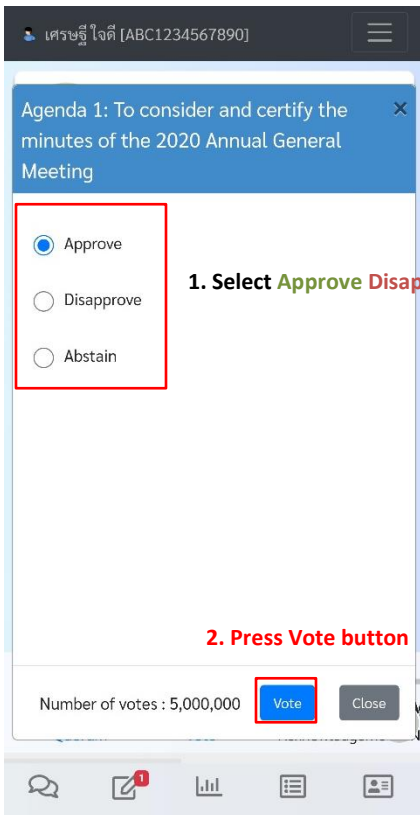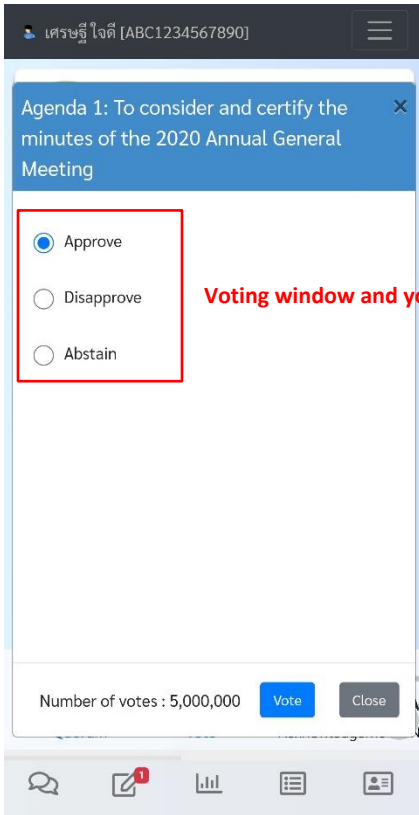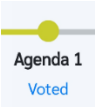Once voting is successful, Meeting Progression Bar will show as "*Voted*"

Method 2: **Press Agenda voting button** then **Press Vote button** of agenda that you wish to vote on

1.Press Agenda voting button

2.Press Vote button

Then window will show, You can vote **Approve** **Disapprove** or **Abstain** and **Press Vote Button**

**1. Select Approve Disapprove or Abstain**

2. Press Vote button

Once voting is successful, Meeting Progression Bar will show as "*Voted*"

Agenda 1
Voted

Change voting Approve Disapprove or Abstain that you have already voted (if agenda is closed for voting, you will can't change your voting). You can change voting by **Press *Voted*** (at Meeting Progression Bar) then voting window will show your voting.
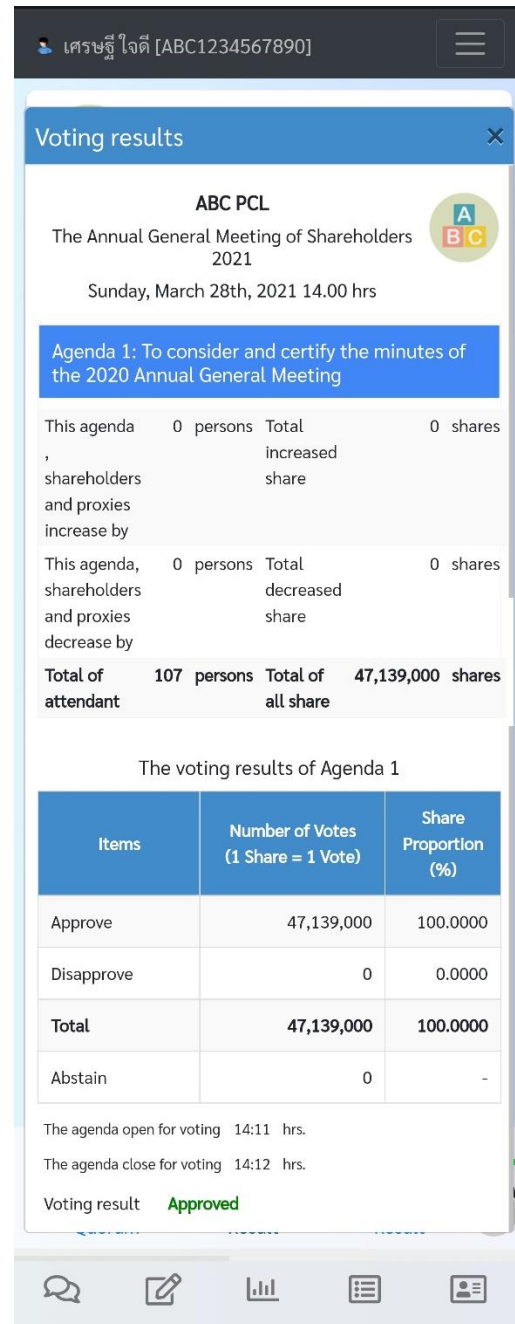

