

Guidance, procedure manual and guideline for attendance at the 2021 Annual General Meeting of Shareholders

As the Company is concerned for the safety of shareholders, and in order to prevent the spread of the Coronavirus disease (COVID-19) outbreak, the Company therefore will hold the 2021 Annual General Meeting of the Shareholders through electronic media only. In addition, the Company will not provide onsite registration on Thursday, 22 April 2021. The Company would like to request all shareholders to comply to the following guidelines:

Procedure for submitting a request form to attend the meeting through electronic media

1. Submit the request form to attend the meeting via web browser in advance at <https://app.inventech.co.th/BJC115931R/> or scan this QR code to login to the system.



2. Once login, the shareholders must fill in the information as shown in the system such as
 - National ID Number / Passport Number (In case of foreigner)
 - Shareholder Registration Number
 - Name and surname
 - Number of shares
 - E-mail
 - Phone number
 - Attach additional documents (Enclosure No. 6)
 - If you wish to attend the meeting through electronic means by yourself, please attach a copy of your ID card / passport. (In case of a foreigner) with a certified true copy (a copy of the photo can be attached)
 - In case of appointing proxy, please attach a proxy form with supporting as documents requested
3. Once completely fill information, please select the terms of service by clicking in the square box to accept the terms of service;
4. Then click the “Request/Submit the Request” button;
5. After step 4, the officer will check information in the request form. Once being approved, shareholders will receive email notifying username and password to use service and can attend the meeting as per the date and time specified in the notice. In case of incomplete or inaccurate documents or information, the system will notify reason through shareholders’ email or the proxy holder and shareholder can proceed by submitting additional request form.
6. For shareholders who wish to attend the meeting themselves Pre-registration system will be available from 9 – 21 April 2021, the registration will be closed at 15.00 hrs. on 21 April 2021.
7. For shareholders who wish to attend the meeting themselves or by proxy who is not the company’s director through electronic media, the registration system for submitting the request form will be opened in advance to proceed such action from 9 – 21 April 2021, the registration will be closed by 15.00 hrs. on Wednesday, 21 April 2021.

The Company Secretary Department Floor14

99, Berli Jucker House, Soi Rubia, 42 Sukhumvit Road, Phrakanong, Klongtoey, Bangkok 10110

Attending e-Meeting and login to Inventech Connect



1. Webex and AGM e-Voting systems support web browser, PC, IOS and android. To access Webex and AGM e-Voting systems, please follow the installation procedure and operation manual as follows:

Installation guide and user manual for Webex system <https://qrgo.page.link/Cgv2B> or scan QR code



**1.1 Using the Webex meeting system****1.1.1 Webex System Installation Instructions through PC /Laptop**

1. Go to the website: <https://www.webex.com/downloads.html> or scan this QR Code;
2. Choose download Webex Meetings by clicking the “Download for Windows” button;
3. Double click the webexapp.msi file (can be found at Folder Download) to enter the installation page;
4. Enter the installation page, then click “Next”;
5. Select “I accept the terms in the license agreement” and then click “Next”;
6. Click the “Install” button, then wait for the installation for a moment and then click “Finish” button;
7. When the installation is complete, the “Cisco Webex Meetings” icon will appear on the desktop’s screen

**1.1.2 Steps to install Webex using Mobile Device****For iOS**

1. Access App Store 
2. Go to the search icon or the “magnifying glass” symbol and type “Cisco Webex Meetings” and click “Search” button.
3. Then click the “Accept” button on the right to install the Cisco Webex Meetings Application or the symbol as shown in the picture. 
4. Specify a password or Touch ID to confirm application installation.
5. Then wait for a moment for installation.
6. When the installation is complete, the “Webex Meet” icon will appear on the phone’s screen.

For Android

1. Access Play Store 
2. Go to “Search for apps & games” and type “Cisco Webex Meetings” and click “Search”.
3. Then click “Install” button on the right to install Cisco Webex Meetings Application or the symbol as shown in the picture. 
4. Click “Accept” to confirm Application installation.
5. Then wait for a moment for installation.
6. When the installation is complete, the “Webex Meet” icon will appear on the phone’s screen.

