User Manual

e-Shareholder Meeting System

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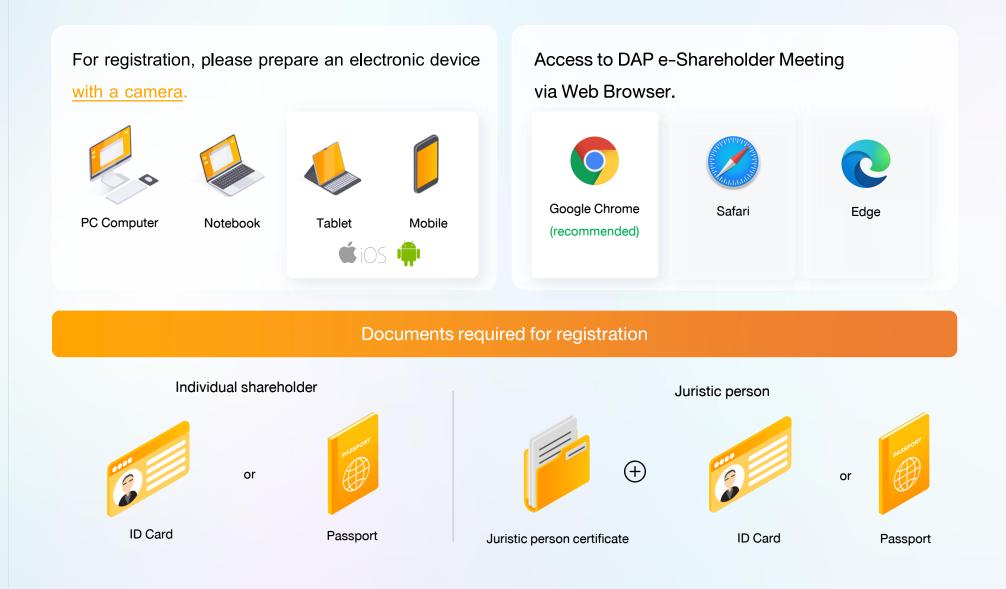
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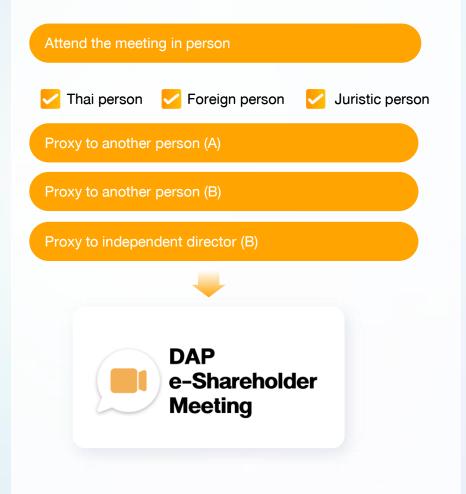
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1 Preparation for DAP e-Shareholder Meeting

For registration, please prepare an electronic device with a camera.

| PC Computer | Notebook | Tablet | Mobile |

iOS Android

Access to DAP e-Shareholder Meeting via Web Browser.

| Google Chrome (recommended) | Safari | Edge |

Documents required for registration

Individual shareholder

ID Card   or   Passport

Juristic person

Juristic person certificate   +   ID Card   or   Passport

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Preparation for DAP e-Shareholder Meeting

e-Registration via DAP e-Shareholder Meeting system

Attend the meeting in person

☑ Thai person ☑ Foreign person ☑ Juristic person

Proxy to another person (A)

Proxy to another person (B)

Proxy to independent director (B)

DAP e-Shareholder Meeting

Register by sending documents to the company*

1 For registration, shareholders submit the documents for identity verification to the company, as specified in the invitation to the shareholders' meeting

2 The company officer will check the information and proceed registration. The system will inform the shareholders of the registration result and username for attending the meeting.