Select **New voting** that you prefer to change and **Press Vote button**, voting change is complete.
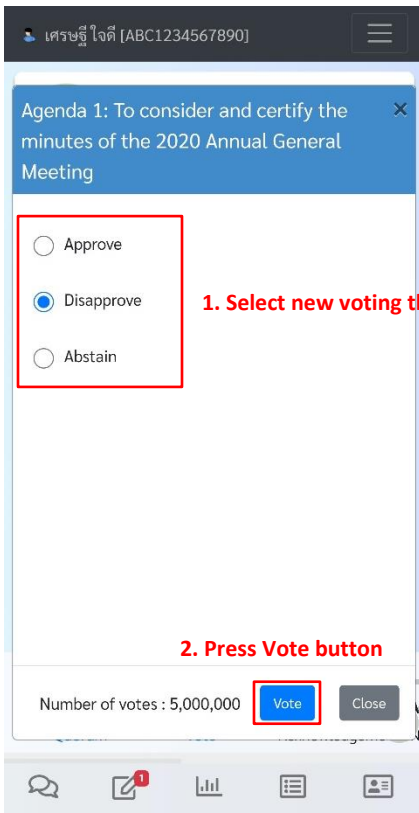
View agenda result

Once company closed voting and processed data, you can view the voting result of agenda by 2 methods.

Method 1: Press Result of agenda at Meeting progression bar [Agenda 1 / Result] voting result of agenda will be showing.
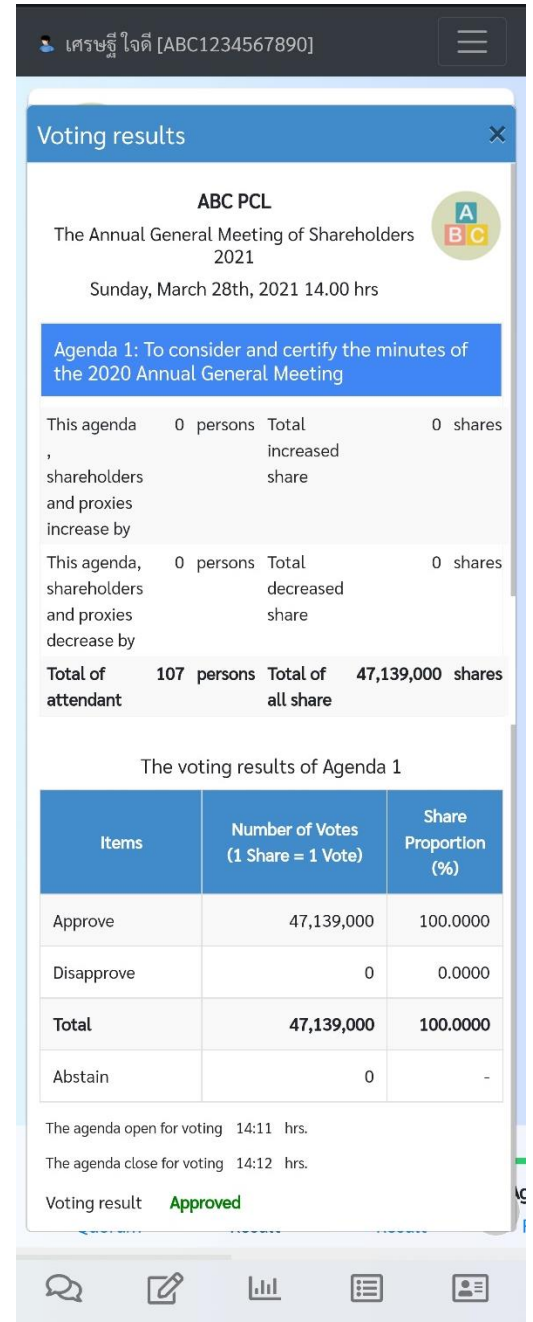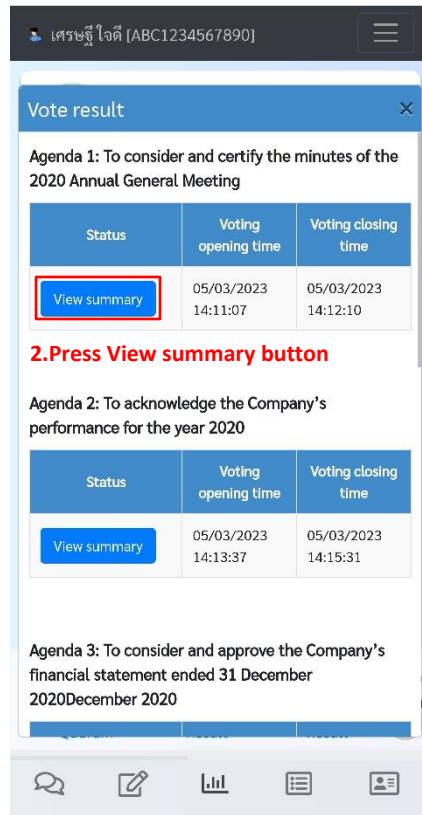

