


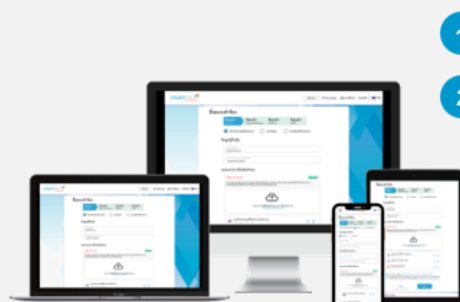
Please study the details before the meeting

Guidelines, Method and Procedure for Attending the Annual General Meeting of the Trust Unitholders via Electronic Means (e-Meeting)

To convene the trust unitholders' meeting via electronic means (e-Meeting) smoothly and in accordance with the defined laws and regulations, S Prime Growth Leasehold Real Estate Investment Trust ("SPRIME") has engaged Inventech Systems (Thailand) Company Limited for their services rendered on the system for the e-Meeting, of which has been reviewed to meet the Information Security Standard of Electronic Meeting, issued and governed by Ministry of Digital Economy and Society. Therefore, trust unitholders and the 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-Meeting

- Trust unitholders must submit an e-Request to attend the e-Meeting via web browser at <https://pro.inventech.co.th/SPRIME123658R/#/homepage> or scan QR Code  and follow the steps as shown in the picture.



1 Click link URL or scan QR Code from the invitation to the shareholders' meeting

2 Choose type request for request form to 4 steps

Step 1 Fill in the information

Step 2 Fill in the verification information

Step 3 OTP verification

Step 4 Post-transaction succeeded, the system will display the information again to verify the exactitude of the information

**** In case of merging user accounts, please use the same email and phone number ****

3 Please wait for an email confirmation with meeting information and password

- For trust unitholders who wish to attend the e-meeting either on his/her behalf or by appointing proxy who is not the independent director of S REIT Management Co., Ltd. (the "Company"), the e-Request shall be **available on 19 April 2023, at 8:30 a.m.** towards the adjournment of the meeting on 24 April 2023.
- The electronic conference system shall be **available on 24 April 2023, at 12:00 p.m.** (2 hours before the opening of the meeting). Trust unitholders 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

Trust unitholders 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 20 April 2023, at 5.00 p.m.

Investor Relations Department

S REIT MANAGEMENT COMPANY LIMITED

No. 123 Suntower A, 31st Floor, Vibhavadi-Rangsit Road, Chom Phon, Chautuchak, Bangkok 10900

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



02-931-9130



@inventechconnect



Available from 19 - 24 April 2023, at 08.30 a.m. – 05.30 p.m.

(Specifically excludes holidays and public holidays)




Report a problem

Installation Guide for Webex Meetings

For those who use PC/Laptop will not require to install application, for those who use mobile phone please follow these steps


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

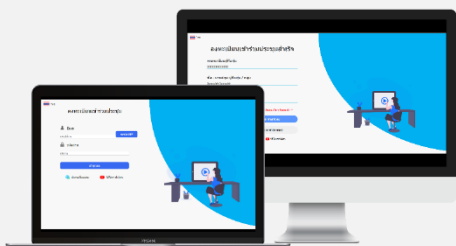
- 1 Go to Application **Play Store** 
- 2 Search **Webex Meetings**



- 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

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 "Join Attendance" button
- 5 Click "Watch Meeting" button



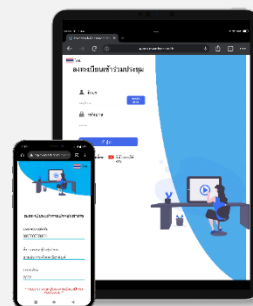
- 6 Click "Open Webex" button appeared on the screen
- 7 In case using PC / Laptop: Please fill in information for the registration to watch the live broadcast via the Webex Meetings Application as follows:
 - 7.1 Fill in the name and email address of your registration
 - 7.2 Click "Next"
- 8 Click "Join" button to attend the live broadcast

- 6 In case using Mobile / iPad: Please fill in information for the registration to watch the live broadcast via the Webex Meetings Application as follows:

- 6.1 Enter your name and email address of your registration
- 6.2 Click "OK" button

- 7 Click "Accept", to access the application

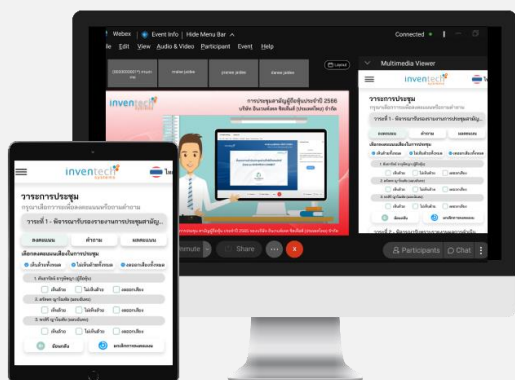
- 8 Click "Join" button to attend the live broadcast





e-Voting Process

In case using PC/Laptop

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

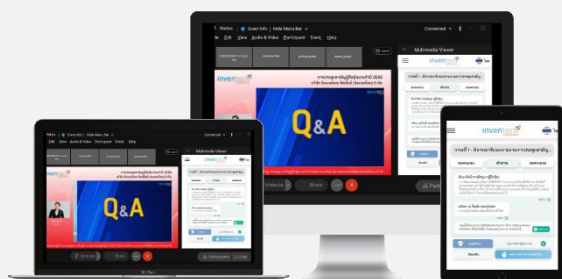
In case using Mobile/iPad

- 1 Click on menu "Participants" or symbol 
- 2 Click on "Chat" menu and select message from Invencti connect (Android) or click on "Chat" or  symbol (iOS)
- 3 Click the link "Vote Casting and Question Asking"
- 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 "Join Attendance" button
- 8 Select the agenda to cast a vote
- 9 Click "Vote" button
- 10 Click the voting button to cast a vote at your discretion
- 11 The system will display the status your latest vote.

