

Please study the details before the Meeting

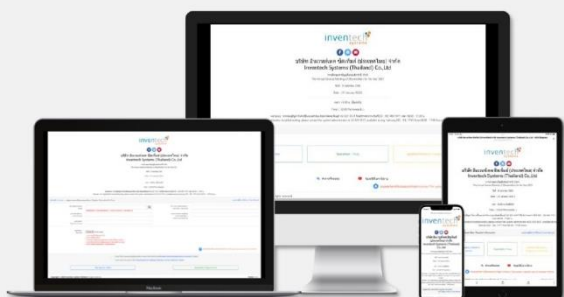
## Guidelines, Method and Procedure for Attending Trust Unitholders' Meeting by Electronic Means (e-Meeting)

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 a request (e-Request) to attend the e-meeting via web browser at

<https://inet.inventech.co.th/SPRIME142310R> or scan QR Code  and follow the steps as shown in the picture.



- Click link URL or scan QR Code in the letter notice Annual General Meeting
- Shareholders choose to file a request form.
- Fill in the information shown on the registration page.
- agree to the Requirements for Meeting Attendance via the Inventech Connect.
- Click "Request" button.
- Please wait for an email from the officer informing you of meeting details and Username & Password.

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

- 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"), e-Request shall be available on 12 April 2022, at 8:30 a.m. toward the adjournment of the meeting on 20 April 2022.
- The electronic conference system shall be available on 20 April 2022, at 12:00 a.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.

### Appointment of Proxy to the Company's Independent Director

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 18 April 2022, at 5.00 p.m.

Investor Relations Department  
S REIT MANAGEMENT COMPANY LIMITED  
No. 123 Suntower A, 31<sup>st</sup> Floor, Vibhavadi-Rangsit Road, Chom Phon, Chautuchak, Bangkok 10900

### If you have any problems with the software, please contact Inventech Call Center



02-931-9131



@inventechconnect




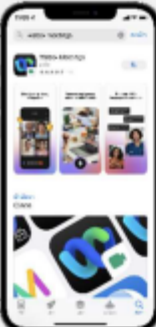
Available from 12-20 April 2022, at 08.30 a.m. – 05.30 p.m.  
**(Specifically excludes holidays and public holidays)**





Report a problem

## Installation Guide for Webex Meetings

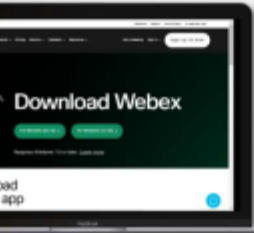
### For IOS Operating System

- 1 Go to Application **App Store** 
  - 2 Search **Webex Meetings**
  - 3 Click **"GET"** for install application
  - 4 Please **wait** until to download is complete
  - 5 **Finish** the application has installed it will appear on your smart phone
- 

### For Android Operating System

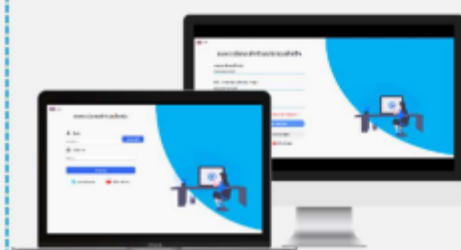
- 1 Go to Application **Play Store** 
  - 2 Search **Webex Meetings**
  - 3 Click **"INSTALL"** for install application
  - 4 Please **wait** until to download is complete
  - 5 **Finish** the application has installed it will appear on your smart phone
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### For Windows Operating System

- 1 Go to website <https://www.webex.com/downloads.html>
  - 2 Click **"For Windows (64 bit)/For Windows (32 bit)"** choose to the operating system on your computer.
  - 3 Click the downloaded file **"webex.msi"** for installation Webex Meetings.
  - 4 Click **"Next"** button for install program.
  - 5 Please **wait** until to download is complete.
  - 6 Click **"Finish"** button when the system finishes installation.
  - 7 Click **"Agree"** button for accept the terms in the license
  - 8 Enter **"your email"** and click **"Next"** button to get access.
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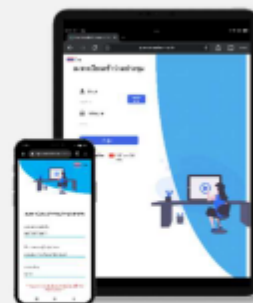
## Step for registration for attending the meeting (e-Register)

