

Manual for
Web Application “IR PLUS AGM”
Electronic-Annual General Meeting (E-AGM)

ONL-MN-004

Revision: 00

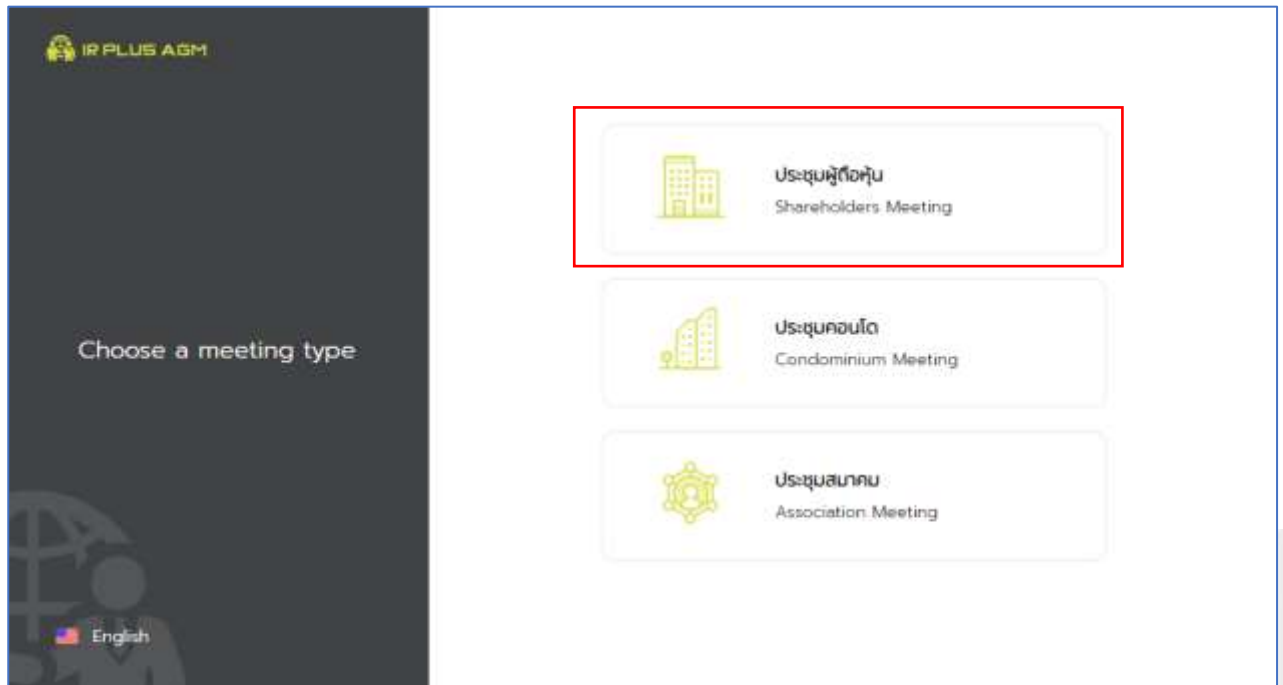
Effective Date: 24 February 2022

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Installation of Electronic-Annual General Meeting (E-AGM)

A user can use the web application version of IR PLUS AGM via a web browser, Google Chrome, by using URL: <https://webagm.irplus.in.th>



Usage of Electronic-Annual General Meeting (E-AGM)

After installation, the user may access the E-AGM application as follows.

Shareholder

There are 2 kinds of user that is able to login the IR PLUS AGM application for participating the meeting such as:

1. Shareholder

- The shareholder may access by using the registration form or the ID number or the passport number.

- Requirements

- ID card for KYC verification

2. Direct Proxy

- The direct proxy may access by showing the ID card number belonged to the principal together with picture to the staff for verification.

- Requirements

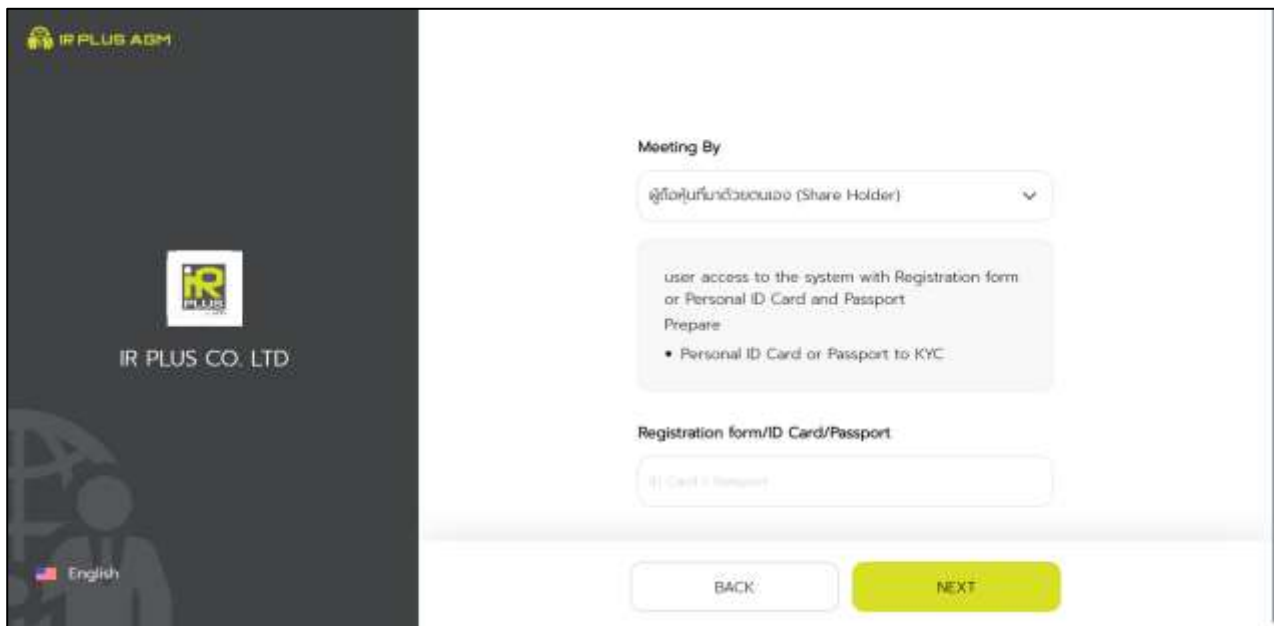
- A signed copy of ID card belonged to the 'principal'

- Power of Attorney

To Login, there are 2 categories being authorized to access as follows;

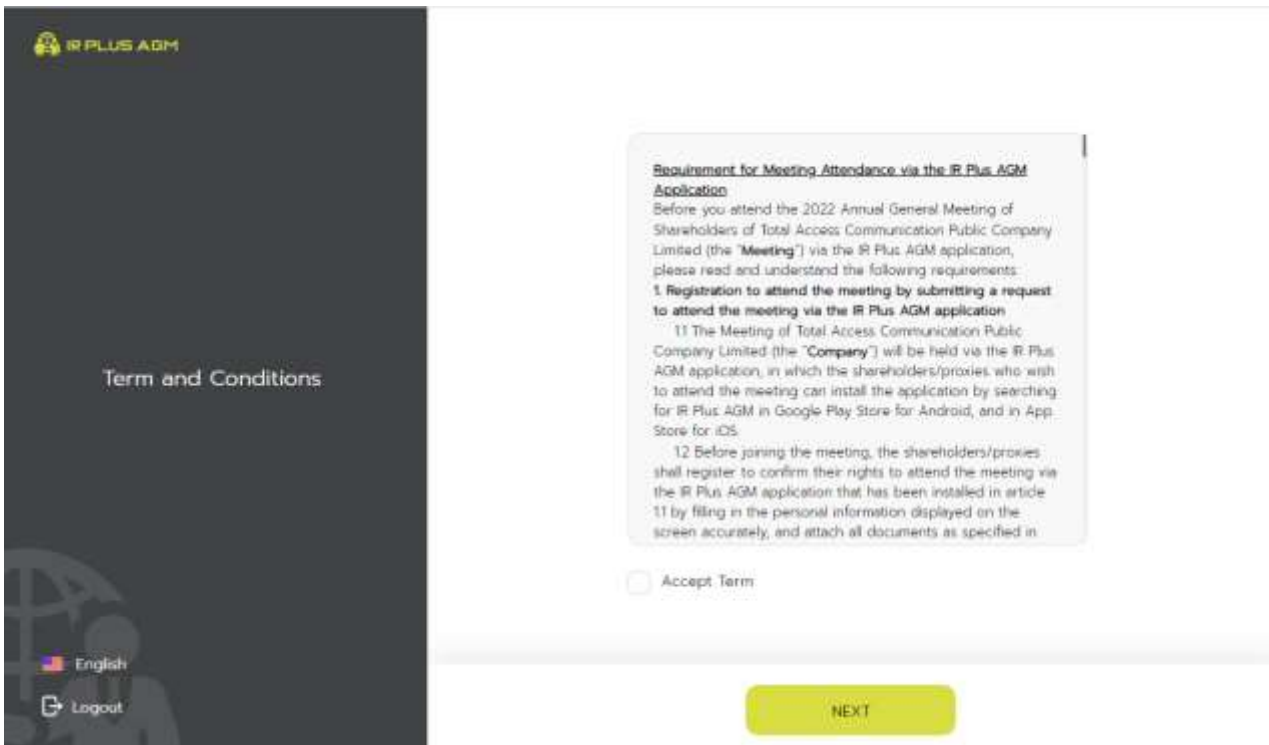
- Category 1: Shareholder

1. The Shareholder can login via a 13 digit of ID card or the passport number. Prior to that, the user shall select the company to participate in the E-AGM pursuant to the Picture 1.1 (Shareholder login)



Picture 1.1: A screen of shareholder login via a scanned barcode or 13 digit of ID card or the passport number

2. Term and conditions to participate in the E-AGM, once the user acknowledges the term and conditions, the user shall accept and go the next page as displayed in the Picture 2.

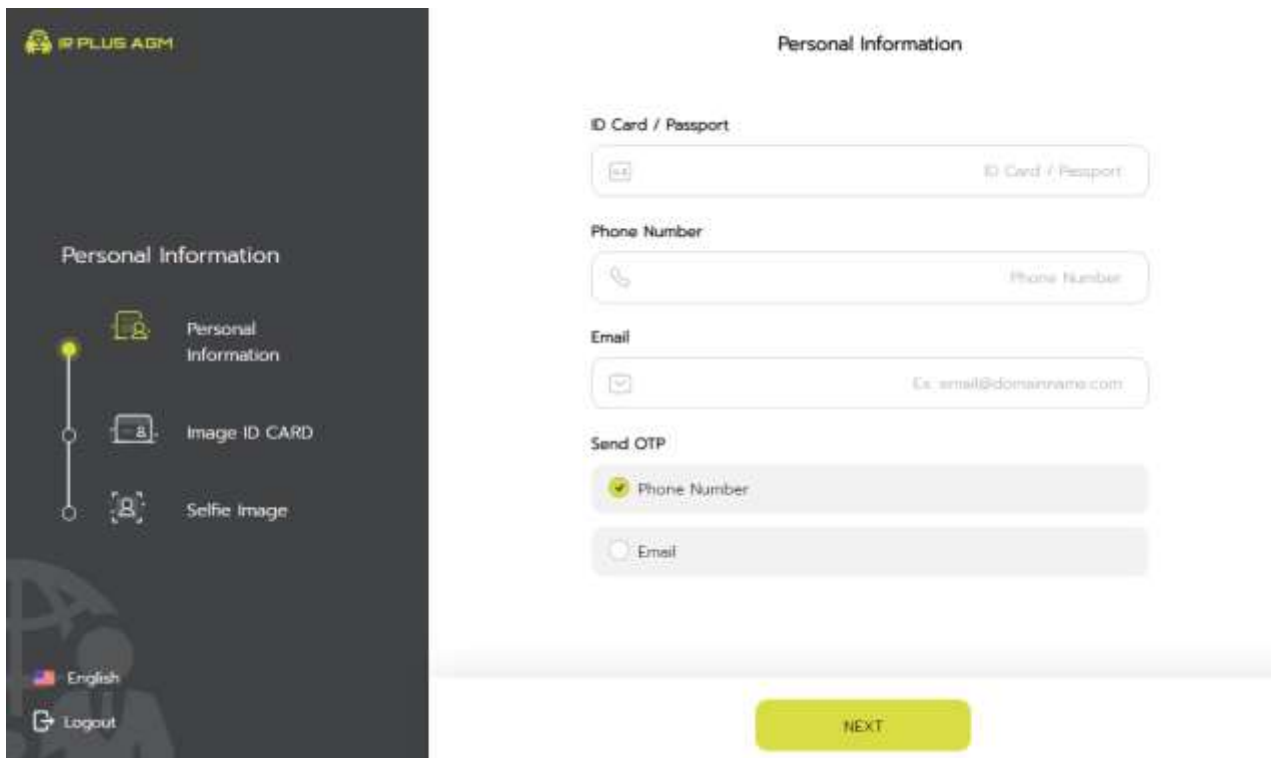


Picture 2: A screen of acceptance of term and conditions

3. After accepting the term and conditions, self-verification is the next stage.

3.1 Kindly fill up the personal information as displayed in the Picture 3.1.

- Kindly fill up the 13 digit of ID card or the passport number
- Kindly fill up the telephone number
- Kindly fill up the email address
- kindly select one of the channels to receive OTP via phone number or email

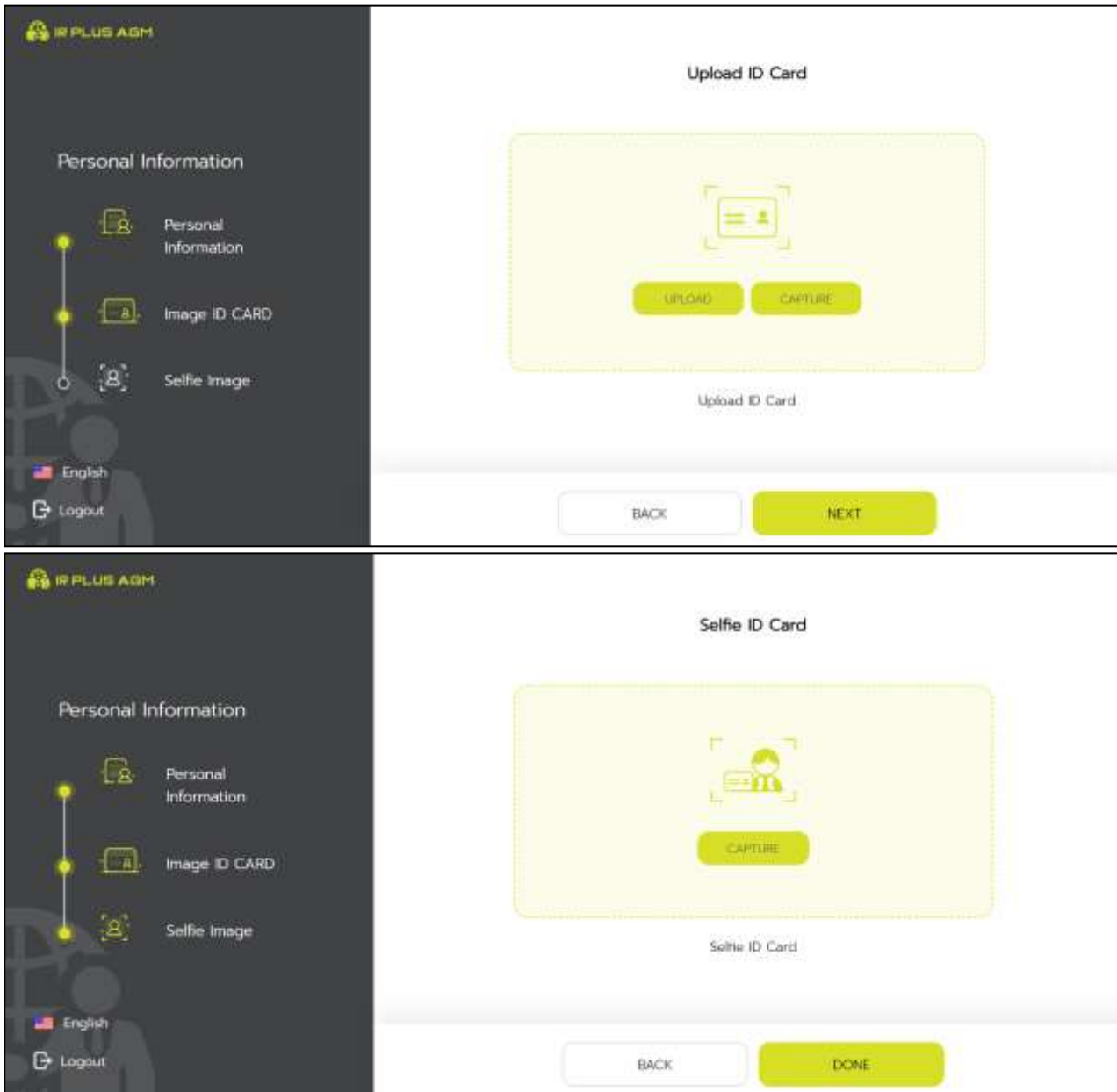


Picture 3.1: A screen of filling up the personal information

Note : In the event that the shareholder wants to change the device to access the system, the system will send OTP via mobile phone number to the shareholder to reconfirm and enter the original PIN Code that was previously set.