To cancel your latest vote, please press the "Cancel latest vote" 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.

Please study the details before the meeting

Inquiry procedure via Inventech Connect



- Select which agenda that you want to ask.
- Click “Ask a question” button
- 1 Inquiry Submission
 - Type the question then click “Send”
- 2 Inquiry via video and sound
 - Click “Conference” button
 - Click “OK” button to confirm your queue
 - Wait for the queue to open microphone and camera for query

Installation Guide for Webex Meetings and How to use Inventech Connect



User Manual
for e-Request



User Manual for
Inventech Connect System

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

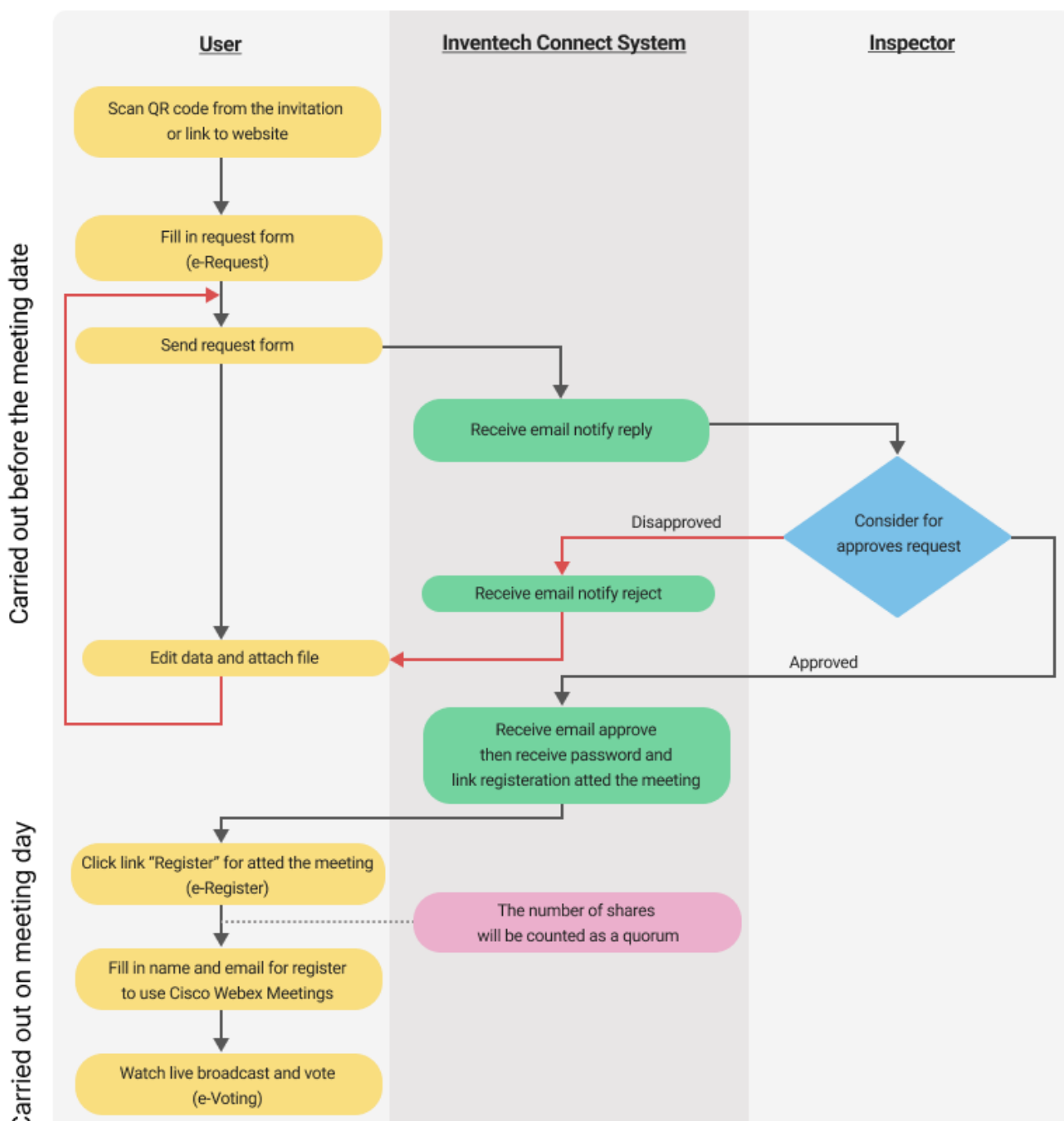
1. Internet speed recommend
 - High-Definition Video: Must have an internet speed at 2.5 Mbps (Recommended internet speed)
 - High Quality Video: Must have an internet speed at 1.0 Mbps
 - Standard Quality Video: Must have an internet speed at 0.5 Mbps
2. Equipment requirements
 - Smartphone / Tablet 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**

You can check the supported device versions at <https://help.webex.com/en-us/article/nki3xrq/Webex-Meetings-Suite-System-Requirements> or scan the QR Code



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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 1 account , you can click on "Change account" and the previous account will still 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.