- 1 Click registration link URL from email approved.
- 2 Get Username and Password that you received from your email or request OTP to login.
- 3 Click **"REGISTER"** button the system has already registered and counted as a quorum.
- 4 Click **"Live broadcast"** button




- 5 **Use Cases PC/Laptop:** Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows
  - 5.1 Fill in the email address in the Email Address field to match the email address you submitted the application form.
  - 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.

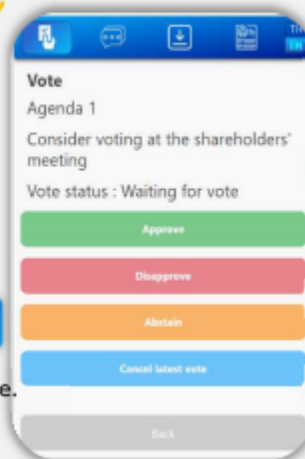
- 5 **Use Cases Mobile/iPad:** Please fill in the details to register to watch the live broadcast via the Webex Meetings Application as follows
  - 5.1 Click "Join" button  
In case if never use Webex Meetings. In the first use it will have get popup, you must click "ACCEPT" (Android) or click "I Accept" (iOS).
  - 5.2 Enter your name in the Name box, fill out email in an e-mail address box match the e-mail address for submitting the application.
  - 5.3 Click "Accept" for accept access for application.
  - 5.4 Click "Join" button to get in to meeting.






## Step voting process (e-Voting)

### Use Cases PC/Laptop

- 1 Click "Continue" button on menu "Multimedia Viewer".
- 2 Get Username and Password that you received from your email or request OTP to login.
- 3 Click "Login" button.
- 4 Click on menu "Voting" or symbol 
- 5 Select which agenda that you want to vote.
- 6 Click the voting button as you choose.
- 7 The system will display status your latest vote.



### Use Cases Mobile/iPad

- 1 Click on menu "Participants" or symbol 
- 2 Click on menu "Chat" and choose message from Inventech connect (Android) or click on "Chat" or  symbol (iOS)
- 3 Shareholders can click link in the chat message.
- 4 Then click on "Continue" button.
- 5 Get Username and Password that you received from your email or request OTP to login.
- 6 Click "Login" button.
- 7 Click on menu "Voting" or symbol 
- 8 Select which agenda that you want to vote.
- 9 Click the voting button as you choose.
- 10 The system will display status your latest vote.



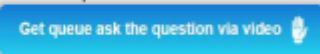
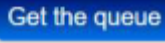
To cancel the last vote, please press the button

Cancel latest vote

(This means that your most recent vote will be equal to not voting, or your vote will be determined by the agenda result) Shareholders can conduct a review of the votes on an agenda basis. When the voting results are closed.

## Step to ask questions via Inventech Connect



- Click "Ask a question" on menu or symbol 
- 1 Ask a question via send the question.
  - Select which agenda that you want to ask.
  - Type the question then click "Send" 
- 2 Ask the question via video record.
  - Select which agenda that you want to ask.
  - Click "Get queue ask the question via video" button or symbol 
  - Fill out your name that show in Webex
  - Click "Get the queue" button or symbol 
  - Please wait for the signal from the officer to ask questions in the Chat channel.

