

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

	ประชุมผู้ถือกุ้น Shareholders Meeting
Choose a meeting type	Condominium Meeting
P	ประชุมสมาคม Association Meeting
📫 English	



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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:

	Meeting By
	ผู้ถือคุ้มที่มาด้วยตามอง (Share Holder) 🗸 🗸
IR PLUS CO. LTD	
Tes.	Registration form/ID Card/Passport
to .	
English	BACK

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

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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)

	Meeting By
	ผู้ถือหุ้นที่มาด้วยอนเลอ (Share Holder) 🗸 🗸
IR PLUS CO. LTD	user access to the system with Registration form or Personal ID Card and Passport Prepare • Personal ID Card or Passport to KYC
	Registration form/ID Card/Passport
🚅 English	BACK

Picture 1.1: A screen of shareholder login via a scanned barcode or

13 digit of ID card or the passport number



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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



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- 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

	Personal Information				
	ID Card / Passport				
	E Cord / Persport				
Deconal Information	Phone Number				
Personal mormation	Sp. Phone Number				
Personal Information	Email				
	Es amail@domairowana.com				
⊖ <u>[_8]</u> - image ID CARD	Send OTP				
(B) Selfie Image	Phone Number				
	O Email				
a English					
Cogoot	NEXT				

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.



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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

	Upload ID Card
Personal Information	
ර ්සි Selfie Image	Uptoad ID Card
G+ Logaut	BACK NEXT
	Selfie ID Card
Personal Information	
A Image ID CARD	Selfte ID Card
English	BACK DONE





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

on your device



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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.

			English	🕒 Logout
Pending.	Company Name Tull Mates Total	IR PLUS CO. LTD วงสมา ซึ่งหม 421,900 Shares		
51	号 03 021 к200 рина 2	🕒 ezertse@eplazeth		

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.

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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.



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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.



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The registration time shall be notified prior the registration.

R	(C) Agenda	(<u>e</u>)
0	มริษัท โออาร์พลิส จำกัด มระมะที่สามาะผู้ดีเช่ม หรือที่ 172565	
star zako dina: Sitti Sob Diversi 10 Apendor	rearber of Shees 421,900	()
Document	Rea วาระศ์ 1 พวารณาร์บรองรา 2564 ถึงประชุมเมื่อวันที่ 2	Please wait for registration 2022-02-22 17:00:00
	Agenda 1 To adopt the Meeting of Shareholde April 2021	anay .
📰 English 🛩 🕞 Logouri	ifeation/Approve	
	-	62 022 6300 james 7 🕑 acontemBiglassinth

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

	Agenda	tes a im-
0	บริษัท โออาร์พลัส อำภัต มหมุมวิทยัญสูโอสูม เช่นที่ 1/2585	
uno stano dono 421338 Sharee	comber of Shares 421,900	
Decument Media Anny	cumit orsefi 1 WorseunBusousn 2564 doutsepurfacturf 2	Inline registration is now opened Please register for online voting
	Agenda 1 To adopt the Meeting of Shareholde April 2021	aonadou
🎫 English 🗸	ີ່ ເຈັ້ນກ່ວຍ/Approve	
E toget	🕖 ในคืนก้อย/Dhapprove	
		🖕 02 022 6200 gaves 2 👘 incenter@irplacinth



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- 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.



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- 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.





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





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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





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

R	Proxy	(9) (8	Proxy Procedure
	add proxy to attend the meeting instea	d	Proxy Info Personal ID Proxy Farm Form Vide
A21,900 Shares	Proxy to independent dire	ectors	Proxy to independent directors
Document			Proxy Type
Media			Proxy From A
Prog			Proxy From B
			Select the independent director who wishes to appoint a proxy.
English ~			
- Logost			(MEXT)
	S 01	122 6200 press 2 🖂 inter	the Beglan stills





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- 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.

10	Proxy	(0)	(@)	_	Praxy F	hocedure	
0	add proxy to attend the meeting	instead		Drusy Info	finant P Core	E. Proxy form	O form Vete
Agende	Proxy to independe	nt directors		_	Prox	y Form	
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Fredeb V					ON DAD	Carrine.	
Gr Lagoin					васк	, Max	
		. co co2 6200 press 3	- acarmeting	Autority .			

Proxy	(10)	(0)		Proxy Pr	ocedure	
add proxy to attend the	meeting instead		() Provy tela	Personal ID Copy	Provy Form	Carlo Ville
Agenda	y to ependent directors		Upload votin	g documents f	or each agend	a (Optional)
Document				ć	5	
Preny				(w	200	
English V						
Logist				васк	NEXT	



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Enter PIN Code and press CONFIRM

2	Proxy	(0)		
0	add proxy to attend the meeting	g instead		Enter PIN Code
une zinun Goru- dzitikoo Sharee	Proxy to independ	ent directors		
Document Media				
() Proxy				
English ~ C+ Logout				CONFIRM
		5 02 022 6200 press 2	rcenter Greet	an in th

After that, wait for a review from the administrator.