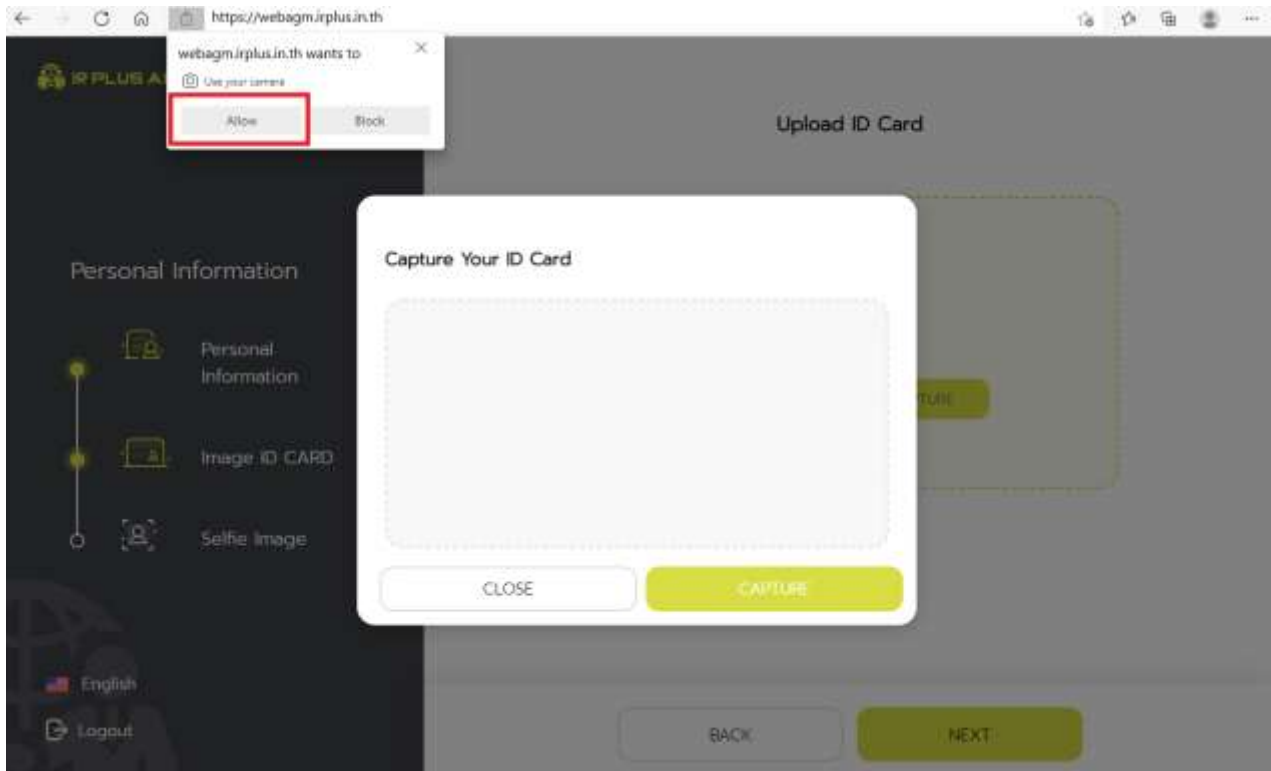
3.2 Kindly upload the picture of user for self-verification as displayed in the Picture 3.2.1.

- Kindly upload the picture of ID card
- Kindly upload the picture of shareholder holding the ID card



Picture 3.2.1: A screen of self-verification

Please press "Allow" to let the system access the camera, microphone and notifications on your device



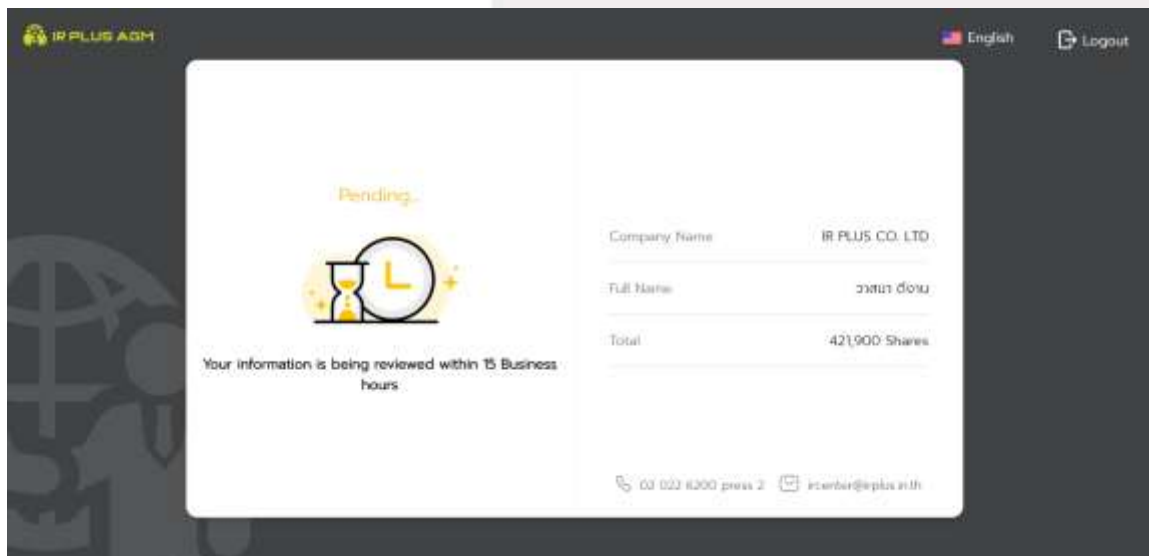
Once the self-verification is complete, the OTP will be sent to the user promptly for verification as displayed in the Picture 3.2.2



Picture 3.2.2 : A screen of the OTP verification

3.3. The status of verification shall consist of 3 statuses as follows.

1. Pending means the verification process is not yet complete.

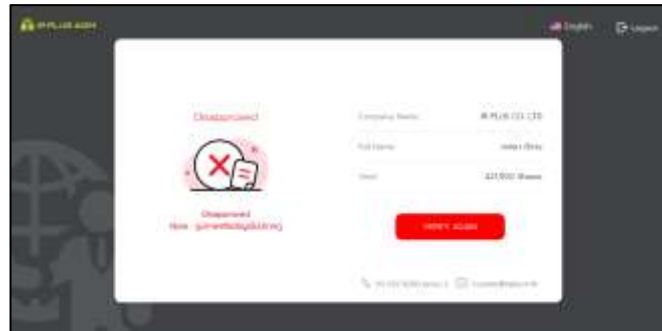


Once the self-verification is complete, the status will be pending. The system will transfer the information to the administrator for examination so that s/he will verify the user prior the online vote.

***In case of pending, the user is out of use this application.**

2. Disapproved means the verification process is failed.

- Once the administrator examines the self-verification of the user, s/he will inform the disapproved result to the user promptly with the notification stating that “Self-verification: Disapproved / together with the justification.



Self-verification : Disapproved / Remark: Clearer picture must upload.

In case of disapproved self-verification, the system will inform the cause and request to redo the self-verification. *** In case of disapproved, the user is out of use this application.**

3. Approve means self-verification is complete.

- Once the administrator examines the self-verification of the user, s/he will inform the approved result to the user promptly with the notification stating that “Self-verification: Approved.



Self-verification : Approved

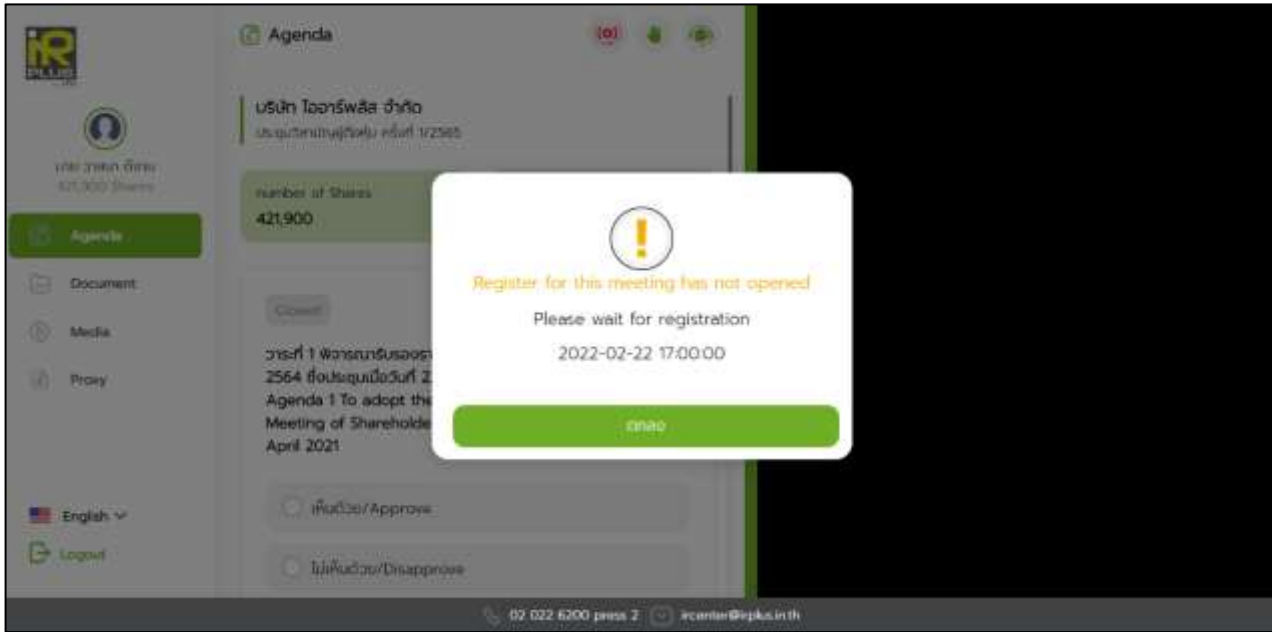
- Once the self-verification is complete, the user, for safety reason, will be directed to the pin code setup when using the application.



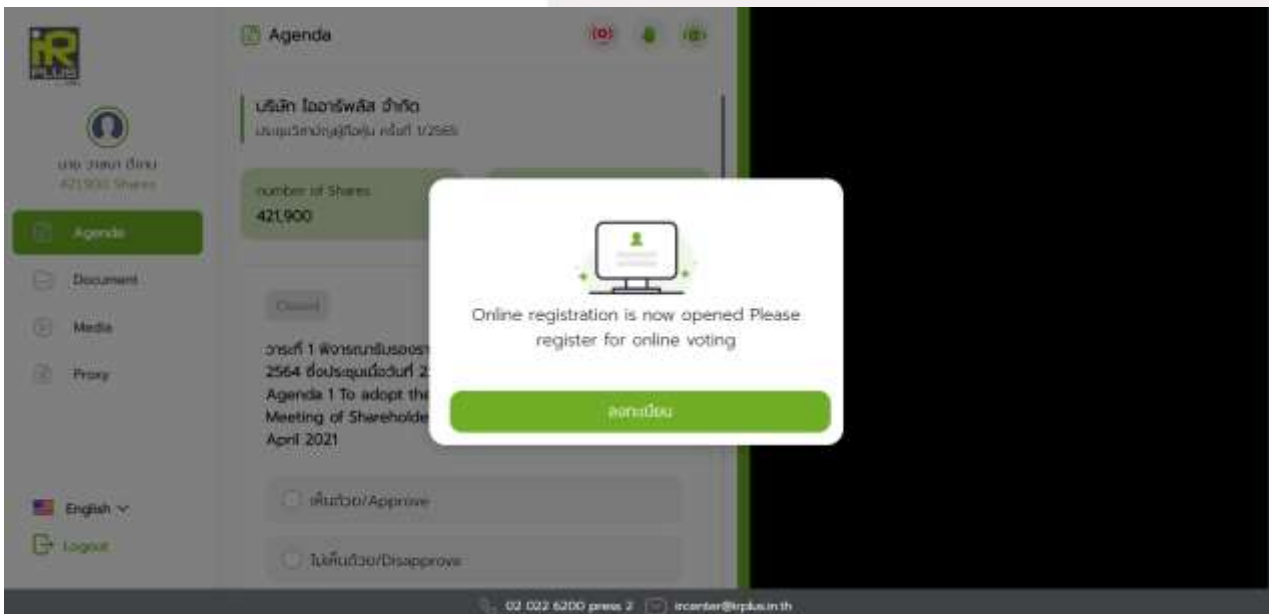
In case the user has approved the term and conditions but yet access the application at the date of the meeting, the user shall press the button to confirm his or her meeting attendance.



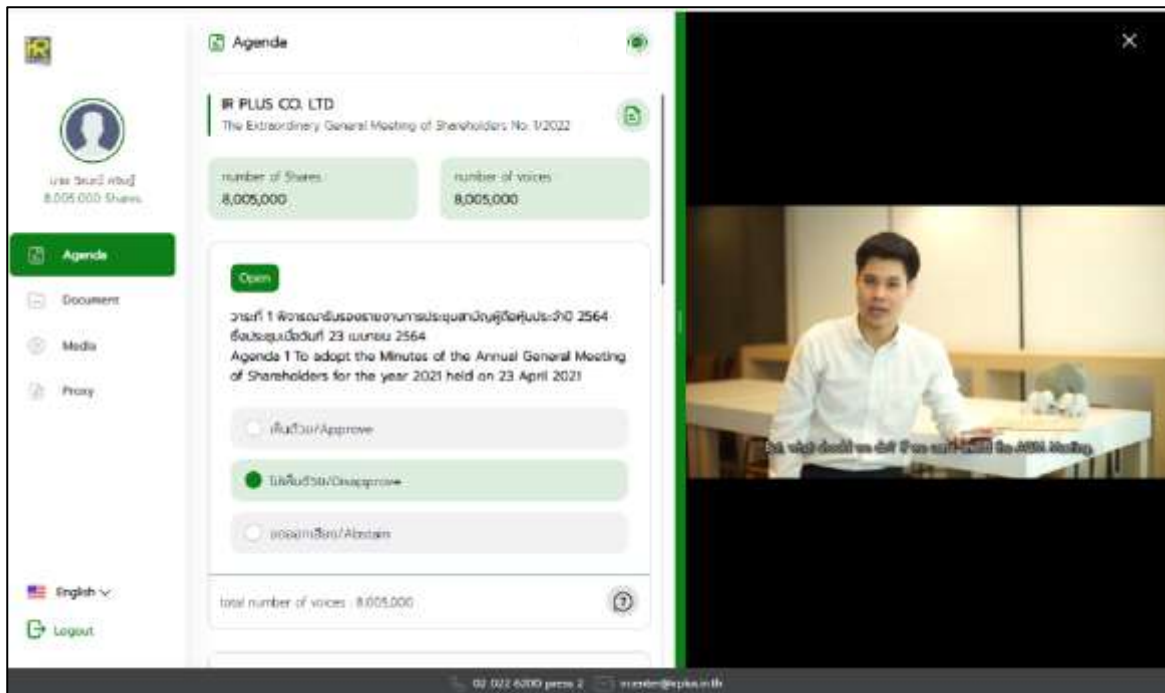
The registration time shall be notified prior the registration.