1.2 Using AGM e-Voting system

<p>AGM e-Voting manual for PC/Laptop</p>  <p>https://qrgo.page.link/KqnoP</p>	<p>AGM e-Voting manual for IOS</p>  <p>https://qrgo.page.link/pgvit</p>
<p>AGM e-Voting manual for Web Browser</p>  <p>https://qrgo.page.link/iZ3ka</p>	<p>AGM e-Voting manual for Android</p>  <p>https://qrgo.page.link/vZ4rZ</p>

1.2.1 Steps for using AGM e-Voting through PC / Laptop are as follows:

- Shareholders click the link to enter the meeting room in the approval notification email for AGM e-Voting request.
- Then the system will display Event Information. Fill in the information on the right side of “Join Event Now” with the following details:
Fill in the First name / Last name and email address
In the “Event password” field, the system will set the default value for shareholders. There is no need to make any changes.
Then click “Join Now” button.
- Shareholders must fill in the “Confirm email address” field to confirm the email again and click “Submit” button.
- Then, click “Run a temporary application” to access the Application Webex on PC / Laptop.
- Click the “Join Event” button (green) to join the meeting through Application Webex.
- The system will display 2 operation screens; one on the left showing live broadcasts or showing various results within the meeting. And, another one on the right which is for the Q&A and Multimedia Viewer functions showing the login page of the AGM e-Voting system.
- Then click the “Continue” button (blue) on the right hand side of the Multimedia Viewer function. The system will display the login screen for the AGM e-Voting system. Enter the Username / Password from the approval notification email for the AGM e-Voting request and click the “Sign in” button.
- Then, register by clicking on the button “Register to attend the meeting”.
* After completing this procedure, it will be considered that the shareholder has already registered to attend the meeting and the number of shares of the shareholder to be counted as a quorum.



9. After completing registration, shareholders may view which agenda may be voted by clicking the “Select Agenda” button.
10. When shareholders wish to vote, choose the agenda to vote. Then the system will show all 4 voting buttons, as follows: 1. Agree (green) 2. Disagree (red) 3. Abstain (orange) 4. Do not submit vote (blue)
 - * If selecting “Do not submit vote” or “Abstain”, the company will put your votes into the scores determined by the meeting. And, voting may be changed until that agenda ends voting results submission.
11. Shareholders may check the votes of the agenda after the agenda has been closed for voting results submission by selecting the required agenda. After that, the system will display graphs and scores for that agenda.
12. Shareholders may leave the meeting by selecting the “User Icon”. And, click the “Leave Meeting” button.
 - * In this step, if the shareholder leave the meeting during the meeting, the system will remove the votes of the shareholder from the meeting on the agenda that has not yet been processed.
13. * In the event that a shareholder has authorized multiple accounts, select the “User Icon” and click on the “Switch Account” button to access other accounts. Votes and quorum will not be removed from the meeting.

1.2.2 Steps for using Inventech Connect through Mobile

>> Screen , Live broadcast by the company

1. Shareholders must click the link to enter the meeting room from the notification approval email for AGM e-Voting request.
2. After that, the system will display the Event Information. Fill in the information to the right of the Join Event Now with the following details:

Fill in First name / Last name and email address.

In the Event password field, the system will set the default value for shareholders. Do not make any changes.

Then click “Join Now” button.

3. Shareholders must fill in the Confirm email address field to confirm the email again. And, click “Submit” button.
4. Then, click on “Run a temporary application” to access Application Webex on PC / Laptop.
5. Click the “Join Event” button (green) to join the meeting through Application Webex.
6. View live broadcast of the meeting through Application Webex.

* This process is not the meeting registration. Therefore, the number of shares of shareholder is still not counted as a quorum.