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Agende Agende Document Media Proxy	usudumiWitu unsensisäänä ua 431,900 Sheens Ponding	ki (nssumisālas:)	คุณได้ชิ่นเรื่องขอมอบสันทะให้กรรมการอิสระ คุณได้ชิ้นเรื่องขอมอบสันทะให้กับ นางสาวรดิรัตน์ นลิน (กรรมการ อิสระ) อำนวน 421,900 คุ้น โปรดรอการตรวอสอนภายใน 15 ซึ่วโมง และระบบได้ทำการแจ้งไปยัง Email : papawarin.nmn@gmail.com เรียบร้อยแล้ว
1 English ∨ Gr Logout		🐁 62 622 6200 press 2 📄 #cantee®	gwai kith /



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

0	🚺 Ргоху	(0)	(0)		Proxy P	rocedure	
0	add proxy to attend the meeting inst	tead		Proxy Info	Personal ID Copy	Proxy Form	O Form Vote
Agenda	Proxy to independent of	directors	_	Proxy to inde Proxy Type	ependent direc	tors	
Procy	l.			Proxy Fr Select the indeproxy.	om B ependent direct	or who wishes to	o appoint a
English ~ C+ Lagout						NEXT	
	Q	02 022 6200 press 2 🔅	incenter Geg	okusinth			





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- 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.





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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.

Term and Conditions	The information is provided on 'as is' basis without werranty of any kind and IR PLUS AGM shall not be liable for any damages, lossis (direct or indirect) whatsoever, due to disruption or non availability of any of services/facility/s due to meintenance/technical fault/error or any falture in telecommunication network or any error in any software or hardware systems. IR PLUS AGM makes no representation and disclams all express, implied and statutory warranties of any kind to the user and/or any third party including warranties is to accuracy, limelinese, completeness, merchantability or fitness of the information for any particular purpose.
	😕 Accept Term
English	NEXT



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

A PPLUS ADH	Proxy Inf	0
	Prasy from	นารสาวมน์ว่อ เปรียว
	Total Shares	421,900
	Proxy Type	-
	O Provy From A	
	C Proxy Prom B	
Proxy Procedure	Name Title	
	Select Name Title	~
Proxy into	Pirst Name	
Personal ID Copy	Es Teithone	
	Last Name	
C Las Proky com	Th. Landblame	
E Porm Vote	Mobile Number	
	D. 03003399	
	Email	
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	Send OTP	
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Proxy Procedure	Upload voting documents for each agenda (Optional)
Proxy Info	A
🖕 🧰 Personal ID Copy	
🔶 💽 Prosty Farm	- CARLAN .
Furm Note	¹⁴ Proxy Document type A or type B (Depending on type) Specific agenda and inities
al Logish	
🕒 Logost	BACK NEXT





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- The status of verification shall consist of 3 statuses as follows.
 - 1. Pending means the verification process is not yet complete.

	-			- Ingle	Broger
	Panderg	Girgany Intro	stein Taasiwiin Srin		
1000		Pail Norm	NV Second Second		
122	R	Press	ling) from		
	Your information is living reviewed within 15 Business	Full States	statio data		
The second	hava	hav	400 Shares		
		No. of the state prime	i 🗇 mendistaart		

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.

A				attrative.	() Logour
		Corgany Reve	utan karatuda datu		
	Disapproved	fill Marine	Writest loss		
P.P.B.	(m)*	Prosp	Diplot Korn		
	.XE	Tel Paren -	source thoro	8	
	Disapproved :	"Artal	400 Shakes		
1 10	Here: Stylesegodolegytyrpid				
		The first days carried as	2 💬 annarfinganitur		
		1.1111/02011/120	s anns a 304 a Ar		

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.



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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.

			English	G+ Logout
Ammend	Company Name	usian toonswaa shrin Mintoot toot		
	Printy I Full Name	Deast From Unence Anero		
Identify verification. Your has been verified Your has been verified	Tetial	400 Stares		
37	96-02 022 6200 (Mess	N COOE		

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.





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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.