Voting and result *will be processed one agenda at a time* until completed. You can press left-right scrolling button to view the voting result of every agenda.
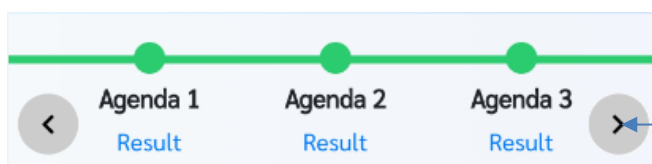
Left-right scrolling button to view the agenda on Meeting progression bar

Method 2: <u>**Press Agenda voting result button**</u> 📊 then <u>**Press View summary button**</u> of agenda that you wish to see voting result

1.Press Agenda voting result button

2.Press View summary button

Voting and result *will be processed one agenda at a time* until completed.
You can press *View summary button* to view the voting result of every agenda.

Check your voting

For transparent of agenda processing. Agenda that has been processed, system allow you to check your vote that system was using it on agenda processing for each agenda by **Press Your vote summary button** 📋 on below. It will show summary of your vote.

Inquiring via message in meeting room

Company will open for question in each agenda. You can send messages at specific time that company allow sending message in meeting room. You can send message by **Press Message chat button** 💬 on below.
It will show **Chat window** for reading and typing message.
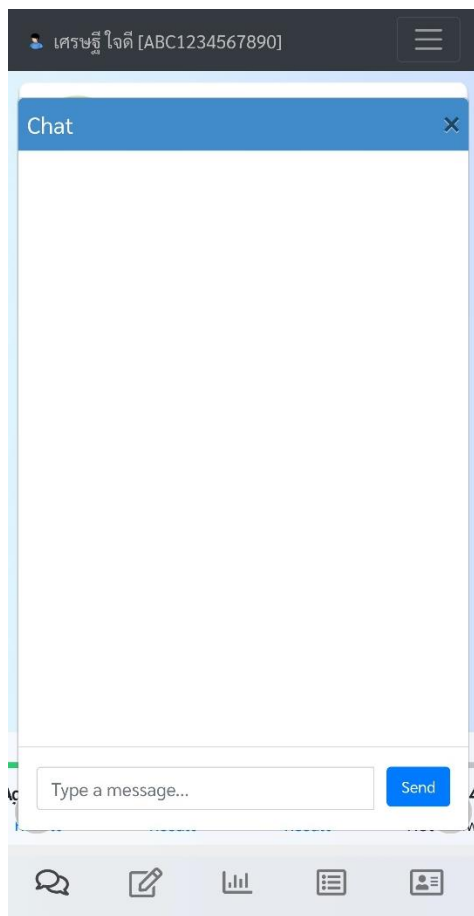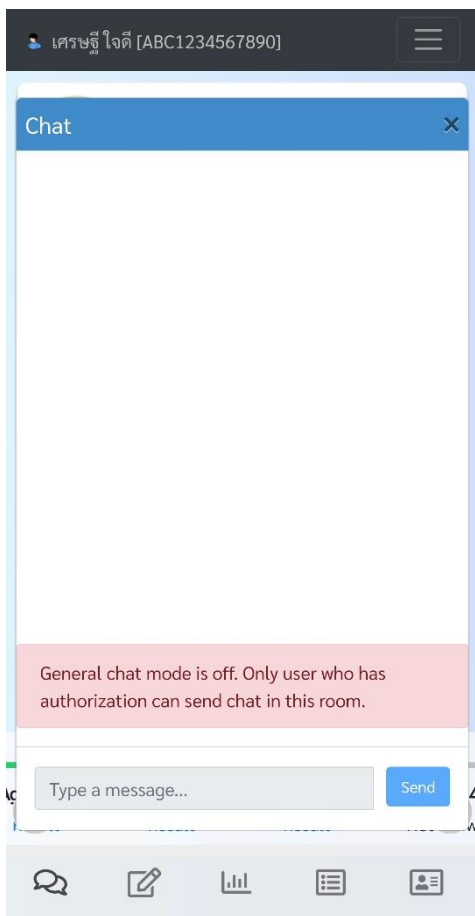