* Please study the details of registration such as document list / document submission, as specified in the invitation to the shareholders' meeting

<u>In case of proxy</u>

For shareholder who is unable to attend the meeting, they may appoint a proxy. Please find more information about proxy in the invitation letter to shareholders' meeting.
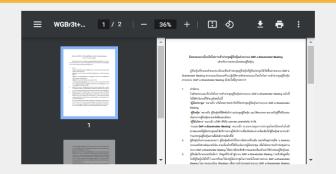
2 Steps of e-Registration

Log in to register from the registration link provided in the invitation to the shareholders' meeting.

1 Click "New registration"

DAP E-Shareholder Meeting

TEST LISTED
Annual General Meeting of Shareholder for the year 2022 No. 1/2022
10 February 2022 via electronic meeting (E-AGM) at 3.00 PM

Login

Email
[Email]

Password
[Password]

Forgot password

Login

or

New registration

Investor Registration Manual
Recommended Browser: Chrome

2 Shareholders accept the terms and conditions for attending the shareholders' meeting via DAP e-Shareholder system by marking ☑ and click "OK"

2.1 Attend the meeting in person – Individual person <u>with the ID Card</u>

1 Choose a registration form

- ○ Attend in person
- ○ Proxy

2 Specify the type of shareholder

- ○ Thai person
- ○ Foreign person / Person without the ID card
- ○ Juristic person

3 Fill out shareholder's information

- Name-Surname
- ID card number / laser code on the back of the ID card (optional)
- Date of birth
- Email address (It will be used as your username when logging in)
- Password
- Mobile phone number

Your password must be between <u>8-15 characters</u> and must contain:
1. Uppercase letter
2. Lowercase letter
3. Number or Special characters

Shareholders consent to receive documents in electronic format from the meeting organizer by marking ☑ and click "Next"

4 Enter OTP

กรุณากรอกรหัสยืนยัน 6 หลักที่ได้รับเพื่อยืนยันการทำรายการ

รหัสอ้างอิง : NZXRQP

⟳ ส่งรหัสใหม่อีกครั้ง (02:23)

OTP will be sent to the mobile phone number and email you have entered.
(If shareholder have entered a foreign phone number, the OTP will be only sent to your email.)

Enter OTP and click "Next"

5 Take pictures of yourself
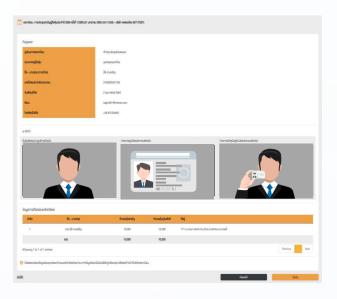
Shareholders need to take pictures of yourself holding the ID card as explained in 3 steps below:

Picture 1 : Picture of yourself

Picture 2 : Picture of your ID card

Picture 3 : Picture of yourself holding the ID card

6 Review registration and securities holding information

Shareholders review the registration information and securities holding information. If the information is correct, click "Submit"

Please keep your username and password confidential. Your login account should never be disclosed to others.

2.2 **Attend the meeting in person – <u>Foreign person / Person without the ID card</u> OR <u>Juristic Person</u>**

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1 Choose a registration form

○ Attend in person   ○ Proxy

2 Specify the type of shareholder

○ Thai person   ○ Foreign person / Person without the ID card   ○ Juristic person

3 Fill out personal information

<u>Foreign person / Person without the ID card</u>

- Name-Surname
- Passport / Non-Thai ID / Government Officer Number
- Email address (It will be used as your username when logging in)
- Password
- Mobile phone number

<u>Juristic person</u>

- Juristic person Name (Company Name)
- Registration Number
- Juristic person representative information: ID card number / laser code on the back of the ID card and date of birth (optional)
- Email address (It will be used as your username when logging in)
- Password
- Mobile phone number

Your password must be between <u>8-15 characters</u> and must contain:
1. Uppercase letter
2. Lowercase letter
3. Number or Special characters

Shareholders consent to receive documents in electronic format from the meeting organizer by marking ☑ and click "Next"

4 Enter OTP

กรุณากรอกรหัสยืนยัน 6 หลักที่ได้รับเพื่อยืนยันการทำรายการ

รหัสอ้างอิง : NZXRQP

C ส่งรหัสใหม่อีกครั้ง (02:23)

OTP will be sent to the mobile phone number and email you have entered.