** If shareholders wish to use the AGM e-Voting system, switch the browser to use the 2nd screen as follows:



>> Screen 2: Using AGM e-Voting

1. Shareholders must click the link for registering to attend a meeting and to vote from the notification email for AGM e-Voting request or the URL for accessing the AGM e-Voting system.
2. Enter the Username and Password from the request approval notification email. Then click the “Sign in” button.
3. Then, register by clicking on the “Register to attend the meeting” button.
*After completing this procedure, it will be considered that the shareholder has already registered to attend the meeting and the number of shares of the shareholder to be counted as a quorum.
4. After completing registration, shareholders may view which agenda may be voted by clicking the “Select Agenda” button.
5. When shareholders wish to vote, choose the agenda to vote. Then the system will show all 4 voting buttons, as follows: 1. Agree (green) 2. Disagree (red) 3. Abstain (orange) 4. Do not submit vote (blue)
*If selecting “Do not submit vote” or “Abstain”, the company will put your votes into the scores determined by the meeting. And, voting may be changed until that agenda ends voting results submission.
6. Shareholders may check the votes of the agenda after the agenda has been closed for voting results submission by selecting the required agenda. After that, the system will display graphs and scores for that agenda.
7. Shareholders may leave the meeting by selecting the “User Icon”. And, click the “Leave Meeting” button.* In this step, if the shareholder leave the meeting during the meeting, the system will remove the votes of the shareholder from the meeting on the agenda that has not yet been processed.
8. * In the event that a shareholder has authorized multiple accounts, select the “User Icon” and click on the “Switch Account” button to access other accounts. Votes and quorum will not be removed from the meeting.
9. The electronic meeting system will be opened for access on Thursday, 22 April 2021 at 08:00 a.m. (1 hour before the meeting starts). Shareholders or proxies must use the provided Username and Password and follow the system user manual.
10. The operation of the Webex and AGM e-Voting system depends on the internet capability of shareholders or proxies including device and/or its programs. Please use the following devices and/or programs to use the system:



How to check the operating system version

- Android: Choose settings or additional settings> About phone> Software Or Android version information;
- IOS: Select Settings> General> About> Version

Remark:

1. Shareholders must fill in the Username and Password received from E-mail and press the register button. The system will register and constitute a quorum at this step. (If you don't press the registration button It will be considered that the shareholders have not registered to attend the meeting. The system will not count as a quorum. And unable to vote for votes but can only watch the conference broadcast If the shareholder Logout is logged out during the meeting. The system will cut the votes from the quorum as well)
2. Shareholders are required to prepare an E-mail for submitting a request form to receive Link and Username and Password for attending the meeting.
3. The information entered in the system must be the same as the information at the closing date of the shareholder list of Thailand Securities Depository Co., Ltd. (“TSD”)

For viewing troubleshooting,

please follow the instructions or contact the system administrator at 02-021-9121, available during 9 – 21 April 2021 from 8:30 hrs. - 15:00 hrs.



**Question Form Prior to the Annual General Meeting of Shareholders for Year 2021
Thursday, 22 April 2021, at 15.00 hrs. through electronic media according
to the Emergency Decree on Electronic Meeting B.E. 2563 (2020)**

Attention: Secretary of the Board Director,
Berli Jucker Public Company Limited

I,

Please indicate with ✓ in the blank ()

() being a shareholder of Berli Jucker Public Company Limited

() being a proxy of, who is a shareholder
of Berli Jucker Public Company Limited

have question(s) of agenda for the 2021 Annual General Meeting of Shareholders as follows:

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Remarks: When completing the aforementioned form, please submit it to the Company within
Wednesday, 21 April 2021

- via e-mail at Comsec@bjc.co.th or,
- by post to the Corporate Secretary Division, 14th Floor,
Berli Jucker Public Company Limited
Berli Jucker House, 99 Soi Rubia, Sukhumvit 42 Road,
Phrakanong, Klongtoey, Bangkok 10110

To make inquiries or request further information, please contact Group Company
Secretary Department at 02-367-1111 Ext.1095, 1892