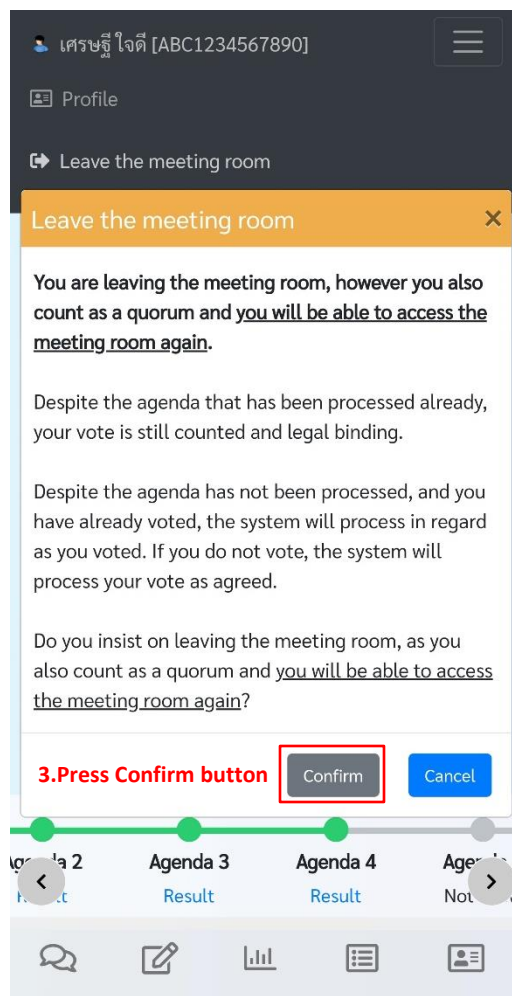| If company not allow sending message: field for typing message will be disabled and warning message will show on chat window (as above picture). However you still can see all message from company on chat window. | If company allow sending message: field for typing message will be enabled and no warning message showing on chat window (as above picture) and all users can send message and see all message on chat windows. |

Leaving the meeting room

Methods and conditions for leaving the meeting room

- In case of leaving the meeting room caused by connection or Web Browser is faulty, while you left the meeting room, you remained a quorum that *you can connect back to the meeting room again* (*by following the step of relogin and rejoin meeting room*) and *able to vote on remaining agenda (unprocessed agenda).*

- In case of leaving the meeting room by pressing out of the meeting room by yourself, you remained a quorum that *you can connect back to the meeting room again* (*by following the step of relog in and rejoin meeting room*) and *able to vote on remaining agenda (unprocessed agenda)*
  - o Can leave the meeting room by **Press Additional Menu** ☰ top right of screen and **Press Leave the meeting room**. There will be a message to confirm leaving the meeting room and showing agenda processing conditions then **Press Confirm button**. The system will take you out of the meeting room and go back to the login page.