(If shareholder have entered a foreign phone number, the OTP will be only sent to your email.)

Enter OTP and click "Next"

5 Take a picture of yourself / Attach files

Take a picture of yourself and upload attachments as specified in the invitation letter

อัพโหลดไฟล์
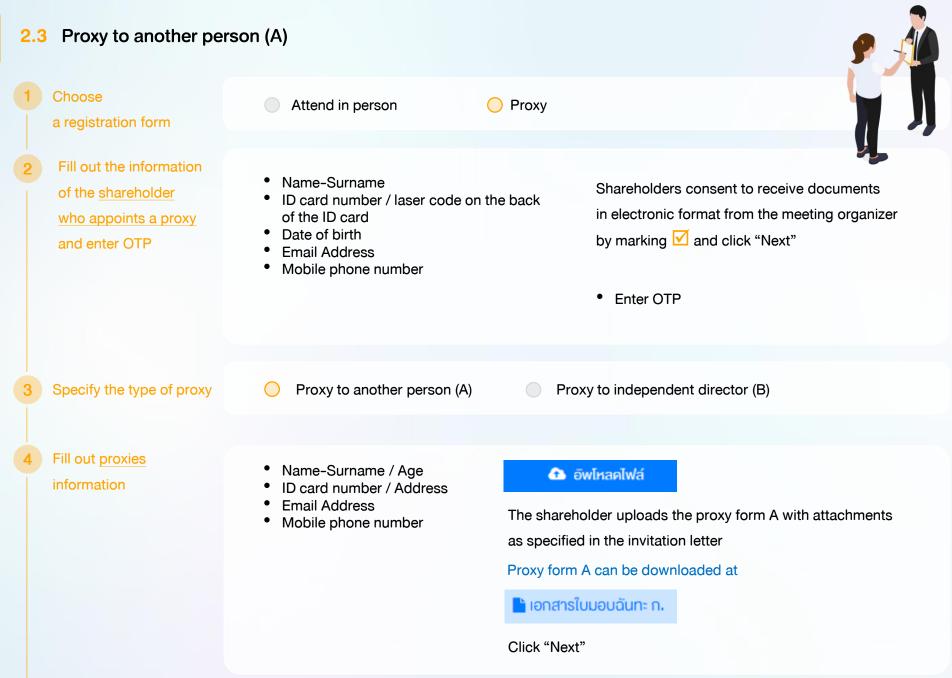
Upload attachments as specified in the invitation letter