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

R	🕒 Agenda	(0)	(0)	
0	IR PLUS CO. LTD The Extraordinary General M	eeting of Shareholders No. 1/2022	0	
421900 Shales	number of Shares 421,900	number of voices 421,900		
Document Media	crean onsch 1 WansnunBusavsne 2564 Bouts-quidadurf 23 Agenda 1 To adopt the Meeting of Shareholden April 2021	งงามการประชุมสามัญษัติอศัมประชำมี เมษายน 2564 Minutes of the Annual General s for the year 2021 held on 23		
English 🛩	Rudos/Approve NiAudos/Disappr	ove		



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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

R	😤 Agenda	(@) (D) Inquiry	
Lite Store fore 421,000 Shares	Coeff Sistif 1 WorstundusposheorumsUsiquarility 2564 dods:quidodurf 23 illumitu 2564 Agenda 1 To adopt the Minutes of the An Meeting of Shareholders for the year 202 April 2021	ອຸກັລອັນປະເທັນ ທີ່ໄດ້ເຊັ່ນແປະເທັນນີ້ nual General 1 held on 23	0
(i) Meda	C) (Rudos/Approve		
(а) Ргоку	🔿 ไม่เห็นด้วย/Disapprove		
	🔘 aaaanideo/Abstain		
English V	total number of voices - 0	0	
	0.0000	00 pages 2 💬 Insenter@inskeinth	

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2. Document menu

- For the user to study during the meeting

R	Document	(0)	Manuai -EN
Contraction of the second seco	Manual - THpot 2022-02-11 11:31:35	क	
Agende	Manual -EN.pdf 2022-02-11 11:02:30	¢	
Document			
Media			
🗊 Ргоку			
English ~ C+ Logout			
	5	02 022 6200 priess 2	plasinth

3. Media menu

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





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4. Proxy menu

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

use this menu.

	👔 Proxy	(0)	0	
0	add proxy to attend the meeting i	instead		
unamo selsoni usu 421.900 Shann C Agenda		t directors		
Document				
Prusy				
📕 English 🗸				
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5. Profile menu

- Personal information of the user

R		(0)	
Unamo s65oŭ ultu 421,900 Shana	เกณฑว รถิรัณม์ นอน Total Shares 421,900		
🔄 Agenda			
Document	Company Name		
Media	Account ID	1000000018	
Proxy	ID Card	1397408887241	
	Address	123/18	
English V	Phone Number	0647174365	
C3 Logour			



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6. Setup menu

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

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UBU GOSTO CTRANA INFU GOSTO CTRANA	unorpo stiticaj utiu Total Sharas 421,920		
Agenda			
Document.	Company Name		
(i) Media	Account 10	1000000018	
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	Additions	123/18	
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- 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.

	Agende Usen Toonswelle (Usen Toonswelle (Counterministen) sector of Numer, 421,300	Would you like to raise question in topic	D n(s) or express opinion(s) c	
C Desmert	orseft 1 Romanda 2564 Boutaquelle Agenda 1 Tu adu Moeting of Sham April 2021	The shareholders shall get perm shall be ready to turn on cam inquiries made or opinions sh would be recorded and once officers are allowed to cut- immediat	nission from officer(s) and era and microphone for lared. All conservations sharholders misbehave, off such conversation ely	
Brann v	Linkston/S	CANCEL		

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- When the user requests to ask the question via a VDO call, the administrator shall examine such

request and contact the user accordingly.

1	🔄 Agenda		Analysis Construction on the set of the set
	Staff 2 Womanway@Broasonad Agenda 2 To consider and as	ອນປະເພດແຫຼ່ມຢູ່ແມ່ນເຫກາະແຜນເຮັດໃຫ	(a) (Second Second Seco
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iii Mete	alasendhud Aletan	call The characteristics shall get permeases them affine shall be easily to turn on careon land neurophone reparties medic or quencies deviced AI conservatio to recorded and once sharholders industries of likewid to out-off such consideration emissibility.	pi est Nor Normania delay
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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.

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Active	runder of thems 421,900	
 Excurrent Mada 	Do yo	u want to answering the video call from officer ?
2 Provy	2564 flousepublicut 2564 flousepublicut 2 Agende 1 to adopt the Meeting of Shareholde April 2021	CANCEL CONFIRM
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- 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.



นาย วิณณ์ คริษฐ์



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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.





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- 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





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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.

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นางชาว รติชีชน์ บลิม	Utin Accords 2 To consider and approve the increase in	28.000,000 บาท จากรุงจงชมบิยนต้องว่ามาม 373,000,000 บาท เป็นสุนจงสมบัยน โดยสำหรัก 402,000 มอย บาท โดยการสองสินสามันสั่งสามสำหรัก 288,000,000 พื้น
471300 States	registered capital of the Company of Baht 29,000,000	มูลสำที่สราวีฟีรุ่มสะ ณาอาการ
Agenda	from the existing registered capital of Baht 373,000,000	Agenda 3 To consider and approvs the increase in regulated appliat of the Concessory of Bala 23,000,000 from the anistics resolutions candid of Bala
n and an and a second second	290,000,000 newly issued shares with a par value of	3/3.000,000 to new registered capital of Bahi 402,006,000 by lawing
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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	С	Created



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