TEAM GROUP
บริษัท ทีม คอนซัลติ้ง เอนจิเนียริ่ง แอนด์ แมเนจเมนท์ จำกัด (มหาชน)
TEAM Consulting Engineering and Management PCL.

Guideline for attending the meeting through electronic system

> **Please kindly study manual and procedure of the meeting attendance in advance prior to the meeting date at**
>
> http://weblogin.conovance.com/support.php
>
> **or scan QR Code below**
>
>

1. Attending the Meeting via Electronic Means (E-AGM Meeting)

1) Once shareholders or proxies have been verified and received the **Username** and **Password** from the Company, they may choose to attend the E-AGM via **one of the following two methods**:

(a) Attendance via Program (Supported only on Windows operating system)

➢ Shareholders can attend the meeting, cast votes, view voting results, and submit questions via the chat box**.**

➢ **Recommendations for attending the E-AGM via program:**
▪ Use a computer/desktop/notebook/tablet with Windows OS only (Windows 7 / 8 / 10 / 11) and at least 4 GB of memory
▪ Internet speed of at least 3.0 Mbps
▪ Download the program at: https://www.conovance.com/download.php
▪ Download the installation and user manual at: https://www.conovance.com/support.php

(b) Attendance via Web Browser (Supported on all platforms including iOS and Android using Google Chrome)

➢ *Recommendations for attending the E-AGM via web browser:*
▪ Use the latest version (or within 1 year) of Google Chrome on any platform (Windows, iOS, Android)
▪ Internet speed of at least 3.0 Mbps
▪ Google Chrome can be downloaded from App Store (iOS) or Play Store (Android)
▪ Download the user manual for web browser access at:
https://www.conovance.com/support.php

2) Shareholders or proxies may download the user manual at

https://www.conovance.com/support.php

The system supports both E-Meeting and E-Voting**,** whether the shareholder attends in person or through proxy, as indicated in the submitted identity confirmation documents.

3) The Company will open the E-AGM system for shareholders to log in on April 28, 2025**,** starting from 08:00 a.m. onwards using the Username and Password received via SMS and email. The meeting will begin following the scheduled agenda at 10:00 a.m.

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2. **Asking Questions or express the opinions (e-Question)**

    2.1 Before casting the vote in each meeting agenda, the Company will give the attendants an opportunity to ask question or express the opinion relating to that agenda

    2.2 Click the "Chat" button on the system interface. A window for reading and typing messages will appear.

    2.3 The system administrator will read the question sent by shareholders instead of the Shareholders for the meeting runs concisely and smoothly.

    2.4 Shareholders may submit questions in advance by using the Advance Question Submission Form**,** as provided in Enclosure No. 12, and send it via email to cs@team.co.th

3. **E-Voting**

    3.1 To cast a vote, one share shall have one vote

    3.2 The meeting attendant might cast the vote to "Approve", or "Disapprove", "Abstain"

    3.3 The meeting attendant will be required to vote within the voting time as the Company shall inform in advance. Otherwise, your vote shall be counted as the agreeing in agenda item.

4. **Contact Channels During the Meeting**

    In case of any disruptions during the meeting, please check the information sent to your registered email used for meeting registration, or contact us via email at cs@team.co.th

Note: For further information, please contact:

• **Company Secretary Office (Company Secretary)**
  Tel: 0-2509-9000 ext. 2019 or 2010-12#107
  Email: cs@team.co.th

• **For E-AGM system issues,** please contact the system provider: Conovance Co., Ltd.
  Tel: 082-979-4978
  LINE ID: CONOVANCE

Download the E-AGM program from the website:
☞ https://www.conovance.com/download.php

Download the user manual and instructional video from the website:
☞ https://www.conovance.com/support.php