อัพโหลดไฟล์

6 Review registration and securities holding information

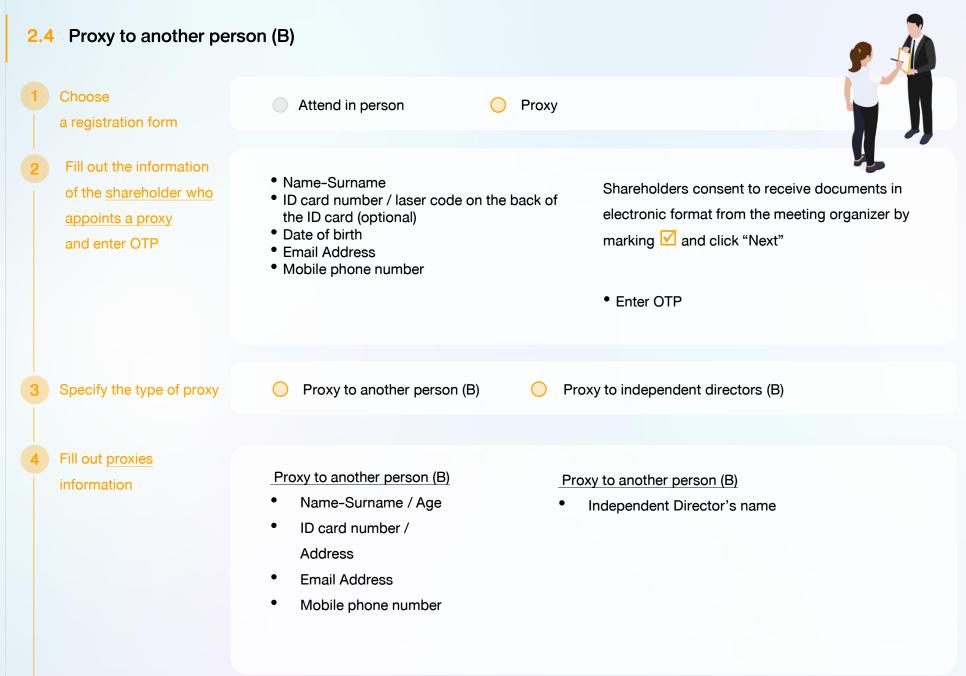Please keep your username and password confidential. Your login account should never be disclosed to others.

Shareholders review the registration information and securities holding information. If the information is correct, click "Submit"

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2.3 Proxy to another person (A)

1 Choose a registration form

○ Attend in person   ◉ Proxy

2 Fill out the information of the shareholder who appoints a proxy and enter OTP

- Name-Surname
- ID card number / laser code on the back of the ID card
- Date of birth
- Email Address
- Mobile phone number

Shareholders consent to receive documents in electronic format from the meeting organizer by marking ☑ and click "Next"

- Enter OTP

3 Specify the type of proxy

◉ Proxy to another person (A)   ○ Proxy to independent director (B)

4 Fill out proxies information

- Name-Surname / Age
- ID card number / Address
- Email Address
- Mobile phone number

☁ อัพโหลดไฟล์

The shareholder uploads the proxy form A with attachments as specified in the invitation letter

Proxy form A can be downloaded at

📄 เอกสารใบมอบฉันทะ ก.

Click "Next"

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5

Review registration and securities holding information

Shareholders review the registration information and securities holding information.

If the information is correct, click "Submit"

Proxies will receive an email with the initial password.

Proxies will have to reset a new password before logging in to DAP e–Shareholder Meeting

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2.4 Proxy to another person (B)

1 Choose a registration form

○ Attend in person   ○ Proxy

2 Fill out the information of the shareholder who appoints a proxy and enter OTP

- Name-Surname
- ID card number / laser code on the back of the ID card (optional)
- Date of birth
- Email Address
- Mobile phone number

Shareholders consent to receive documents in electronic format from the meeting organizer by marking ☑ and click "Next"

- Enter OTP

3 Specify the type of proxy

○ Proxy to another person (B)   ○ Proxy to independent directors (B)

4 Fill out proxies information

Proxy to another person (B)

- Name-Surname / Age
- ID card number / Address
- Email Address
- Mobile phone number

Proxy to another person (B)

- Independent Director's name

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5 **Cast a vote in advance**

Agenda No 1 To acknowledge the overall operation of the Company during 2020

Agenda No 2 To consider and approve the Balance Sheet Statement and Profit and Loss Statement for the fiscal year ended 31st December 2020

| ◯ Agree | ◯ Disagree | ◯ Abstain |

Agenda No 3 To consider and approve the appointment of Directors for replacement of those who retired.

Agenda No 3.1 Mr. Somchai Kamtong

| ◯ Agree | ◯ Disagree | ◯ Abstain |

The shareholder who appoints a proxy cast a vote in advance for all agenda. There are 3 voting options:

- Agree
- Disagree
- Abstain

🔵 อัพโหลดไฟล์

The shareholder uploads the proxy form B with attachments as specified in the invitation letter

Proxy form B can be downloaded at

📄 เอกสารใบมอบฉันทะ ข.