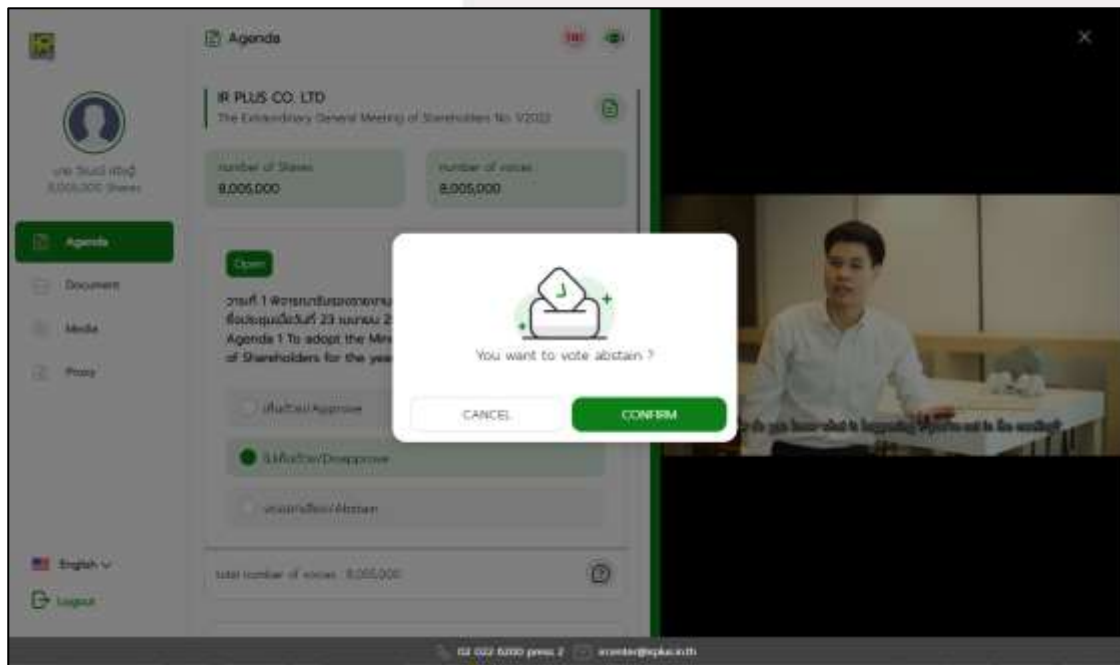
When the meeting begins, the notification shall be displayed so that the user can register for the meeting attendance.



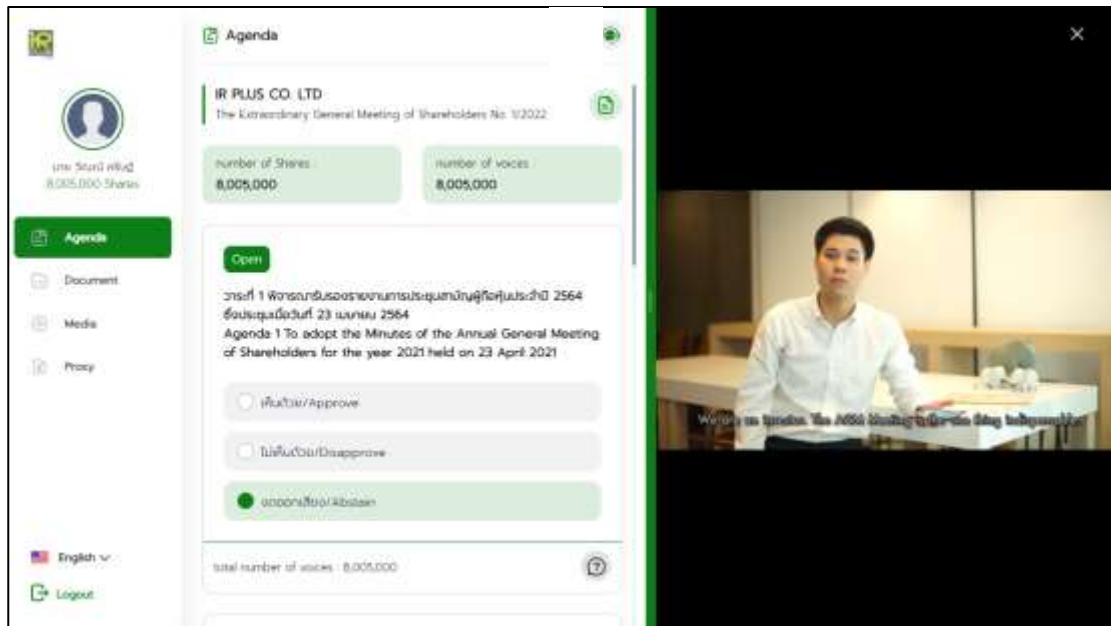
- Once the user registers, the user can vote online promptly under the basis of one man, one vote.



Once the vote is complete, the user shall confirm his/her vote. To confirm, the user may confirm either by press the button “confirm”. User may fix his/her vote as long as the voting session is closing.



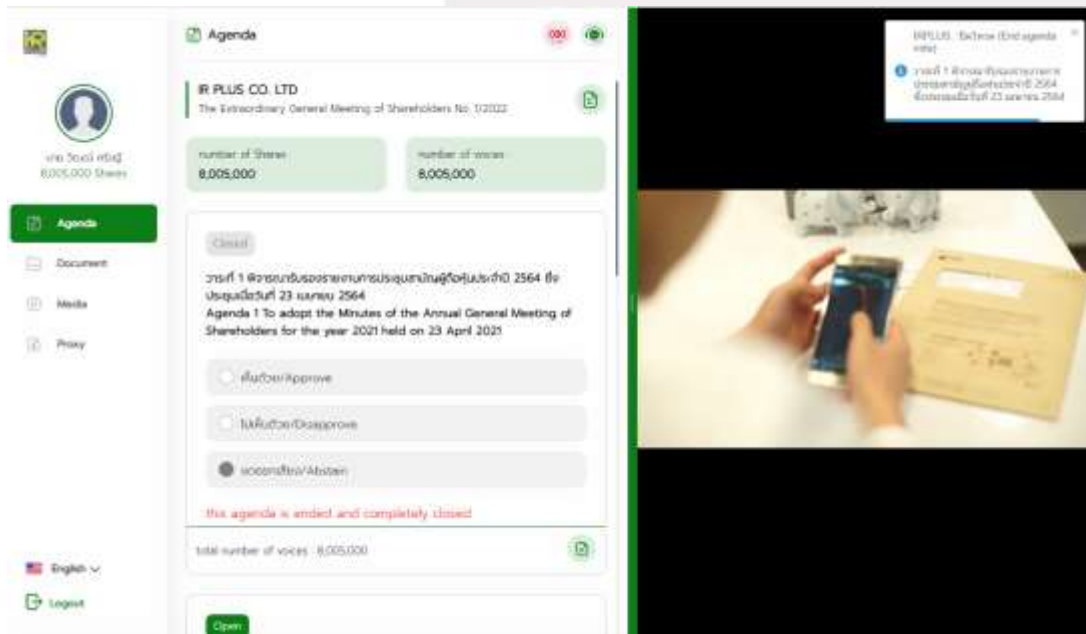
- Once the vote is made, it will be shown according to his/her choice.



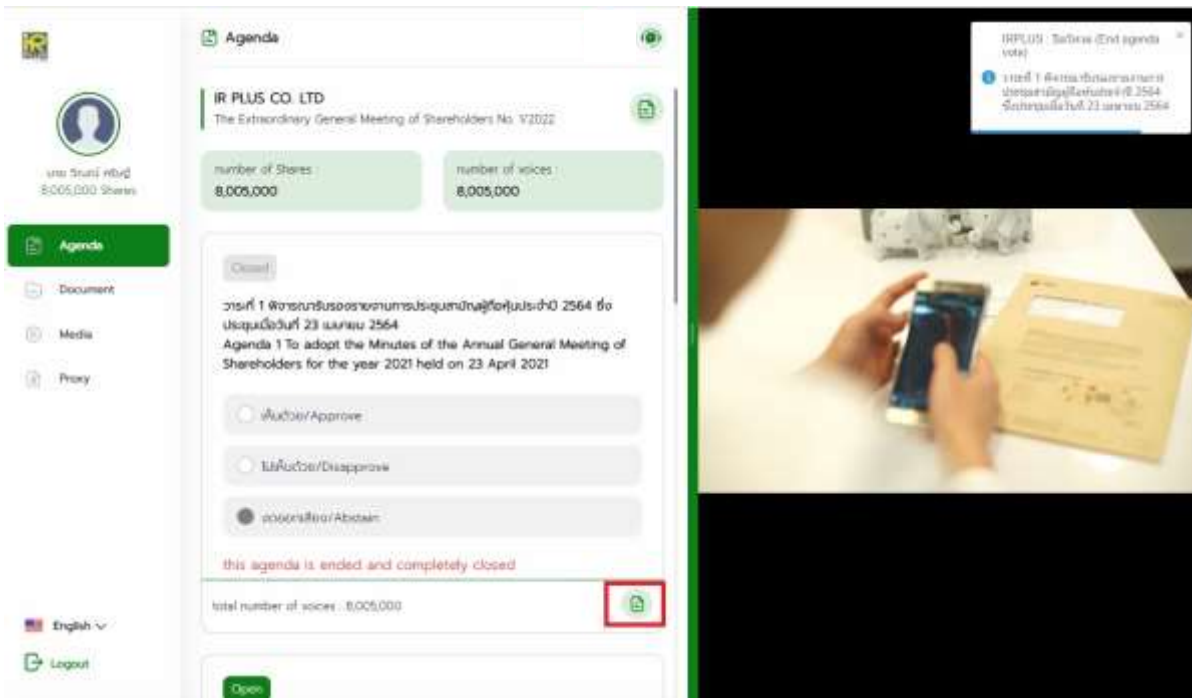
- When the voting reaches to the closing time, it shall be notified.

IR PLUS AGM IR : Vote closing for the Agenda 1 - Meeting

Once the vote is closing, the system will no longer allow the user to fix the vote.



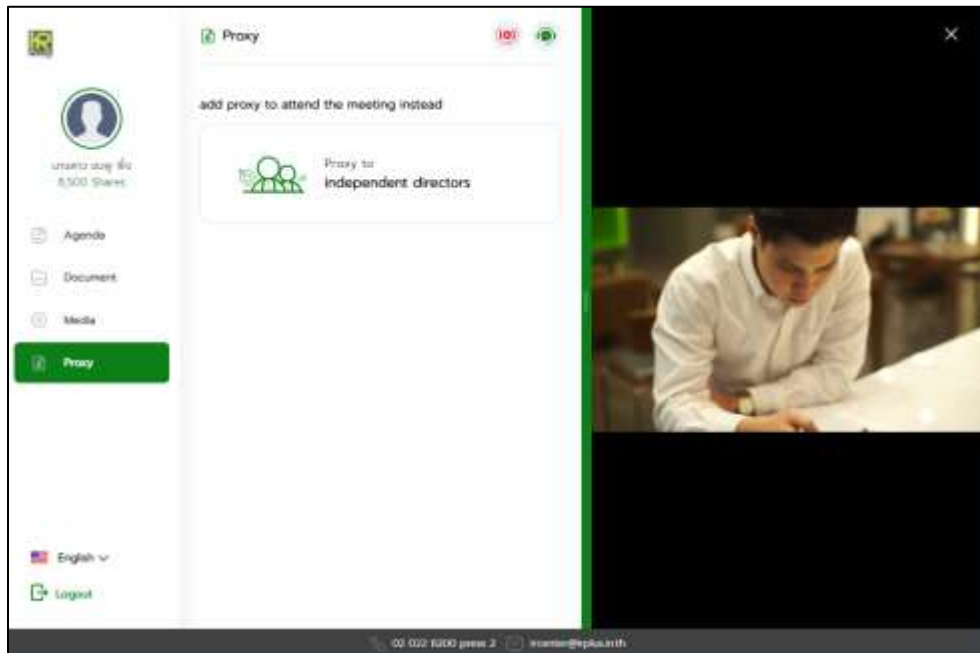
- Once the agenda is final, it shall be notified.



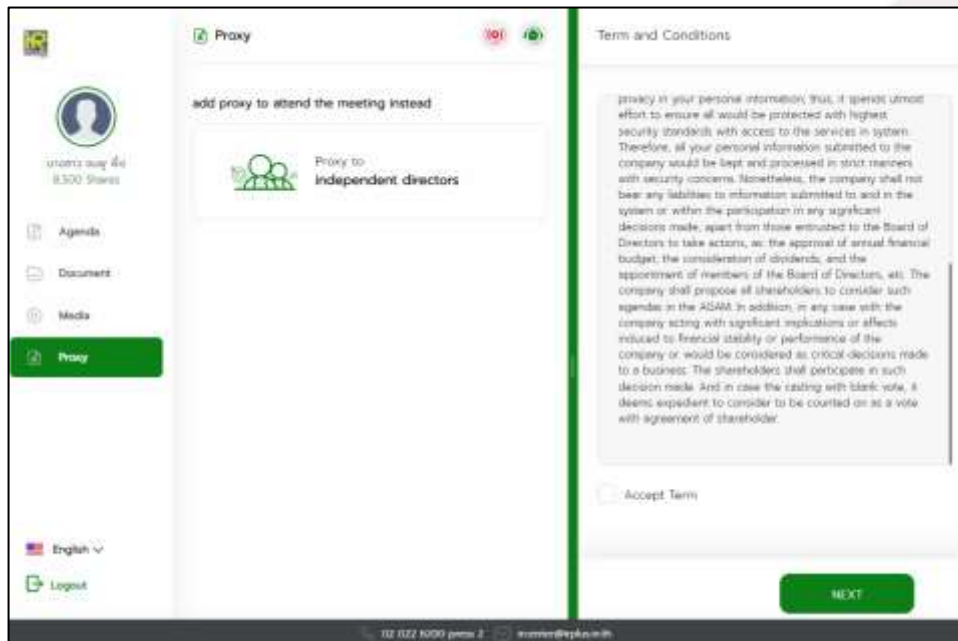
In case the shareholder would like to assign the right to his/her proxy