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



- 1 User Manual  
via e-Request



- 2 Installation Guide for  
Webex Meetings

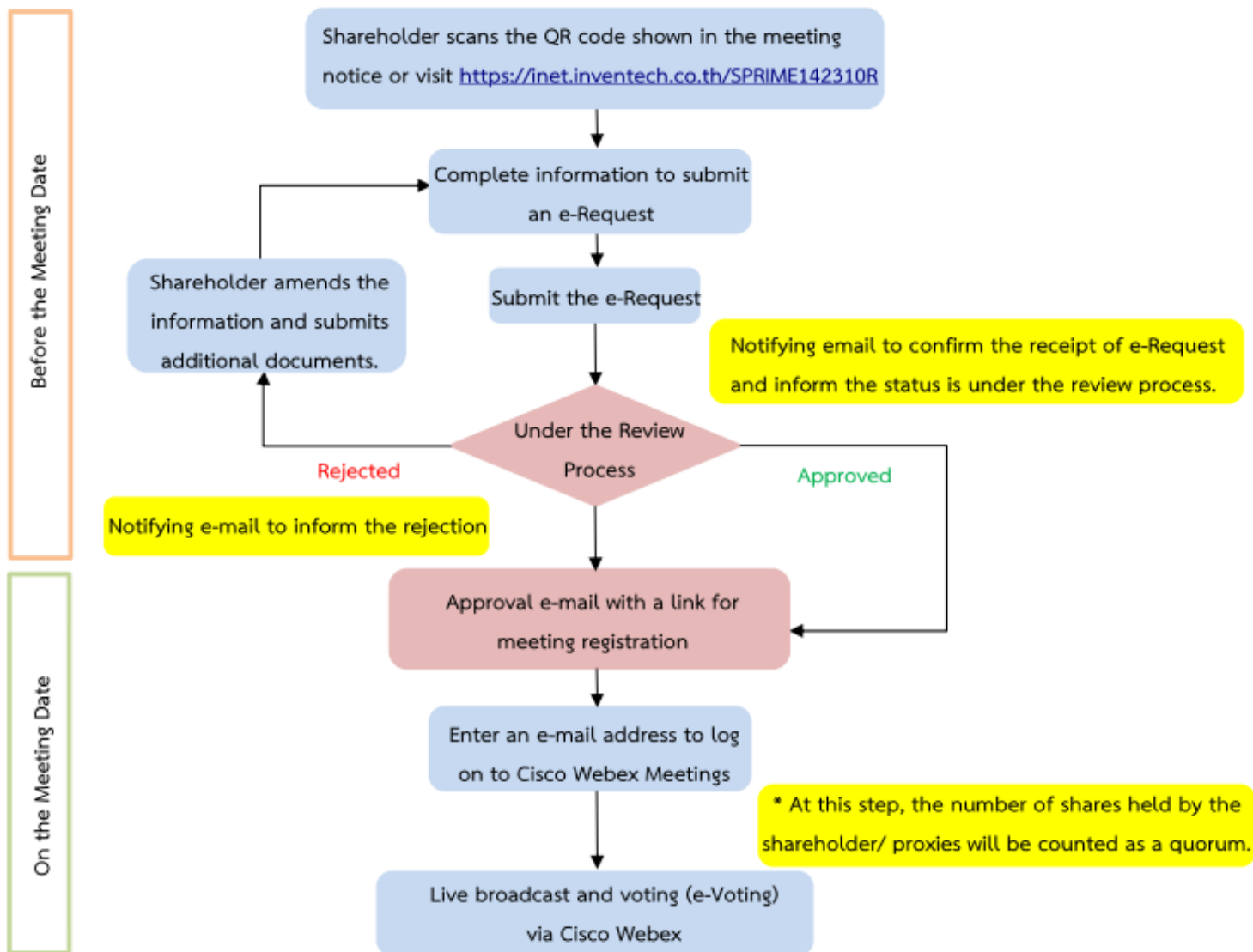


- 3 User Manual  
Inventech Connect

**Note** Operation of the electronic conferencing system and Inventech Connect systems. Check internet of shareholder or proxy include equipment and/or program that can use for best performance. Please use equipment and/or program as the follows to use systems.

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

### Flowchart for the Meeting Attendance via e-Meeting



**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.