Click "Next"

6 **Review registration and securities holding information**

Shareholders review the registration information and securities holding information. If the information is correct, click "Submit"

The shareholder will receive an email informing your proxy registration result to confirm that the proxy registration has been completed. However, the shareholder will not receive the password, as the proxy are appointed to independent director and your vote was already casted.

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3 Steps of joining the e-Meeting

1

https://portal.eservice.setgroup.or.th

Shareholders log in to DAP e-Shareholder Meeting system on the date and time specified by the company

Click the meeting link in the email received from the system.

2

Login

Email

Email

Password

Password

Forgot password

Login

Enter Username (email address that you have registered) and Password

3

Meeting list

Company Name	Meeting Type	Status	Year		
Company Name	Meeting Type	Status	Year	Search	Cancel

1

Annual General Meeting of Shareholder for the year 2022 No. 1/2022
บริษัท ทดสอบโดย SET

Meeting

2

📅 19 July 2022   📄 AGM   📍 Online   **Join Meeting**

1. Search for the meeting by finding the Company name / Meeting type etc.

2. Click "Join Meeting" on the meeting you wish to join

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④

Meeting list | Join Meeting

| Meeting information | Agenda | Q&A | Summary voting results |

Meeting information

Company Name	บริษัท ทดสอบโดย SET
Company Symbol	TEST
Meeting Name	Annual General Meeting of Shareholder for the year 2022 No. 1/2022
Meeting Type	AGM
Meeting Location	via electronic meeting (E-AGM) at 3.00 PM

Stock information details

No.	Full name	Common Stock	Preferred Stock	Address
1	ทดสอบ นามสมมติ	1,000	1,000	233/28 หมู่ 5 ถนนศรีนครินทร์ หนองบอน พระโขนง
	Total	1,000	1,000	

Menu bar will display information as follow:

1. Meeting information

2. Meeting agenda

3. Your question list

4. Voting result (after announced)

- Click "Join Meeting" **Join Meeting**
- Agree to the terms and conditions of service by marking ☑ and click "Join Meeting"
- Confirm name and voting rights
- Enter OTP

16 **3 Steps of joining the e-Meeting**

Description

1. Meeting Display: Webex Meeting screen will be embedded in DAP e-Shareholder Meeting, If the screen does not work, click 'Open WebEx' on the top right to view the meeting via Application Cisco Webex Meeting instead

2. Current agenda will be indicated by star icon and yellow bar

3. e-Voting functions: voting can be casted only within appointed time frame

4. e-Question functions: queueing your questions for both current and upcoming agenda

5. Your questions submitted in the meeting

6. Voting results: It will be only shown after the company has announced results for each agenda

4 e-Question and e-Voting functions

e-Question functions

During the meeting, shareholders can submit questions in advance:

1. Click "Submit Vote" **Send Question**

2. Vote within the period of time given for both your vote rights and proxy's (if any) Click "Submit Vote" **Send Question**

When you are allowed to ask questions, the company will call your name.
Please turn on your microphone and/or camera (VDO)
to ask such question by yourself

4 e-Question and e-Voting functions

e-Voting functions

Submit Vote | **Send Question**

Submit Vote ✕

Agenda
To consider and approve the Balance Sheet Statement and Profit and Loss Statement for the fiscal year ended 31st December 2020