Right assignment may be made

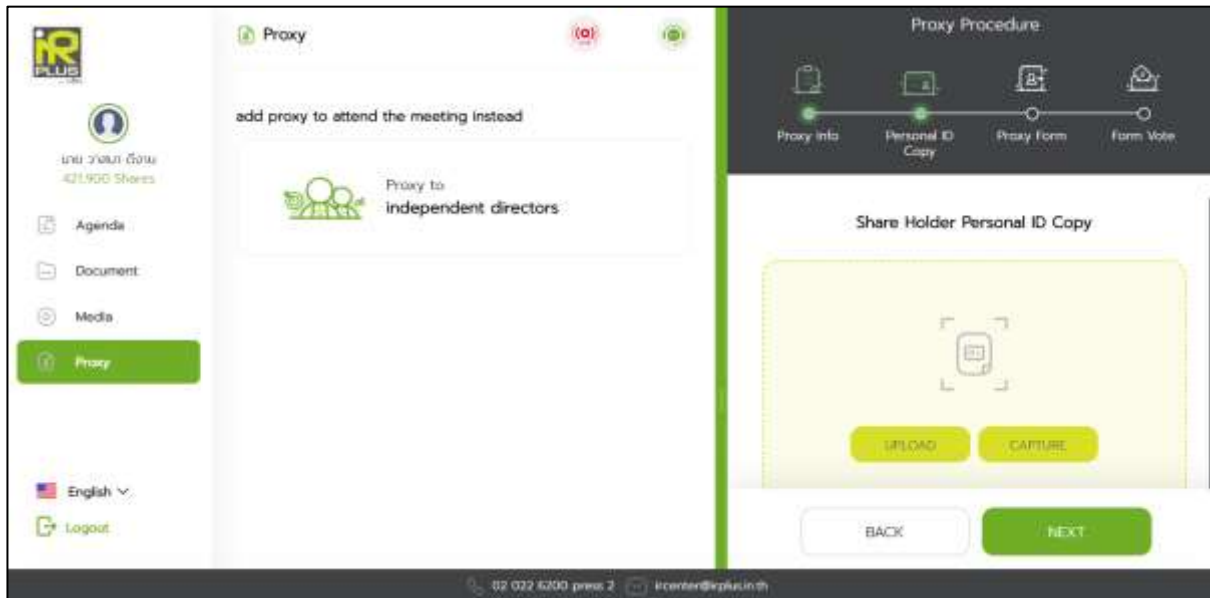
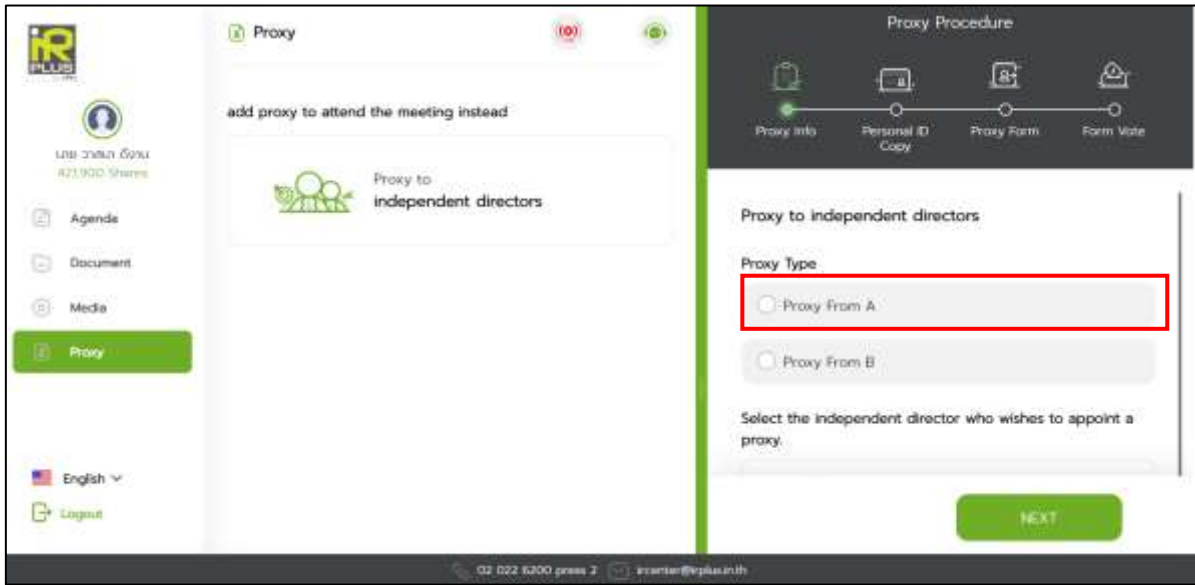
To the independent director: Form A. and Form B.



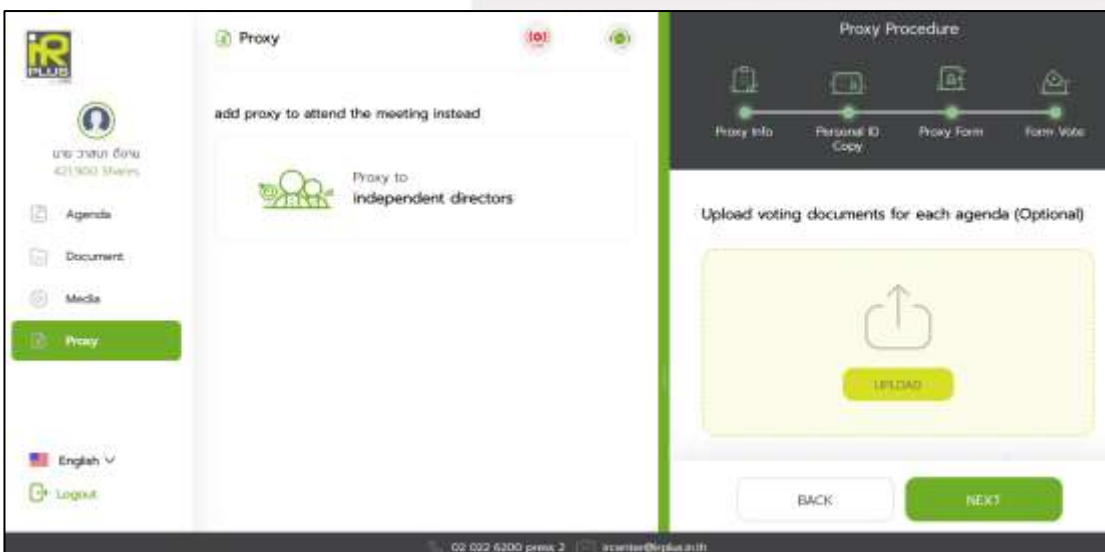
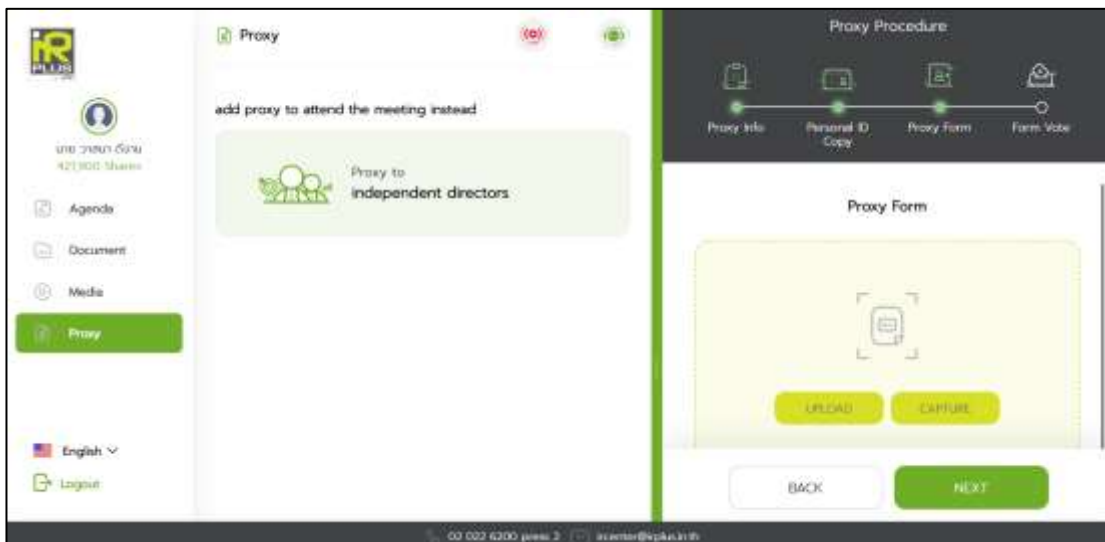
- Once the right is assigned to any kind as required, the user will be directed to term and conditions page.



Process of right assignment to the independent director by the use of Form Kor.



- Once the right assignment through Form Kor. is complete, the shareholder may press “Next” in order to confirm the right assignment with the pin code because Form Kor. is not required to upload the voting document.



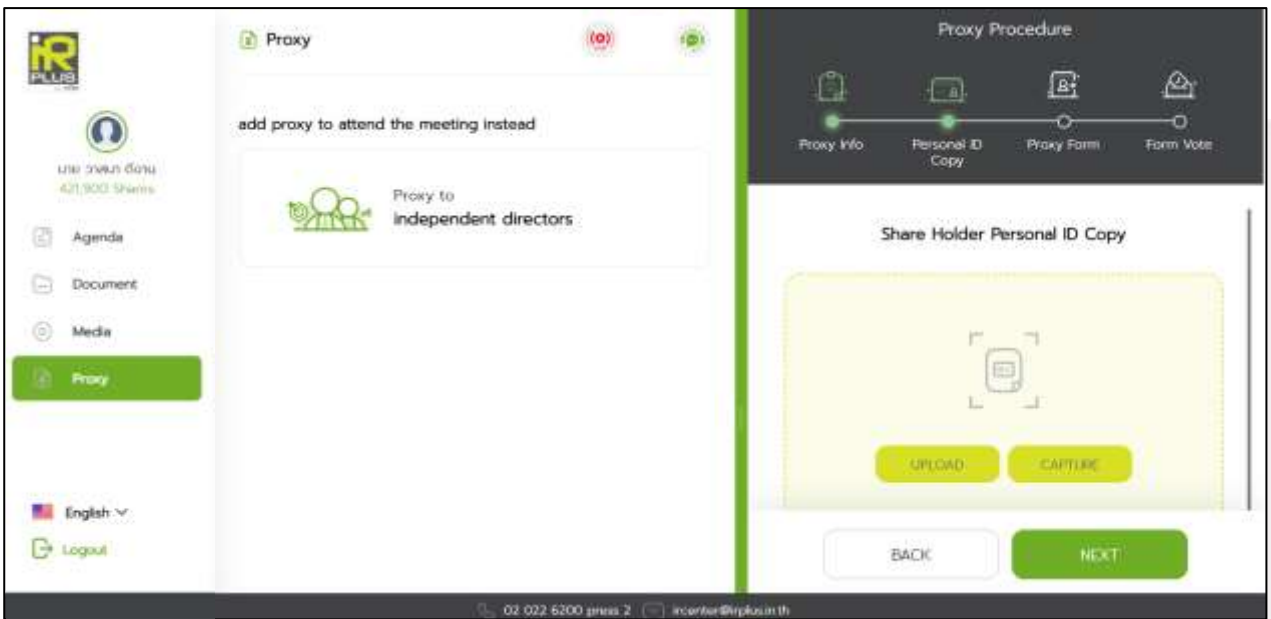
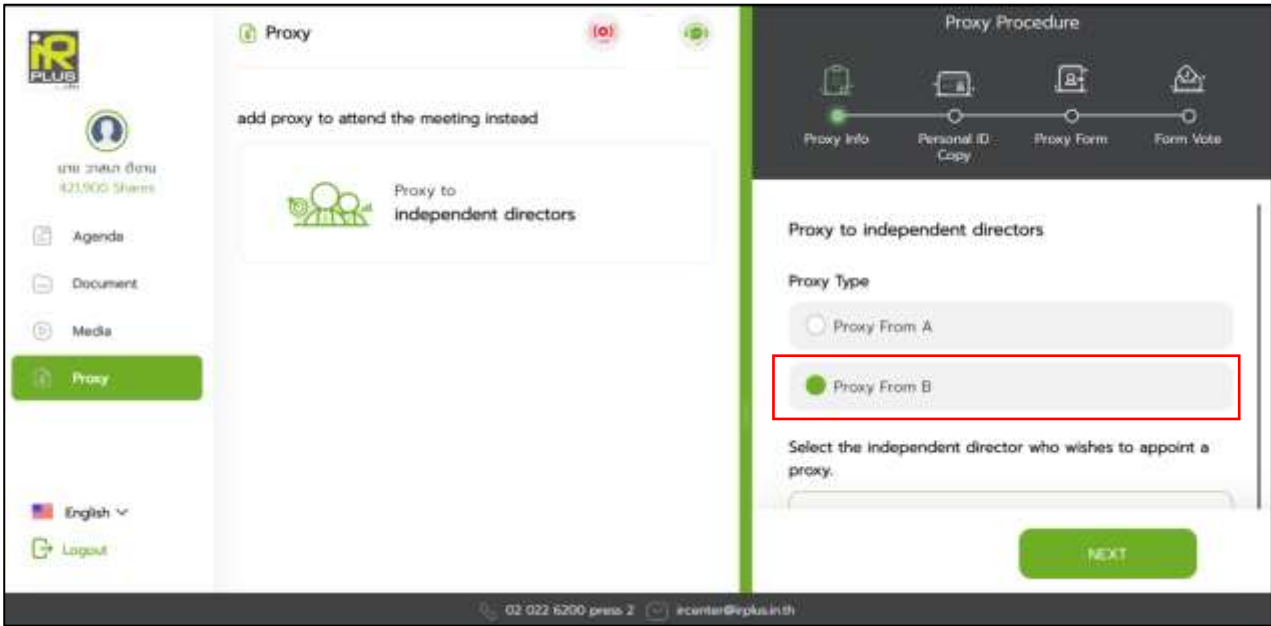
Enter PIN Code and press CONFIRM

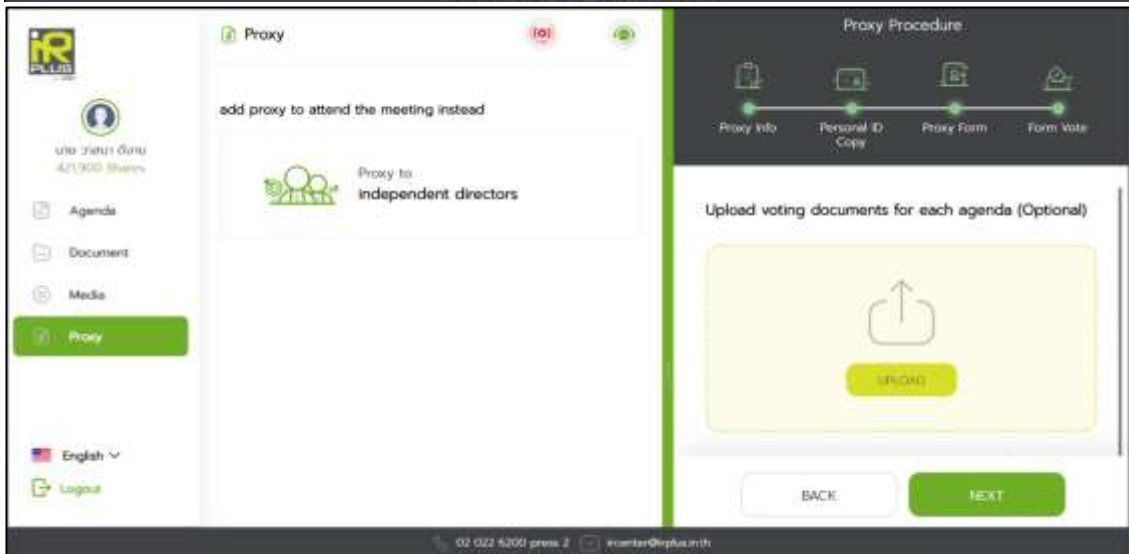
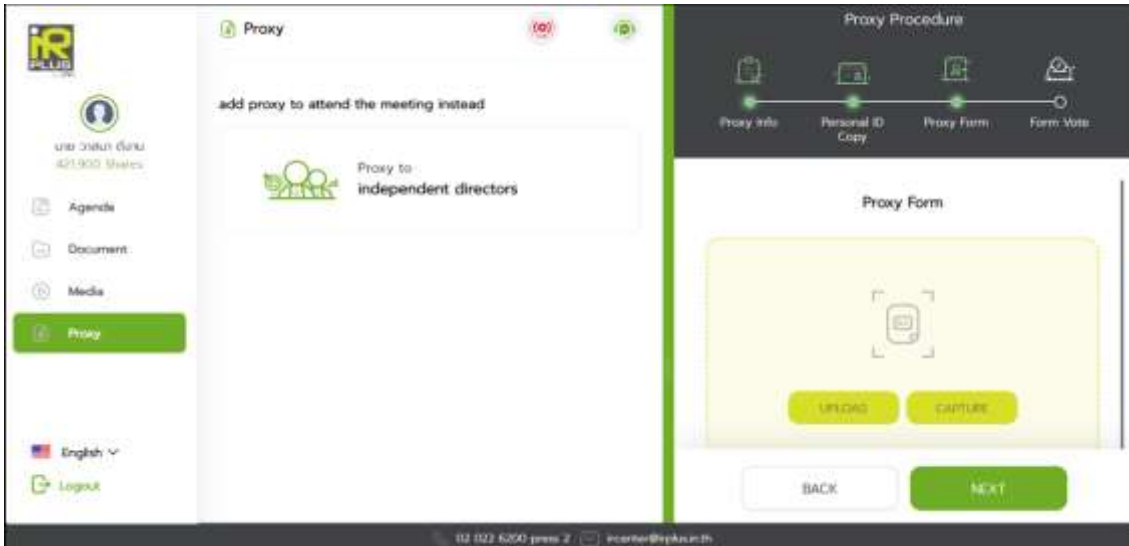


After that, wait for a review from the administrator.



- Process of right assignment to the independent director by the use of Form Khor.





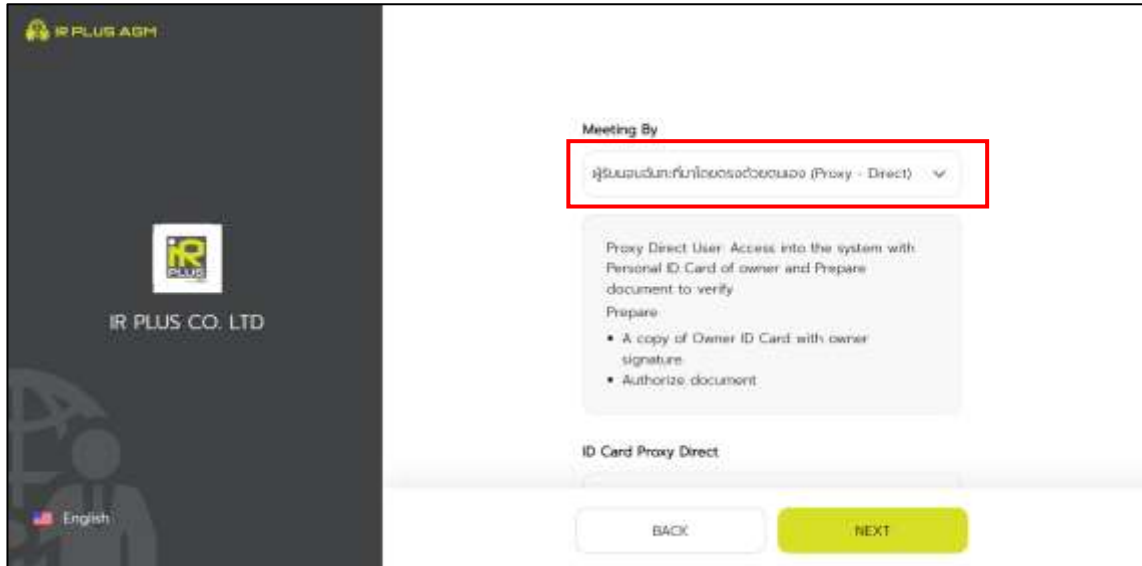
- After completing the process, the administrator shall examine. Meanwhile, there are 3 kinds of statuses during the examination: Pending; Disapproved; Approved both in Form Kor. and Form Khor. When the process of examination is pending, the shareholder may revoke the right assignment anytime.



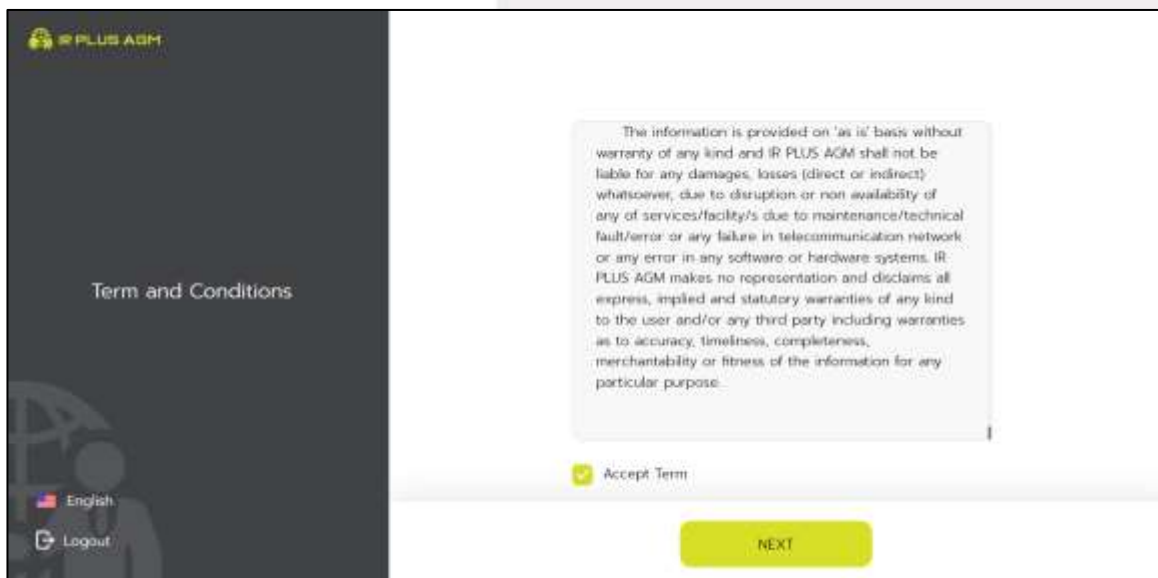


Category 2 : Login by the Direct Proxy from Holder

1. The direct proxy can login via the shareholder's ID card. Prior to that, the user shall select the company to participate in the E-AGM.



2. Term and conditions to participate in the E-AGM, once the user acknowledges the term and conditions, the user shall accept and go the next page.



- Below is the process of self-verification of the direct proxy.

IR PLUS AGM

Proxy Info

Proxy From:

Total Shares:

Proxy Type

Proxy From A

Proxy From B

Name Title

First Name

Last Name

Mobile Number

Email

Send OTP

Phone Number

Email

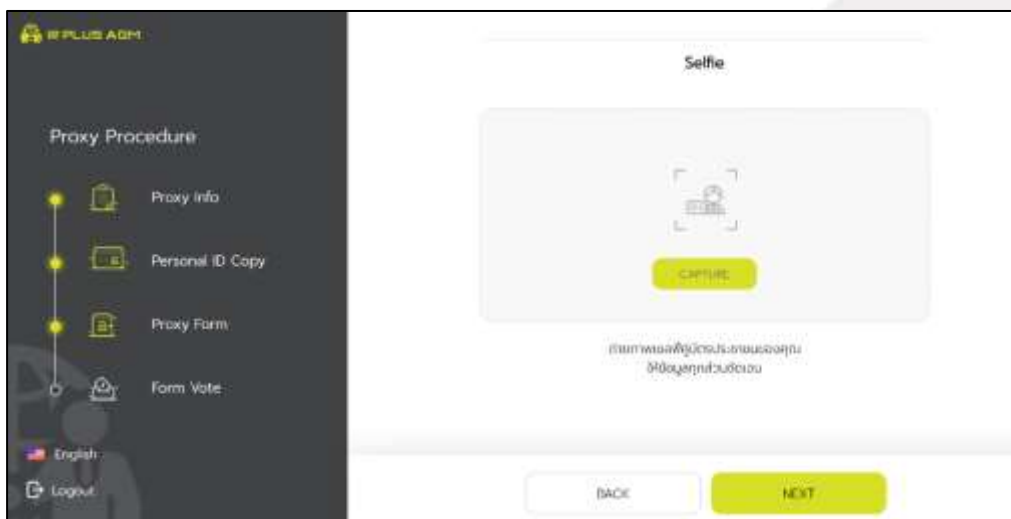
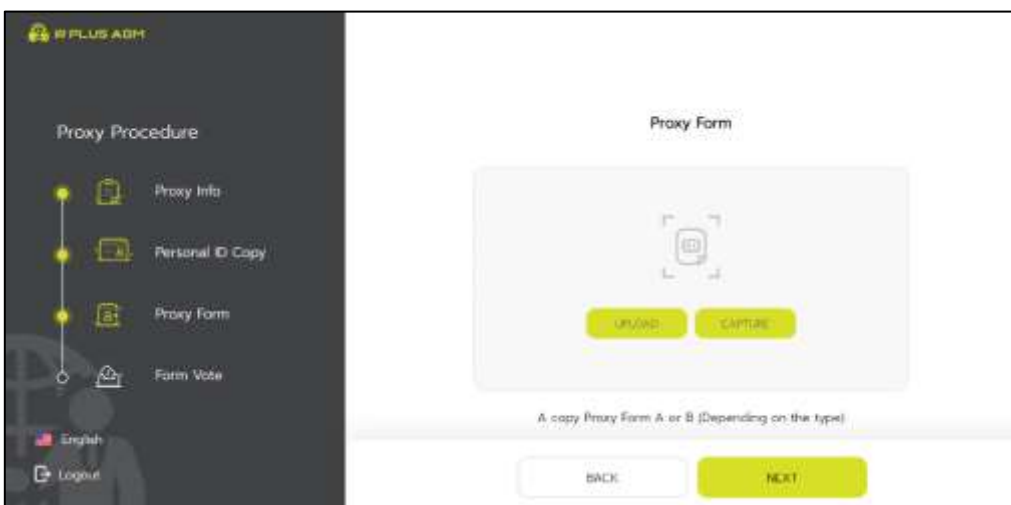
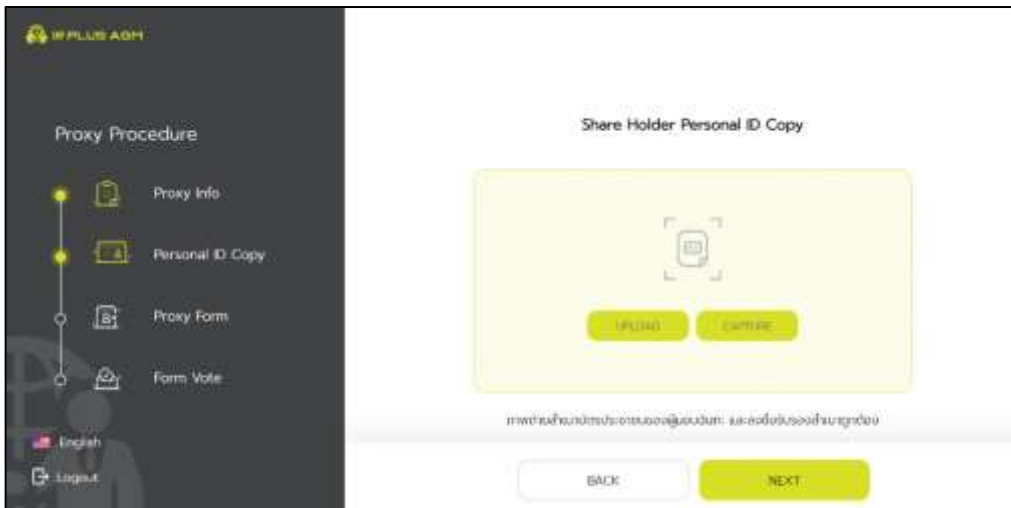
Proxy Procedure

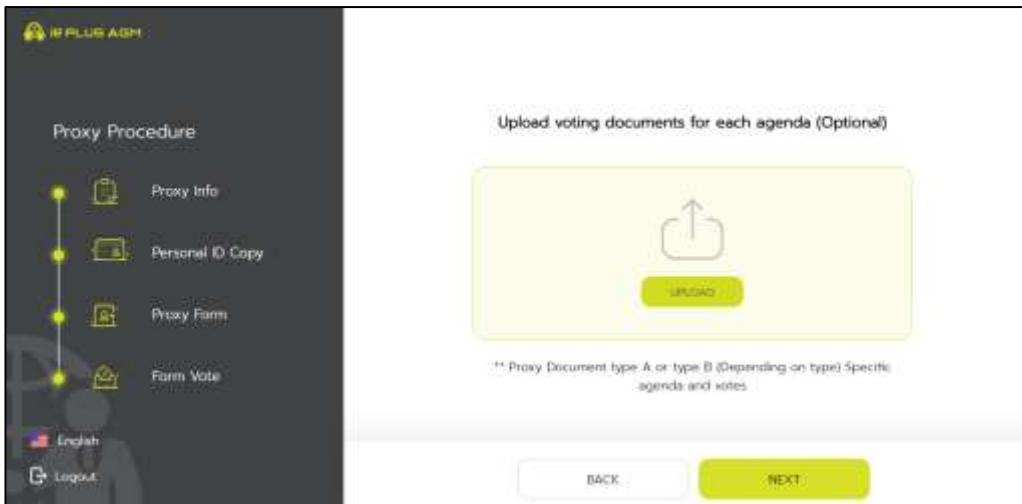
- Proxy Info
- Personal ID Copy
- Proxy Form
- Form Vote

English

Logout

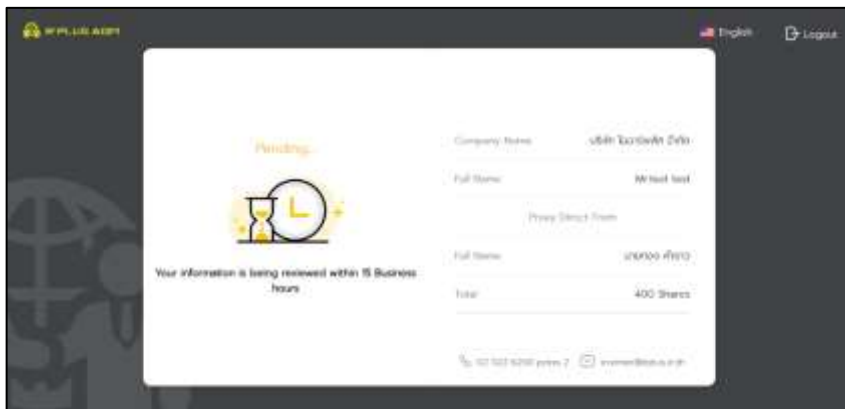
NEXT





- The status of verification shall consist of 3 statuses as follows.

1. Pending means the verification process is not yet complete.

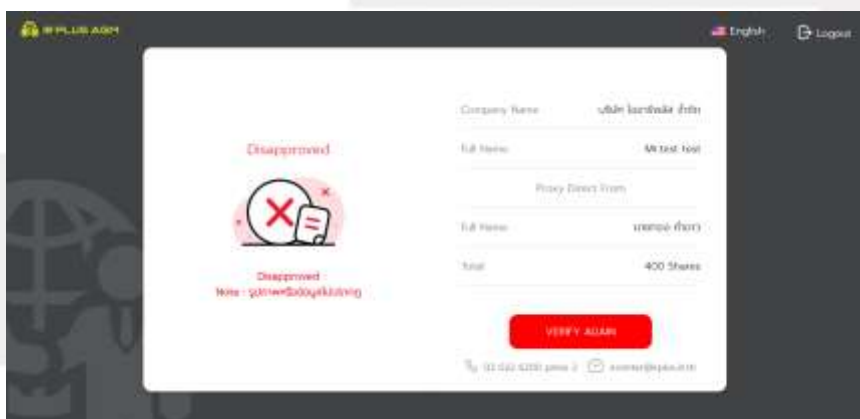


Once the self-verification is complete, the status will be pending. The system will transfer the information to the administrator for examination so that s/he will verify the user prior the online vote.

***In case of pending, the user is out of use this application.**

2. Disapproved means the verification process is failed.

- Once the administrator examines the self-verification of the user, s/he will inform the disapproved result to the user promptly with the notification stating that “Self-verification: Disapproved / together with the justification.

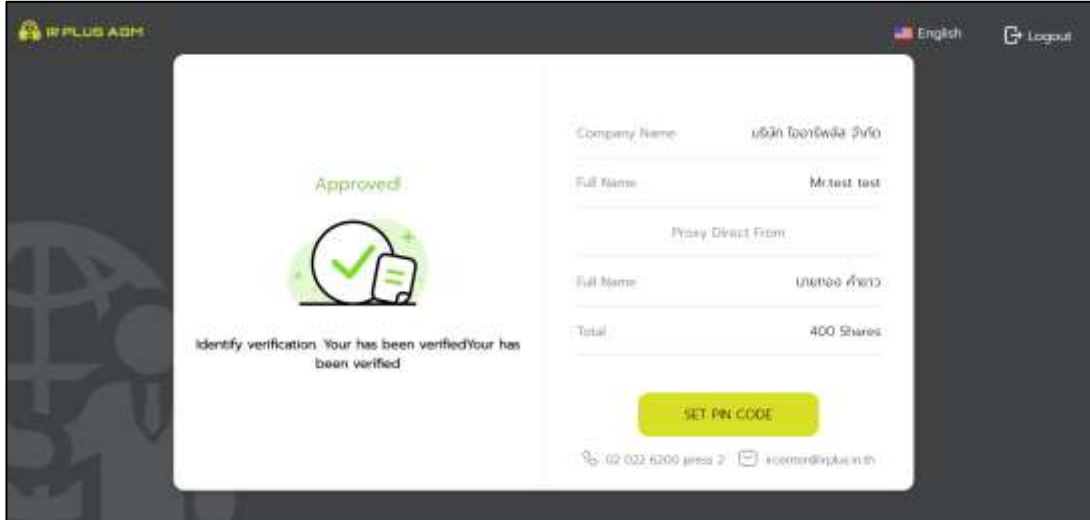


Self-verification : Disapproved / Remark: Clearer picture must upload.

In case of disapproved self-verification, the system will inform the cause and request to redo the self-verification. *** In case of disapproved, the user is out of use this application.**

3. Approve means self-verification is complete.

- Once the administrator examines the self-verification of the user, s/he will inform the approved result to the user promptly with the notification stating that “Self-verification: Approved.



Self-verification : Approved

- Once the self-verification is complete, the user, for safety reason, will be directed to the pin code setup when using the application.

Once the OTP is verified, the user, for safety reason, shall set up the pin code when using the application.



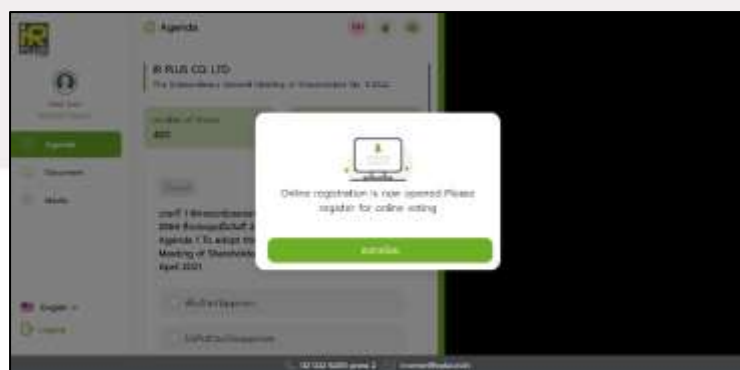
In case the user has approved the term and conditions but yet access the application at the date of the meeting, the user shall press the button to confirm his or her meeting attendance.



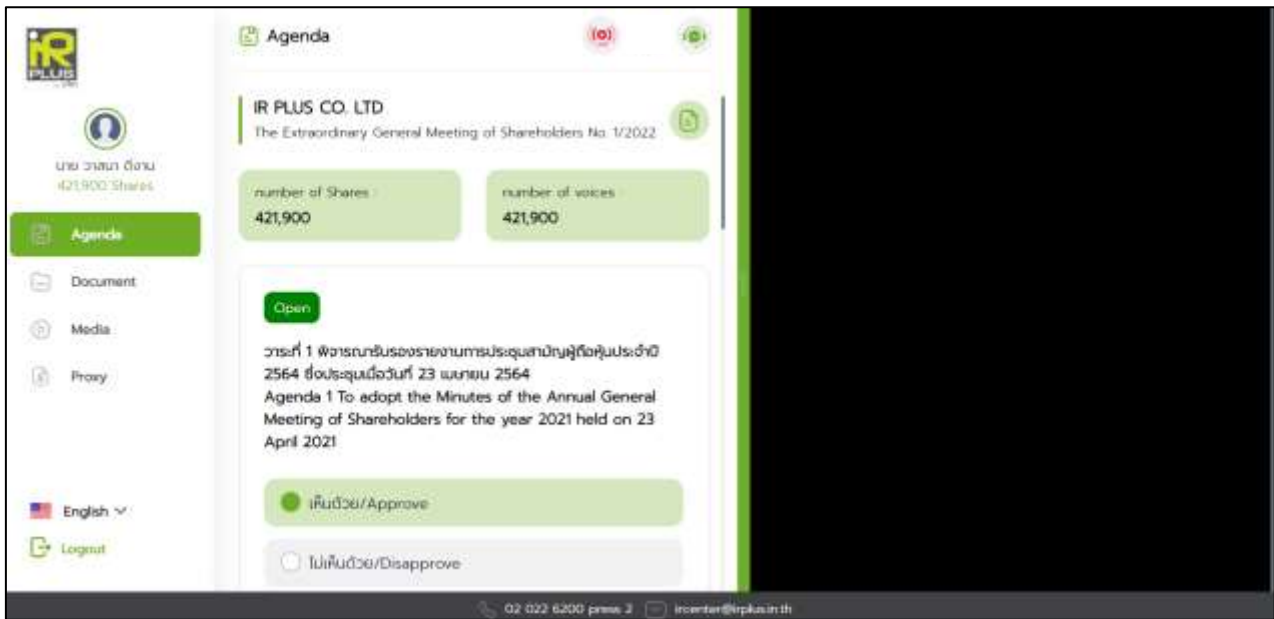
The registration time shall be notified prior the registration.



When the meeting begins, the notification shall be displayed so that the user can register for the meeting attendance.



- Once the user registers, the user can vote online promptly under the basis of one man, one vote.

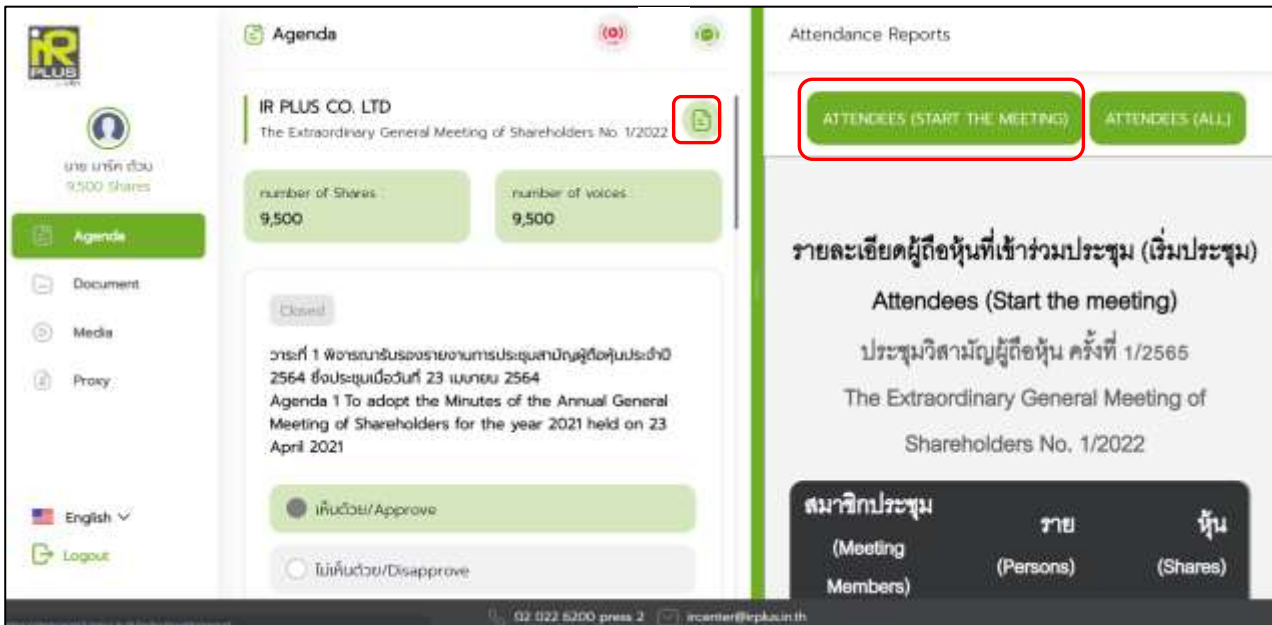


Usage Menu of Mobile Application

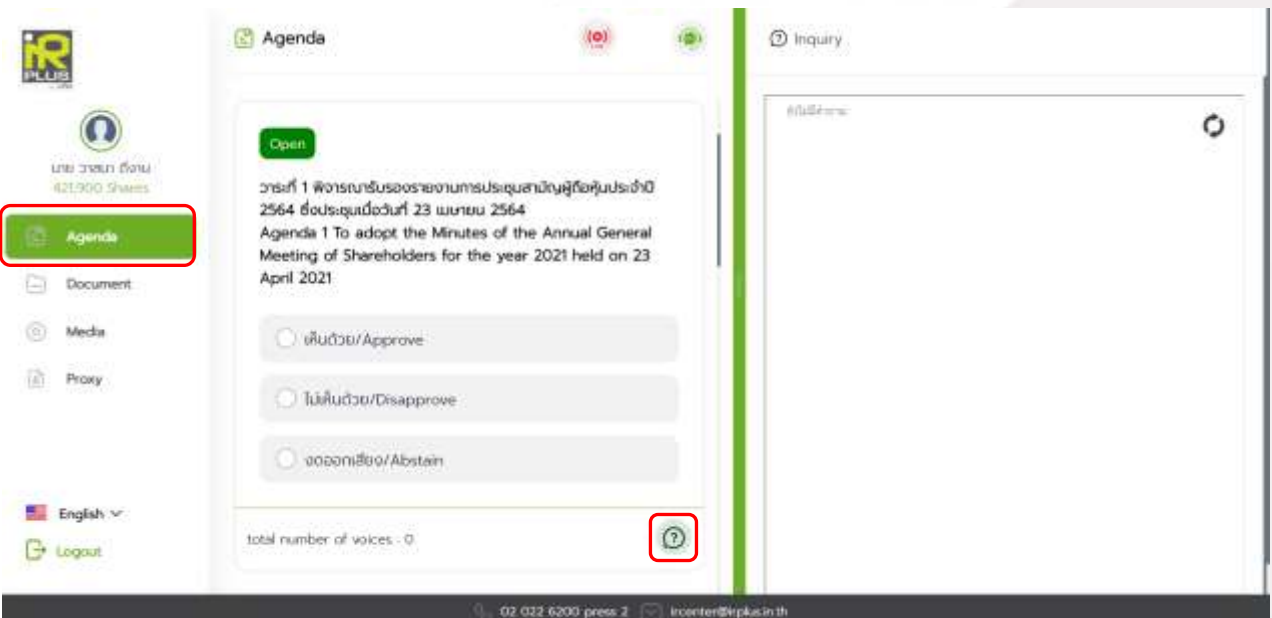
*Remark : The usage menu of mobile application shall be reserved only for those who is successfully self-verified.

1. Agenda menu

- Summary of participants

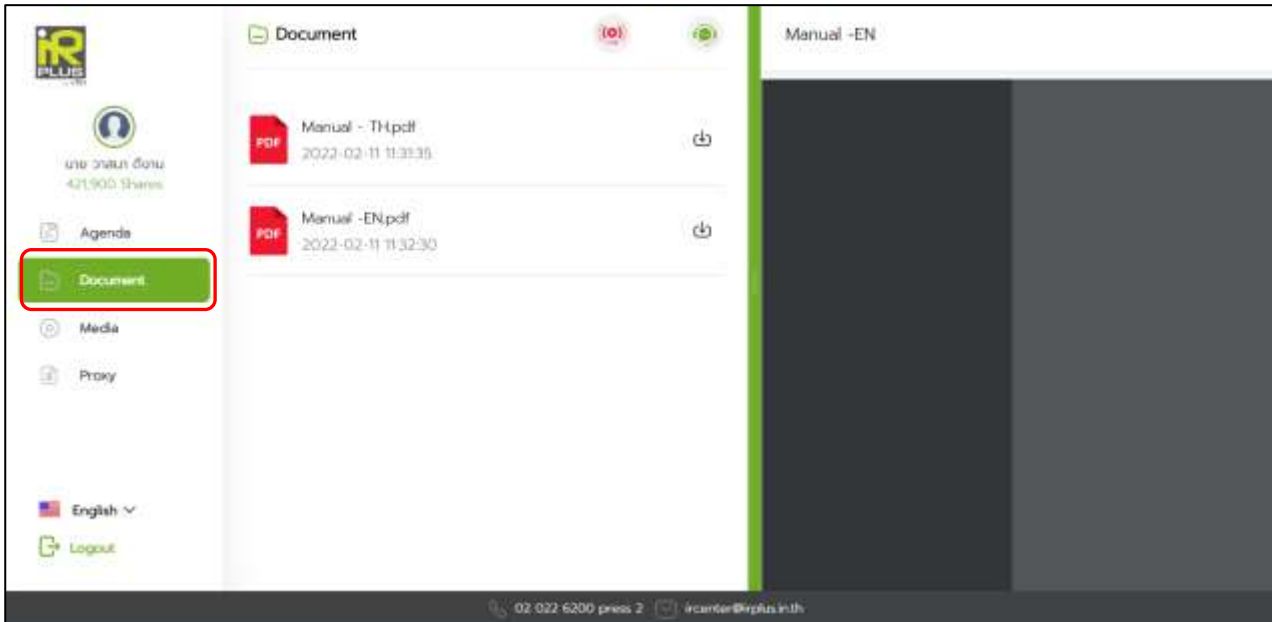


- Question to be asked regarding the agenda



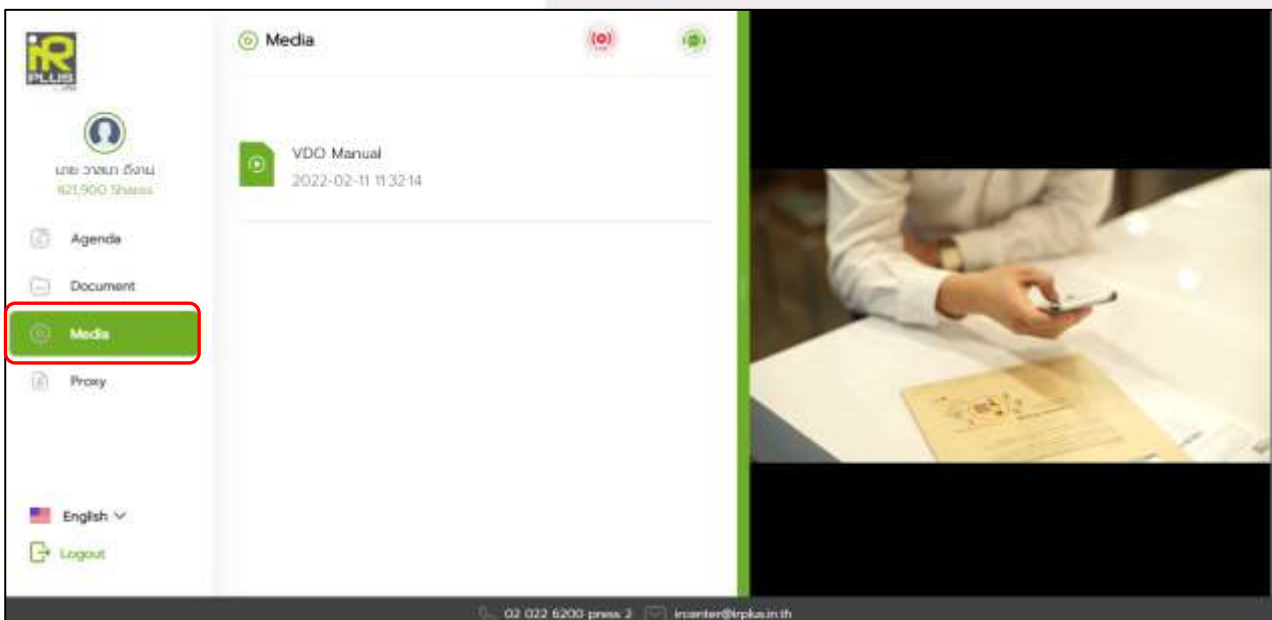
2. Document menu

- For the user to study during the meeting



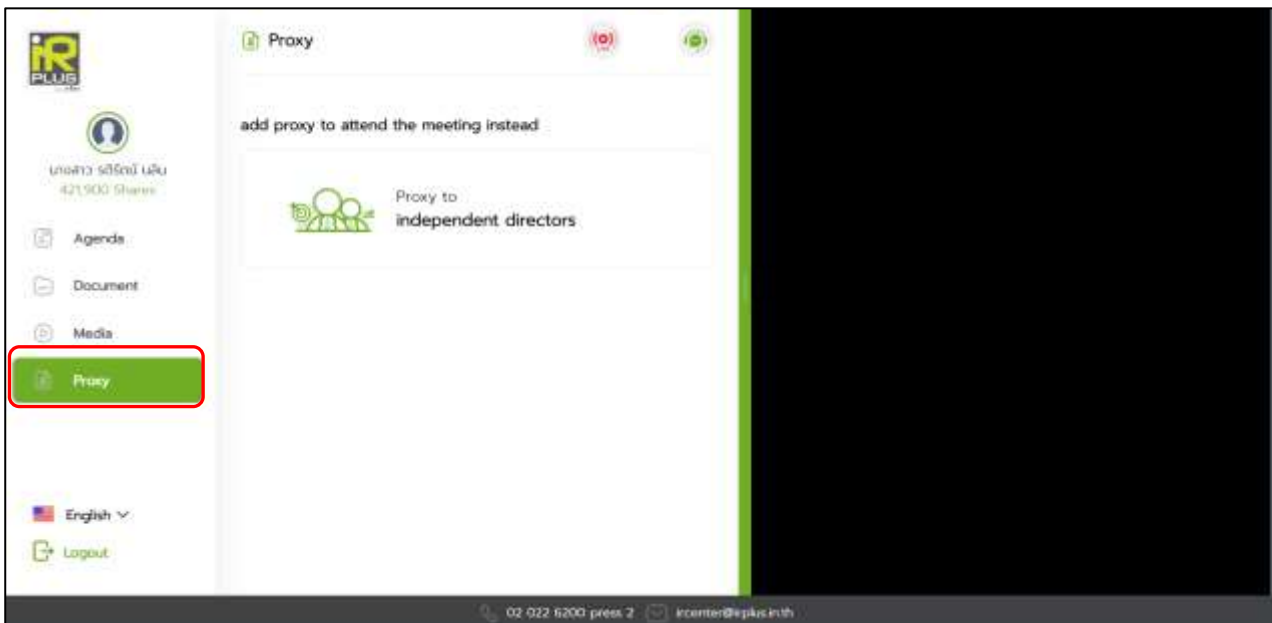
3. Media menu

- For the user to play the VDO related to the meeting



4. Proxy menu

- In the case of proxy appointment, those who are only the Shareholder can be entitled to use this menu.



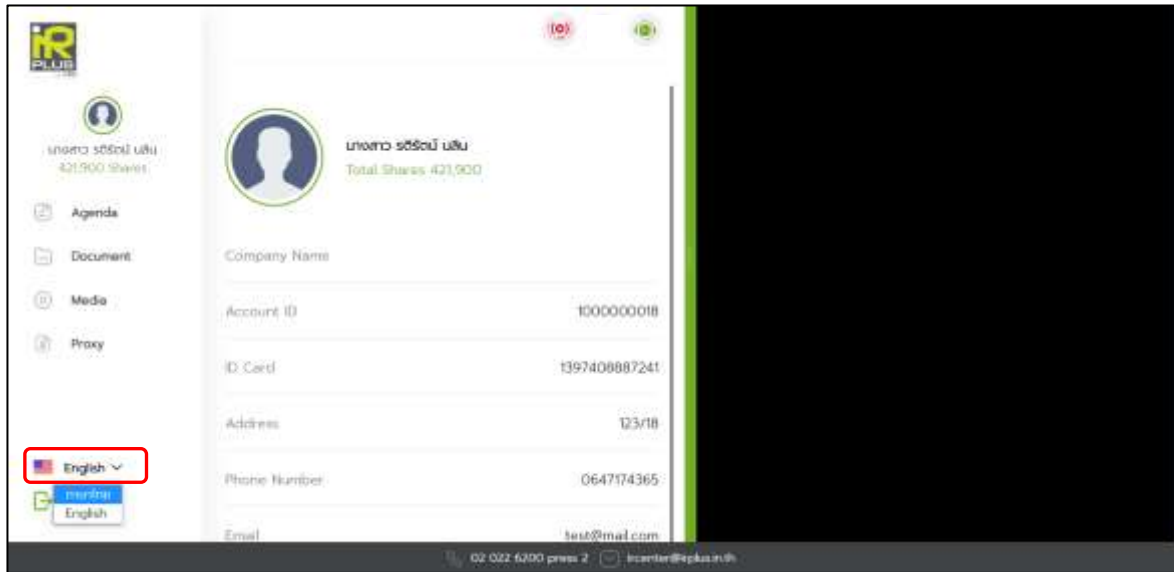
5. Profile menu

- Personal information of the user



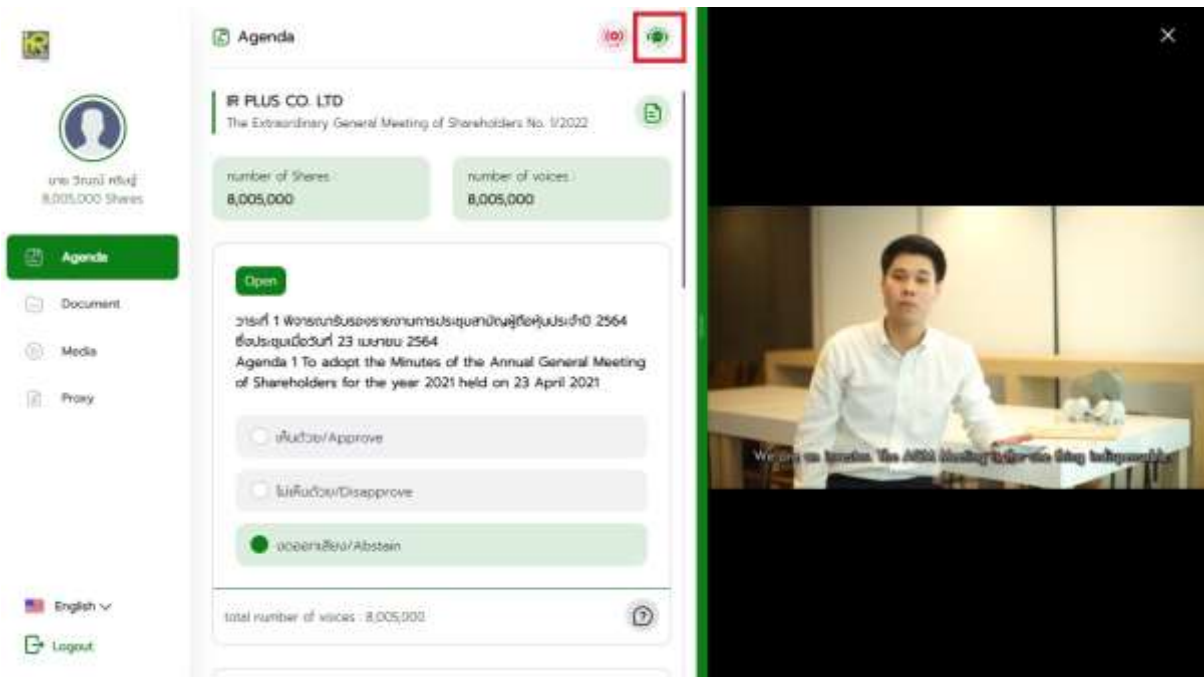
6. Setup menu

- This menu aims to change the language or to exit the application.

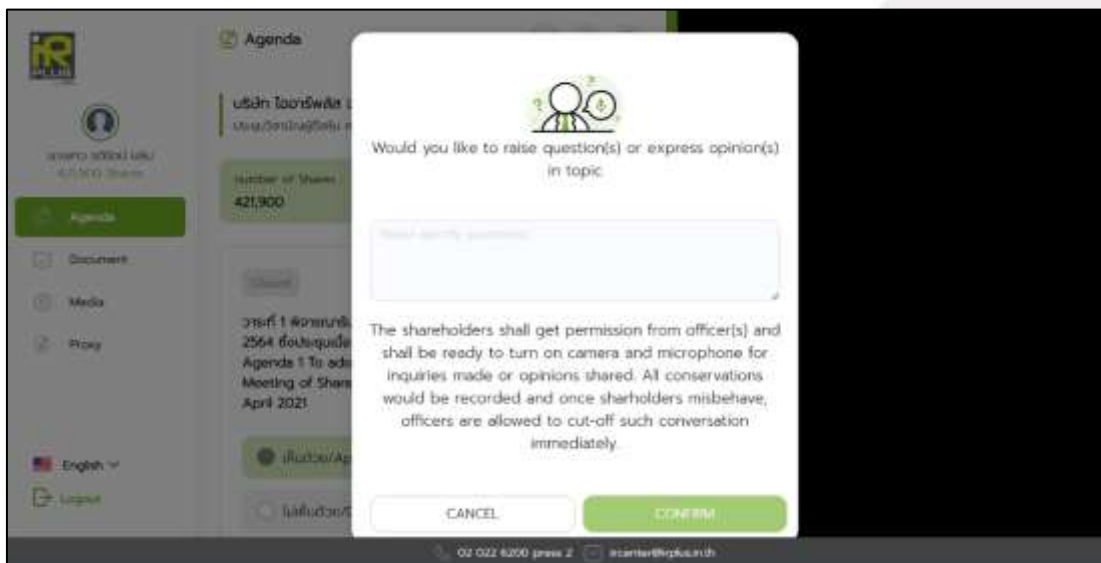


7. Enquiry or comment during the meeting menu

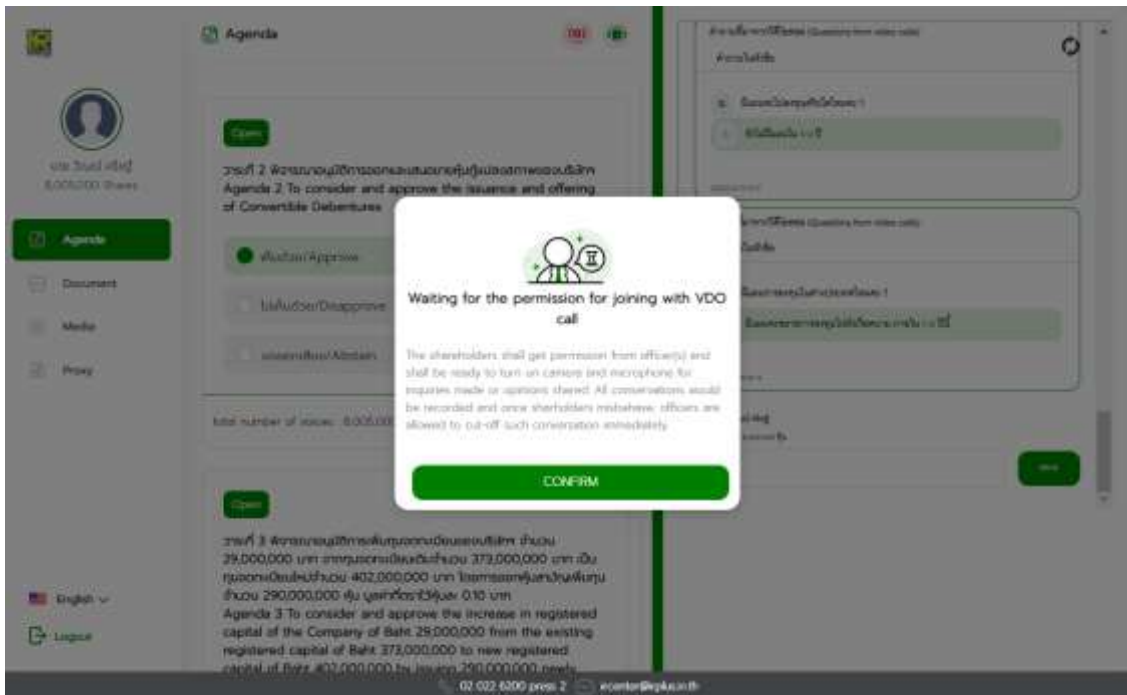
7.1 How to comment or raise the question to the Committee during the meeting through a VDO call. The user may request to do so via this menu of the Web application.



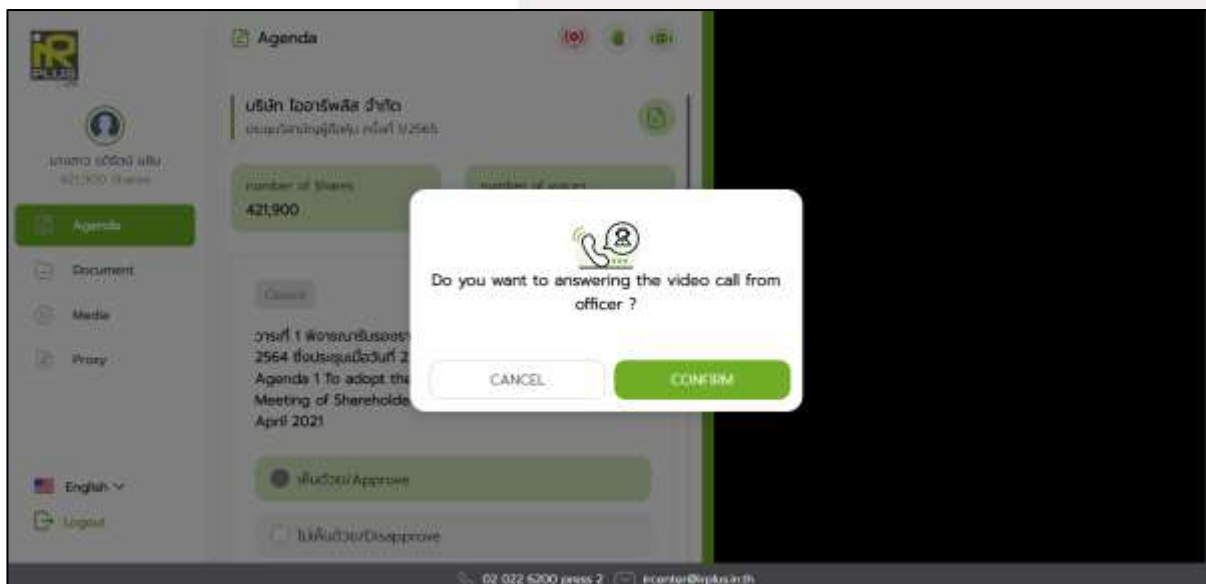
Once the user selects the comment menu during the meeting, confirmation is prerequisite. After confirmation, the administrator will manage the queue for the user to ask or to comment.



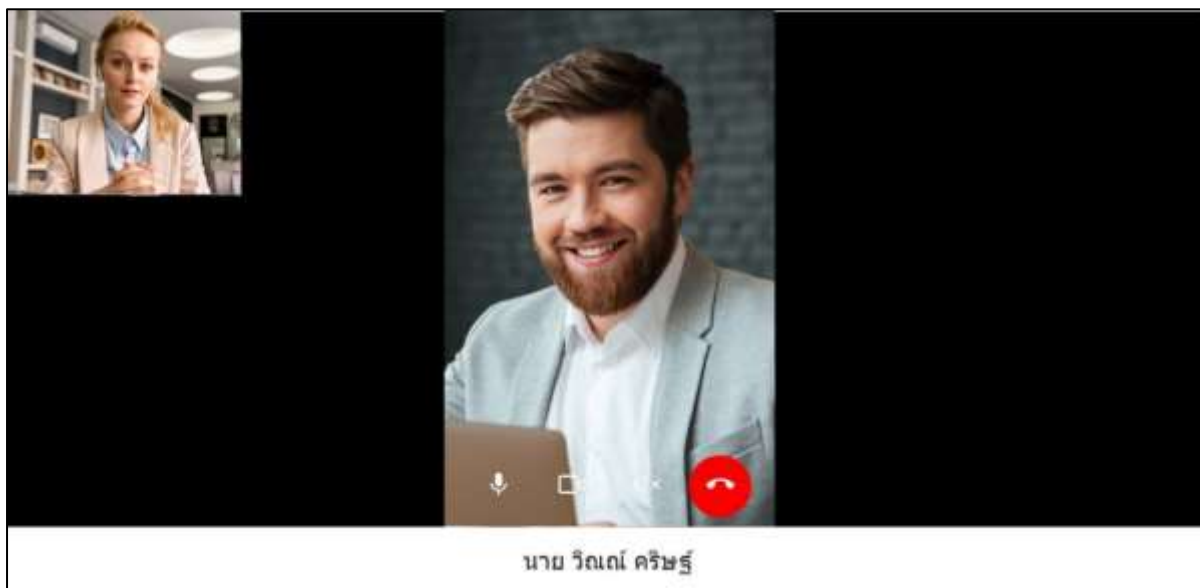
- When the user requests to ask the question via a VDO call, the administrator shall examine such request and contact the user accordingly.



Once the user is verified from examination, the administrator shall contact the user asking to confirm the VDO call participation and pressing the “confirm” button to participate.



- Once the user confirms to participate the VDO call participation, the VDO call function, as well as the camera, will be operated. The administrator shall follow up with the user and put on hold prior to switch the camera to the Committee for further comment and question.



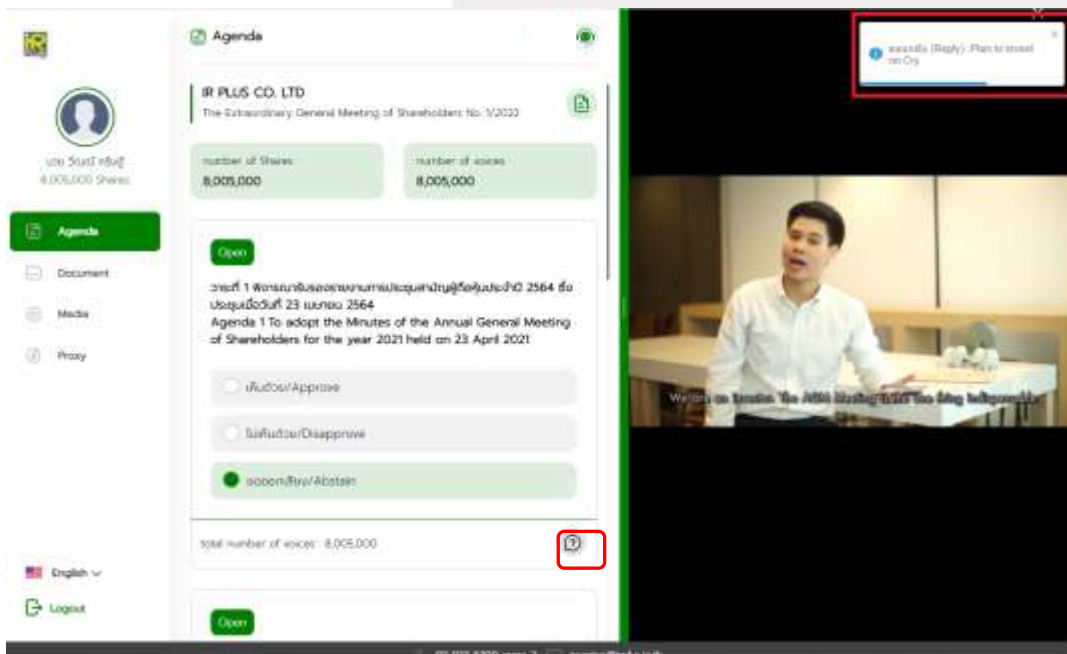
- Once the administrator finishes running the test, s/he shall switch the camera to the Committee so that the enquiry or comment can be raised by the user.



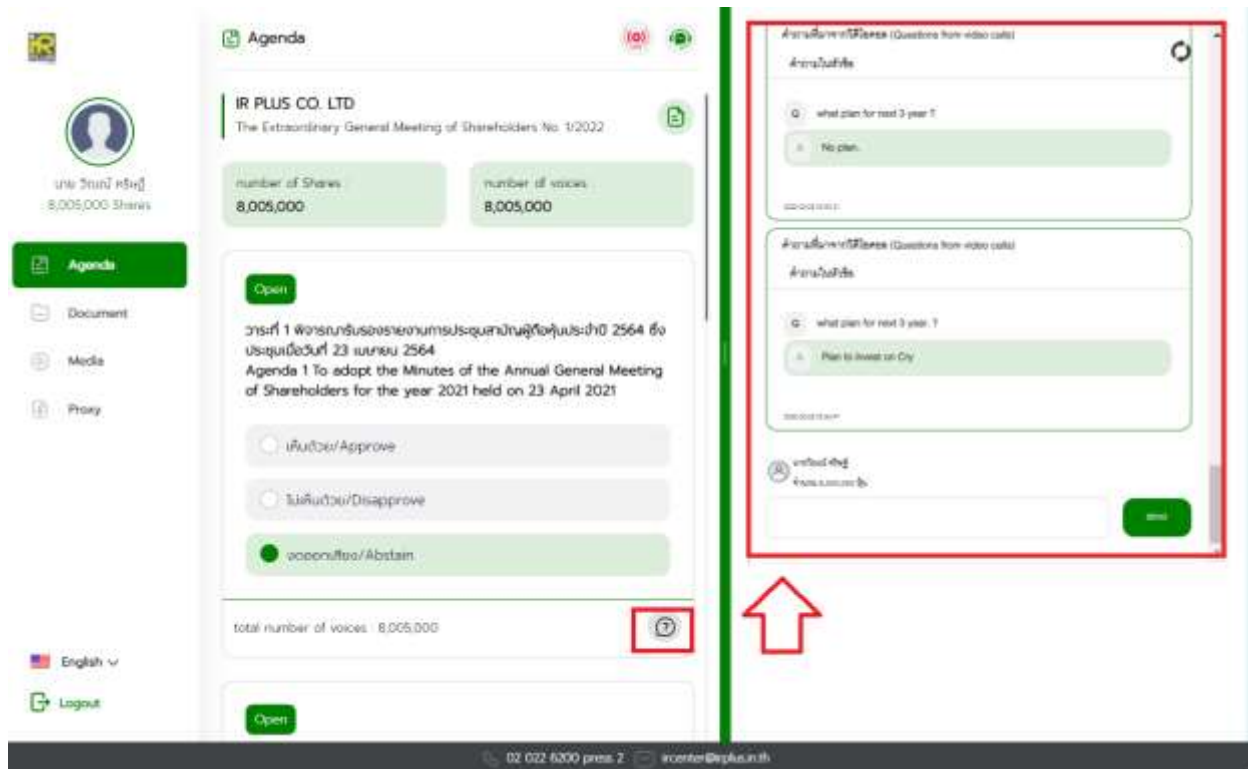
When the participant finished asking or receives the answer from the Committee, the Committee shall hang up to end the conversation.



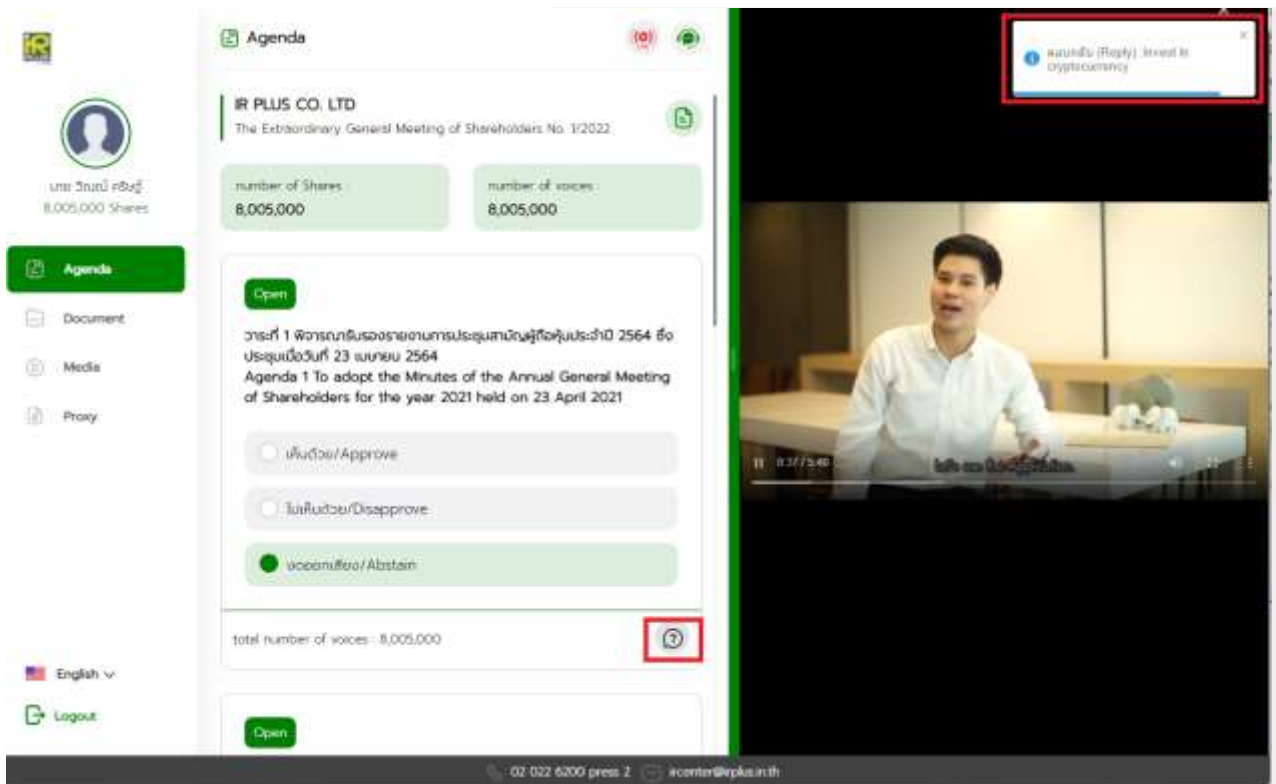
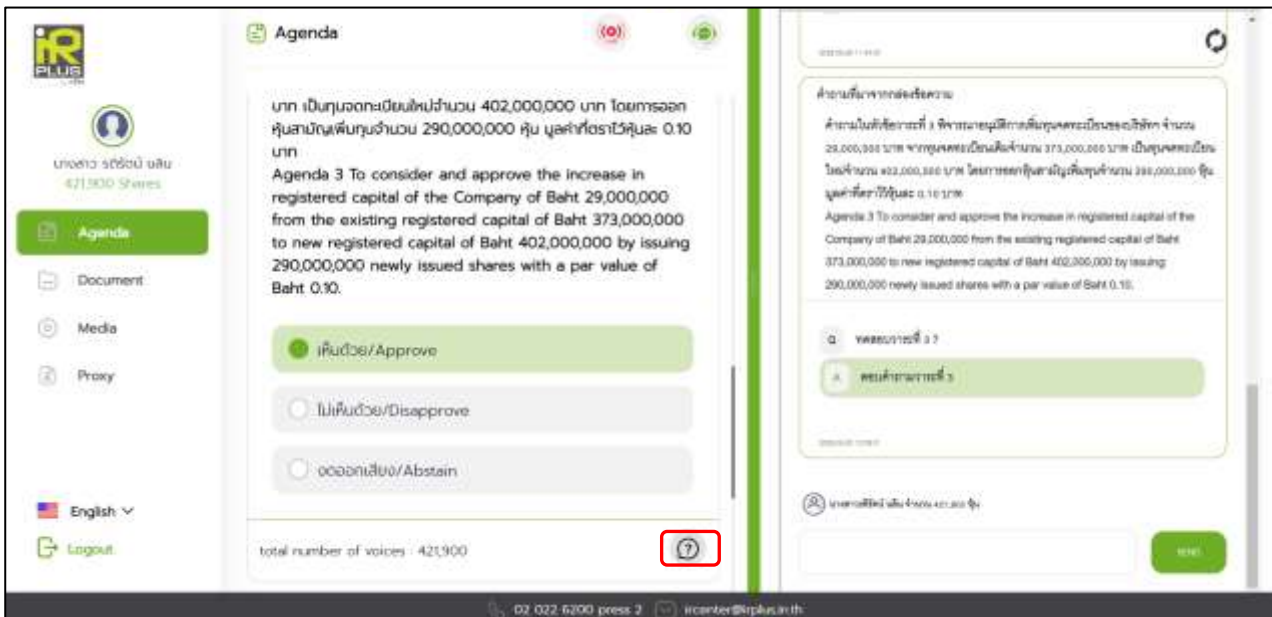
In case the participants ask the question via a VDO call and don't get a video call response, the administrator shall reply with text instead. The participants will receive a notification message. As displayed in the picture.



- When pressed to see the reply from the notification message, it will be shown as in the picture, or the participants can come back to see the answers from the administrator again. through a “Message” button as displayed in the picture



7.2 How to comment or raise the question to the Committee during the meeting through a “Message” button. The user may press the button for leaving a question in each agenda.



Revision History

Action : C = Created A=Added M=Modified D=Deleted

Date Started	Date Finished	Version	Action	Description
08/02/2022	24/02/2022	00	C	Created