Submit Vote
⦿ Agree All   ⦿ Disagree All   ⦿ Abstain All

Shareholder : Mr. A Tester
○ Agree   ○ Disagree   ○ Abstain

1) Proxy : Mr. B Testerproxy
○ Agree   ○ Disagree   ○ Abstain

2) Proxy : Mr. C Testerproxy
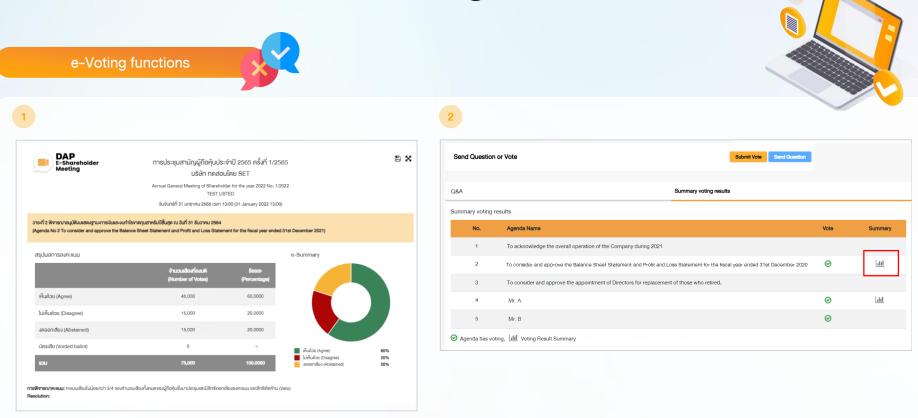○ Agree   ○ Disagree   ○ Abstain

Close | Submit Vote

For each agenda, there are 3 voting options:
"Agree", "Disagree" and "Abstain"

1. Click "Submit Vote"
2. Vote within the period of time given for both your vote rights and proxy's (if any)
3. Click "Submit Vote" **Submit Vote**

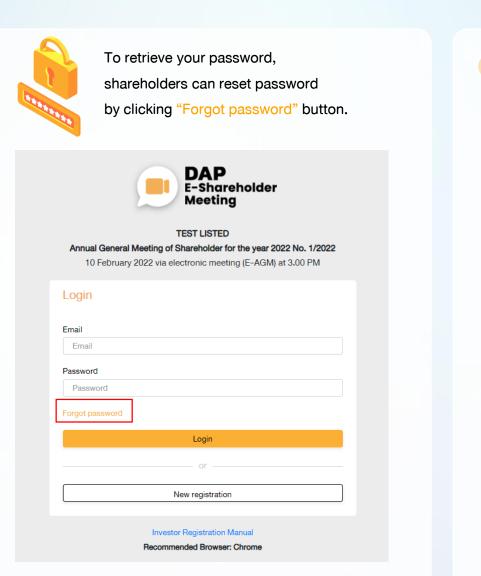Shareholders are able to vote only within given time frame.

4 # e-Question and e-Voting functions

e-Voting functions

①

②

After the closing of voting in each agenda, the company will announce results. Shareholders can check the result of each agenda by clicking the [📊] icon
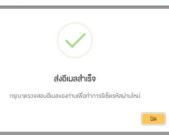
20 | # 5 Resetting password

To retrieve your password,

shareholders can reset password

by clicking **"Forgot password"** button.

1 Reset password via email

Enter your registered email

Check your inbox

Set new password

21 **5** Resetting password

(2) Reset password via mobile phone number
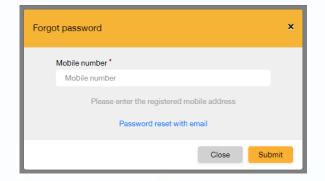
Click the link to reset password
via mobile phone

Forgot password   ✕

Email *

[Email]

Please enter the registered email address

→ [Password reset with mobile number]

Close   Submit

Enter your mobile phone number

Forgot password   ✕

Mobile number *

[Mobile number]

Please enter the registered mobile address

Password reset with email

Close   Submit

Request for OTP and enter OTP

Please fill 6 digits to confirm

Reference Code : FBJMFV

⟳ Resend OTP (01:22)

Set new password

Reset password

Password

[Password]

Confirm password

[Confirm password]

Submit

To download user manual

shareholders could study more information at:

https://www.set.or.th/e-shareholder-meeting

Or scan the following QR Code: