



# Quidlab E-Meeting & Voting System User's Manual Conferencing Option

Some options may not be visible

## Contents

Introduction .....	3
How to Login .....	3
How to Navigate .....	4
Vote Menu .....	5
Quorum & Voting Results .....	5
Download Documents .....	6
Asking Question .....	6
Asking Question - by Message .....	6
Asking Question - by Voice .....	7
Toggle Tile View .....	7
System user manual download menu .....	8
Logout .....	8
Settings.....	9
Technical Support .....	10
Minimum System Requirements .....	10
Frequently Asked Questions (FAQ).....	11
Other Questions:.....	12

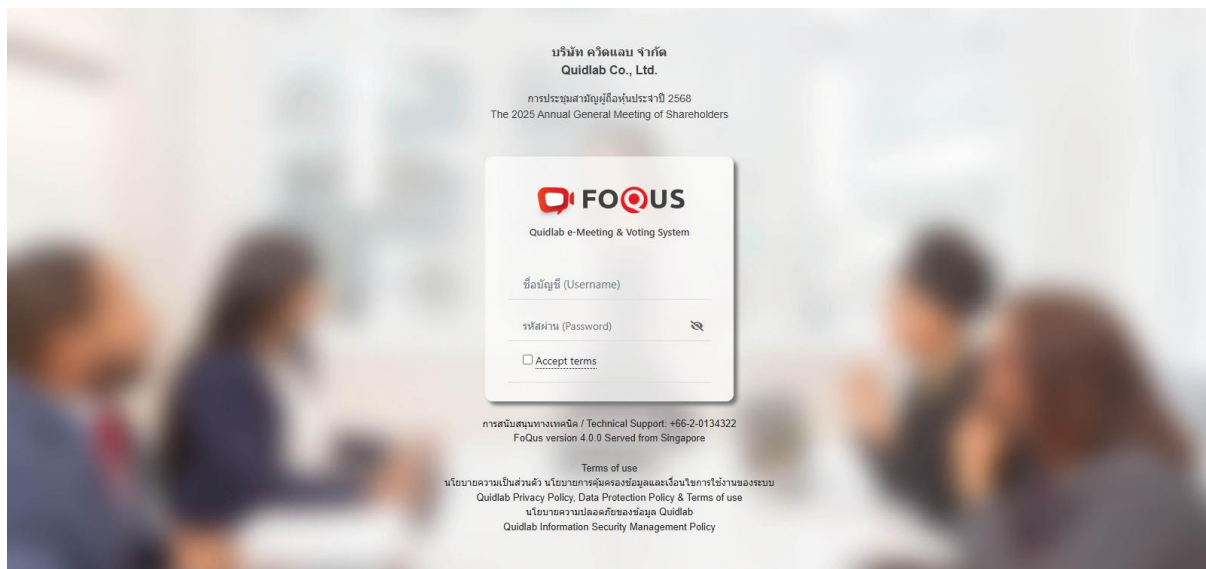
## Introduction

Quidlab E-meeting & Voting System does not require any special application to install. It is a very easy to use system and does not require any special skills. You can use any latest updated version of browser e.g. Google Chrome, Microsoft Edge, Apple Safari, Firefox etc. You can also use a computer, laptop, tablet or phone.

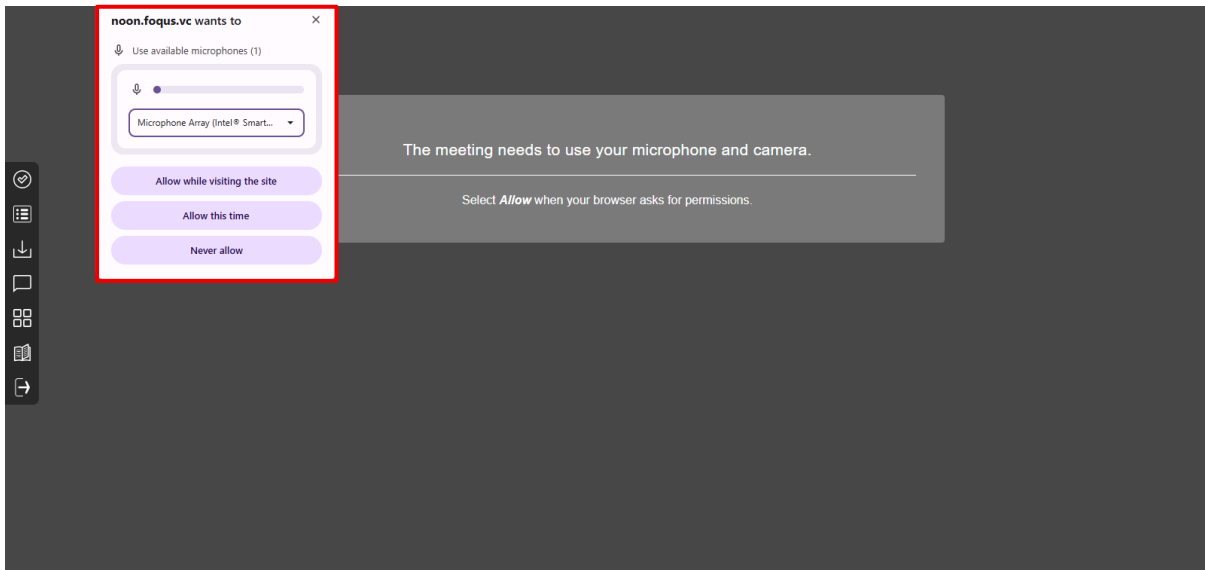
You will receive an email with username and password. This username and password are valid only for E-Meeting or E-Meeting of company stated in the email. Email also contains a link to join the meeting like <https://quidlab.foqus.vc> (Example Only)

## How to Login

1. Click on the link in email or type URL in browser. After clicking you will be taken to E-Meeting website
2. Enter your username & password
3. Click  Accept Terms, then click Login button to join the meeting



4. If the username and password are correct you will be granted access, and a screen will be presented.
5. You may be asked to allow camera and microphone permissions when you join meeting or when you start the camera and microphone (if you do not grant permission, you can still join the meeting however you may not be heard or seen by other people in case you need to ask questions using microphone).

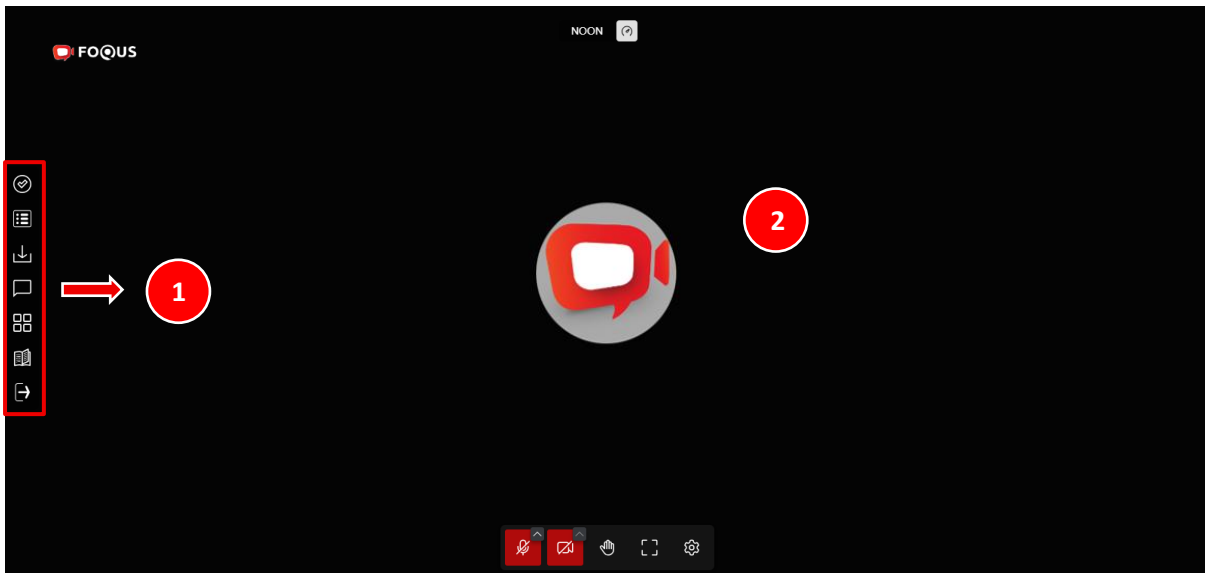


6. Once permission is granted you will be able to see other participants. Depending on meeting requirements you may be able to see all or only some of the participants who have their camera on.

## How to Navigate

The E-Meeting system has the following parts which can be navigated by menu located on the left side of the screen **(1)**.

Other users of E-Meeting will be shown in this section **(2)**.

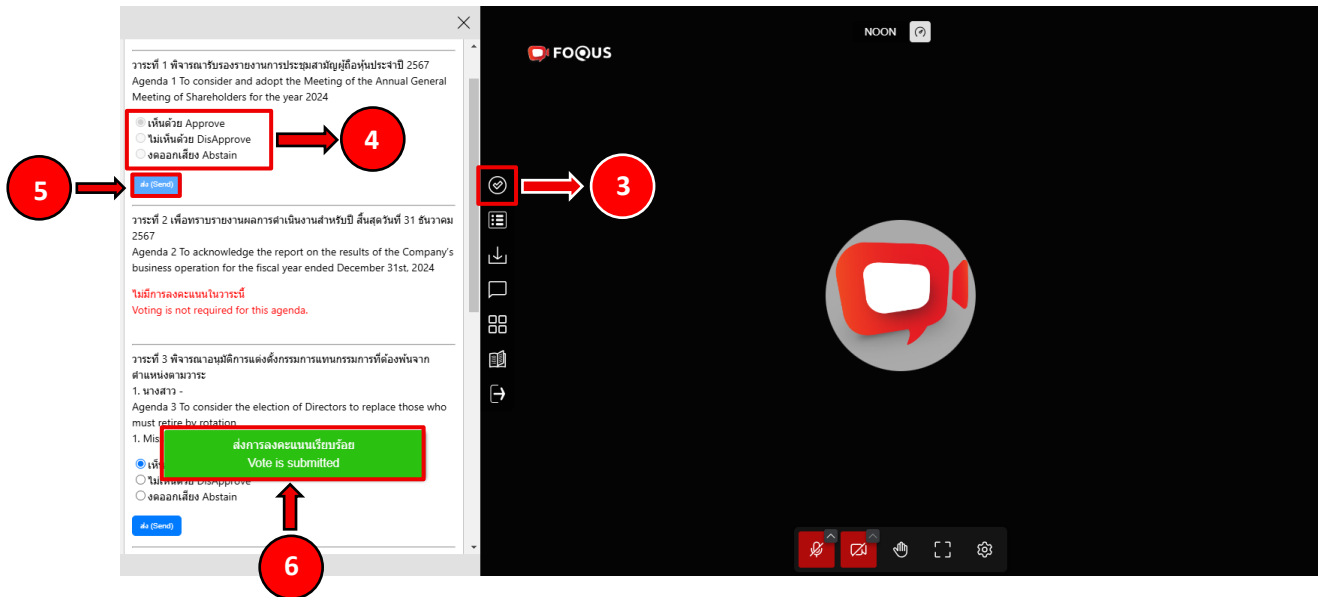


## Vote Menu

Once you click on Vote menu (3), you can navigate to the Voting section to cast your vote. You can see all agendas listed here and can cast your vote any time till the time if Agenda is not closed. Once Agenda has been discussed and closed you cannot change your vote. (This Agenda has been closed cannot vote)

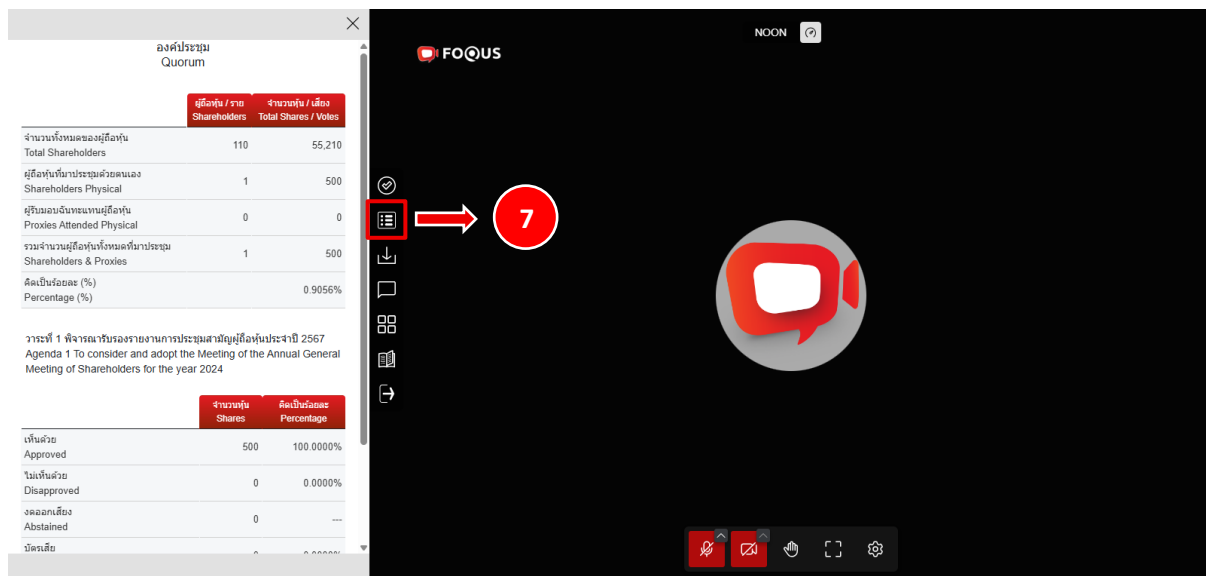
There is a separate Send Button for each agenda. You must click on the radio button (4) to choose, "Approve", "Disapprove" or "Abstain" and then click Send (5).

Once your vote is submitted you will be notified by a pop-up alert message. Voted is submitted (6).



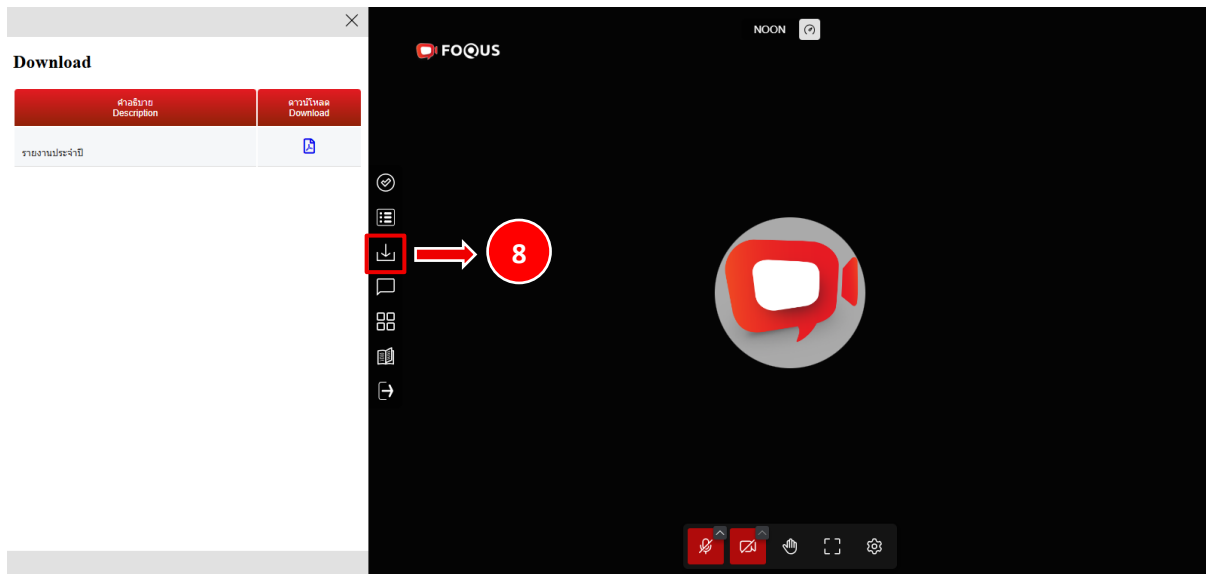
## Quorum & Voting Results

You can check quorum and results by clicking on Voting Results Button (7) any time, votes will be displayed only after agenda is closed.



## Download Documents

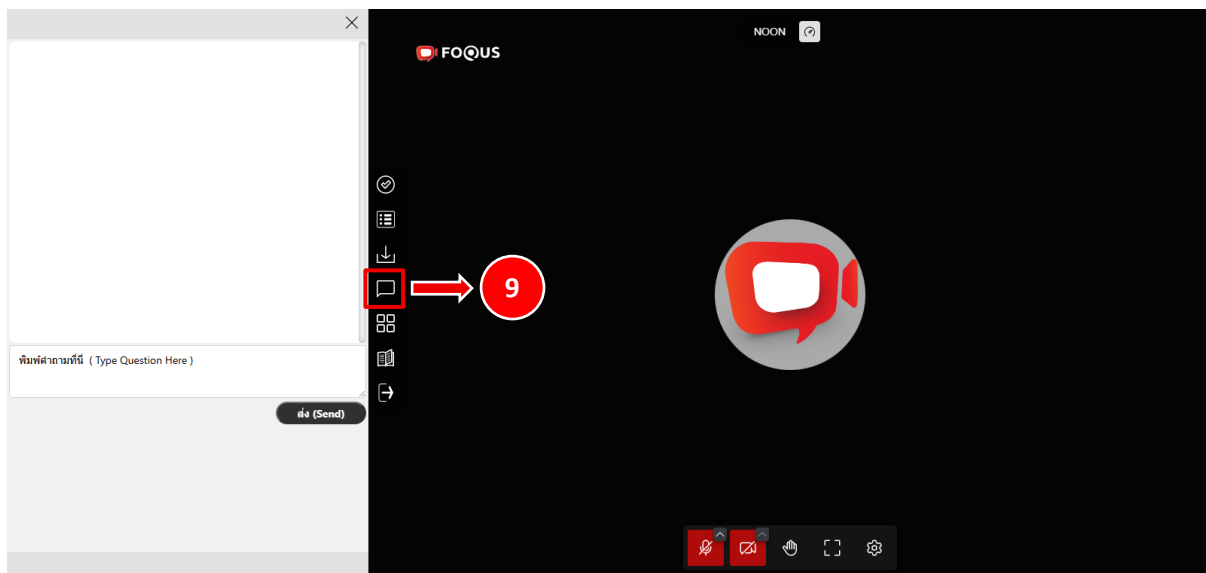
You can download company provided documents, if any e.g., Annual Report, Company presentation etc. by clicking on Download button **(8)**.



## Asking Question

### Asking Question - by Message

Click on the Ask Question button **(9)** to navigate to Ask Question chat screen. You can type your message in the textbox then click send to send question

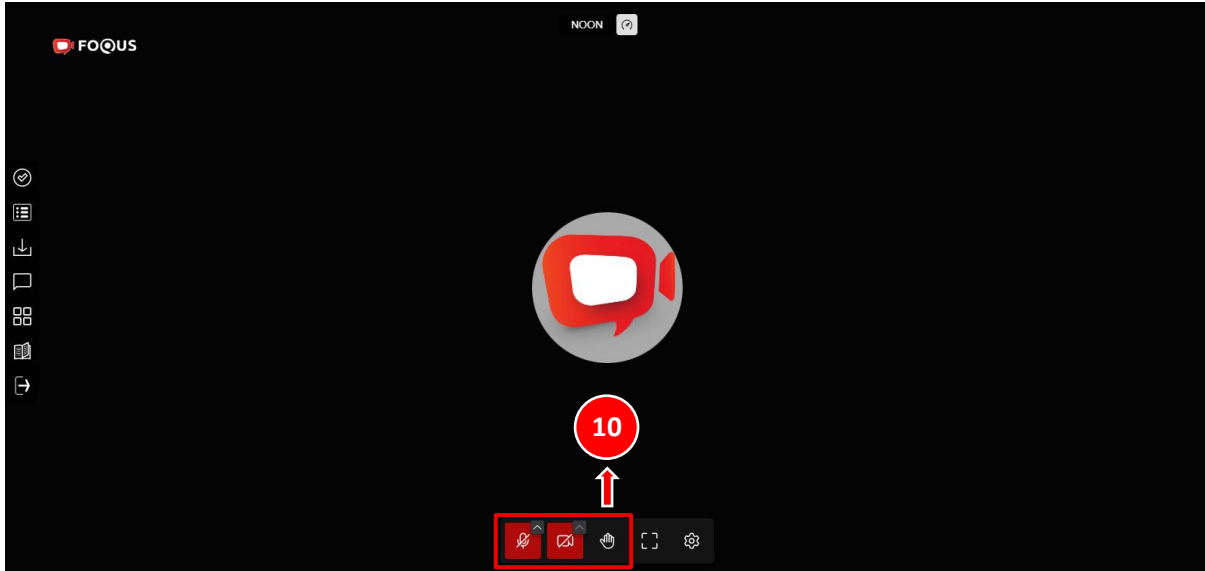


- The question will be sent directly to the company officers, they can see all questions, but you will only see your own question.
- The company cannot reply through chat box to the question. The questions must be answered through the voice only.

## Asking Question - by Voice

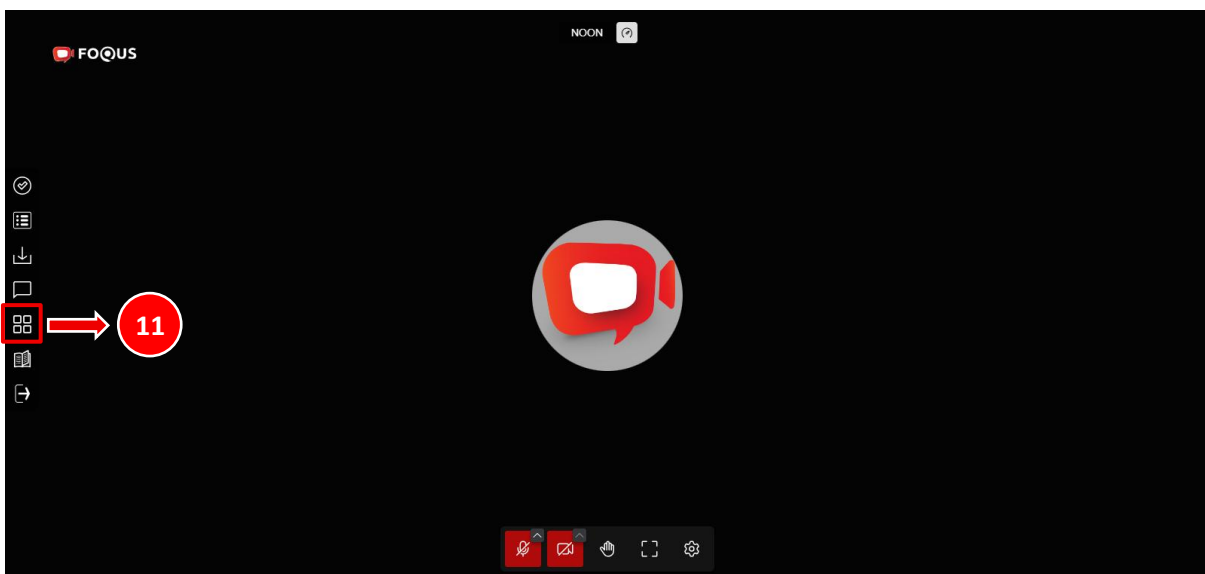
Clicking on the Hand Button **(10)**, and then waiting for the company approval. Once your request is approved, the director or company officer will ask you to unmute your microphone and ask your question. (You may also turn on your camera if required).

(This Option is available only in the meeting where the camera and microphone access are allowed for users.)



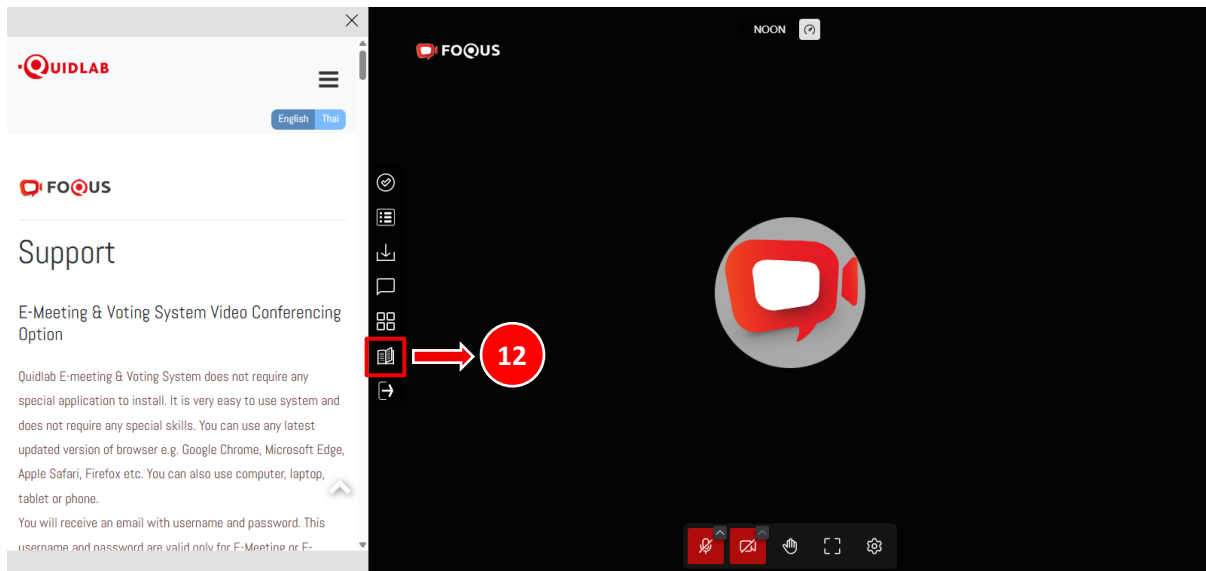
## Toggle Tile View

Icon 4 small squares **(11)** You can choose to watch in a single window to see active speaker in full screen. or multiple windows showing thumbnails of all presenters who have their camera on.



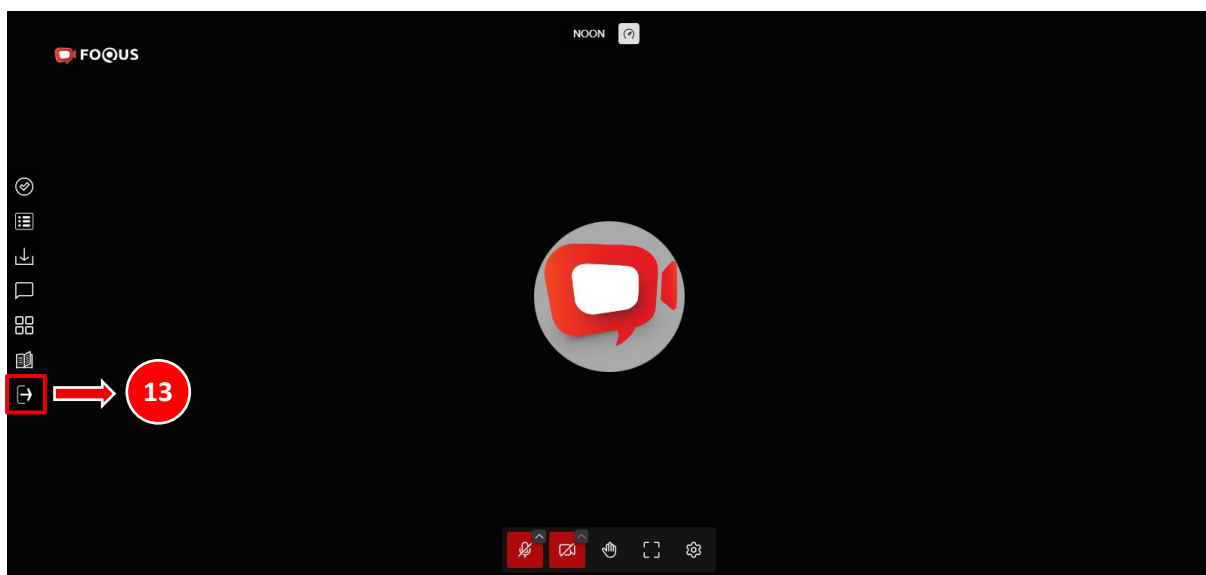
## System user manual download menu

To see the manual, you can click on this icon (12).



## Logout

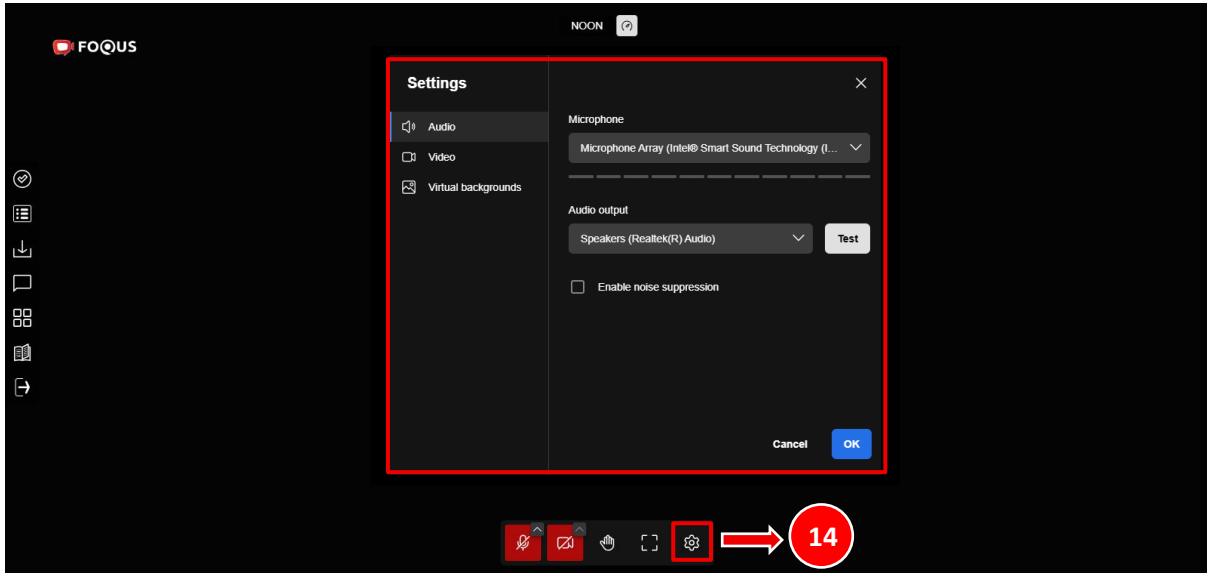
To Logout click on Logout Button (Logout) (13).



## Settings

You can change your camera and microphone settings by clicking on Settings button (14).

**[This option is available only if camera and microphone access is allowed]**



## Technical Support

If you see the problem accessing the E-Meeting system you can contact Quidlab at via telephone on 080-008-7616 or 02-0134322 or email at [info@quidlab.com](mailto:info@quidlab.com)

Before contacting technical support, please read the Frequently Asked Questions (FAQ) below which may solve your issue. We recommend that you use a computer (PC) or notebook (Laptop).

- The internet used must be stable and strong enough because the meeting runs for more than 1 hour.
- We recommend to keep your microphone muted & camera off when not talking so other users are not disturbed during meeting.
- When contacting technical support please provide full details of problem, any error message received, type of device used, browser name and version etc.

## Minimum System Requirements

<b>Bandwidth</b>	System uses simulcast hence automatically manages video quality or turns off some of videos if bandwidth is low, however for good conference a 5 Mbps bandwidth is recommended.
<b>Video quality</b>	720p
<b>CPU</b>	Video conferencing requires high CPU power, Intel Core i3 or equivalent
<b>Memory</b>	at least 4 GB
<b>Ports</b>	Following ports must be opened for outbound traffic if blocked at firewall
<b>TCP</b>	80 & 443, 5349
<b>UDP</b>	10000

## Frequently Asked Questions (FAQ)

**Question :** Why can't I click a link in my email?

**Answer :** Some email software may show links as text only. You can copy URL then open in browser Chrome / Safari

**Question :** I cannot login?

**Answer :** check the correct username & password provided. Please check if you are copying and pasting username & password correctly. In the most frequent cases, the trailing space for the username and password is copied.


**Question :** I'm out of the system very often?

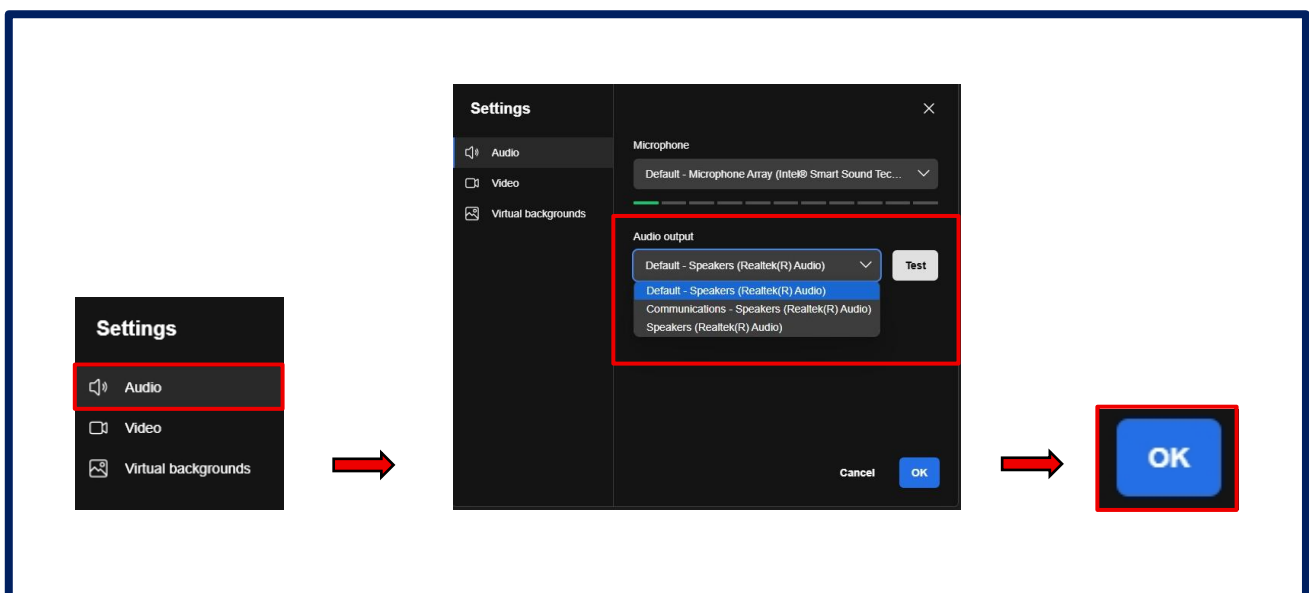
**Answer :** The internet used must be stable and strong enough because the meeting runs for more than 1 hour / weather conditions may affect the network signal you are using. If you are using WiFi there can be packet drops.

**Question :** Using headphones/headphones, I can't hear the sound at all. (both bluetooth and wired headphones)

**Answer :** Please check the volume on your mobile phone or computer to see if it is muted or not.

If you have already checked the sound level, but still haven't heard any sound. Please check that your headphones are connected to the conference system or connected to other devices. You can check as follows:

Go to the meeting system page, press on the mark.  set up / Setting → Audio → Audio output  
 Press to select the name of your headphones and press OK.



## Other Questions:

**Question** : I can login but get automatically logged out?

**Answer** : For security reasons each user can login only on one device and if you try to login on another device or different browser on same computer previous login will get logged out automatically. Do not share your username & password with another person.

**Question** : My voting options are locked, not present for some or all of agendas.

**Answer** : There are some business rules which can prevent voting and are clearly marked under each agenda for your reference and are self-explanatory, some common cases are as follows:

- The agenda does not require voting and is for acknowledgement only.
- The agenda is already closed hence it gets locked, and you cannot change vote.
- You logged in late and some of the agendas were already voted.
- A proxy form B was sent which has already been voted and does not allow you to change vote.

**Question** : Do I have to wait for agenda to be discussed before I can cast my vote? or Do I have to wait till the end of the meeting?

**Answer** : You can cast your votes any time after login and all votes will be recorded. You can also change your vote till the time agenda is not closed by company officers. Once the agenda is closed you cannot change your vote.

**Question** : My voting or other windows shows "Connection failed. Please log out and log in again" what should I do?

**Answer** : If the internet connection to voting server is lost you may get this message, you can logout and login again to restore connection.

**Question** : Will it affect my voting if I logout and login again?

**Answer** : When you login for the first time the system marks your votes as Approved however you can change your vote any time, even if you logout and login again. Login in and logout several times does not affect your previously cast votes.

**Question** : I have another technical question?

**Answer** : Please get in touch with us. 080 -008-7616 or 02-0134322 or via email: [info@quidlab.com](mailto:info@quidlab.com)

**Question** : How to report a bug or security vulnerabilities?

**Answer** : If you encounter problems send us an email to [info@quidlab.com](mailto:info@quidlab.com) with the details of vulnerabilities or bug report.



Quidlab E-Meeting & Voting System

User's Manual

Document Registration System

## Table of Contents

Login & Documents Uploading.....	3
Technical Support.....	10
Report a bug or security vulnerability.....	10

## Introduction

Quidlab E-meeting & Voting System does not require any special application to install. It is a very easy to use system and does not require any special skills. We value your privacy & time and make the document uploading system easy for you without asking for details which are not needed so you can quickly complete the process. You can use any latest updated version of browser e.g. Google Chrome, Microsoft Edge, Apple Safari, Firefox etc. You can also use a computer, laptop, tablet, or phone.


Please refer to E-meeting invitation for link or QR Code for document uploading which will be like <https://subdomain.quidlab.com/registration/>

## Login & Documents Uploading

1. Scan QR Code provided or type URL in browser to upload documents. You will be taken to the document registration system portal as shown below.

  
**ระบบนำเสนอเอกสาร สำหรับการประชุมผ่านสื่ออิเล็กทรอนิกส์ E-Meeting**  
**Document Registration System for E-Meeting**  
บริษัท ควิดแล็บ จำกัด  
Quidlab Co., Ltd.  
การประชุมสามัญผู้ถือหุ้นประจำปี 2568  
The 2025 Annual General Meeting of Shareholders  
[คู่มือภาษาไทย](#) [English Manual](#)  
เลขทะเบียนผู้ถือหลักทรัพย์  
Shareholder's Registration No.  
  
เลขประจำตัวประชาชน / ทะเบียนนิติบุคคลเลขที่ / หมายเลขพาสปอร์ต  
ID Card Number / Legal entity registration number / Passport Number  
  
 Accept terms  
หมายเหตุ : เอกสารลงทะเบียนที่ต้องทำการอัปโหลดไฟล์ กรณีมาด้วยตนเองหรือรับมอบฉันทะ สามารถดูรายละเอียด ตามที่ระบุไว้ในหนังสือเชิญประชุม  
Note: Please refer to invitation letter for meeting to get a list of document to be uploaded in case of coming in person or proxy  
หมายเหตุ : หากต้องการความช่วยเหลือในการส่งเอกสาร กรุณาติดต่อ บริษัท ควิดแล็บ จำกัด เบอร์โทร 02-0134322 อีเมล : info@quidlab.com  
Note: If you need assistance submitting document please contact Quidlab at Phone: 02-013-4322 Email : info@quidlab.com  
[นโยบายความเป็นส่วนตัว](#) [นโยบายการคุ้มครองข้อมูลและเงื่อนไขการใช้งานของระบบ](#)  
[Quidlab Privacy Policy, Data Protection Policy & Terms of use](#)  
[นโยบายความปลอดภัยของข้อมูล Quidlab](#)  
[Quidlab Information Security Management Policy](#)  
FoQus version 4.0.0 Served from Singapore

2. Fill in your shareholder's registration number and ID Card Number. This information shall be exactly same which are provided to the company's shareholder registrar. In case you don't know these, please get in touch with the company or registrar.  
**\*If you do not know the exact information, please contact the company organizing the meeting or the securities registrar directly.**
3. After filling out the details, please click the check mark in the Accept Terms box, then click on Submit



## ระบบนำส่งเอกสาร สำหรับการประชุมผ่านสื่ออิเล็กทรอนิกส์ E-Meeting Document Registration System for E-Meeting

บริษัท คิวดีแลบ จำกัด  
Quidlab Co., Ltd.

การประชุมสามัญผู้ถือหุ้นประจำปี 2568  
The 2025 Annual General Meeting of Shareholders

[คู่มือภาษาไทย](#) [English Manual](#)

<p>เลขทะเบียนผู้ถือหลักทรัพย์ Shareholder's Registration No.</p> <input type="text" value="Shareholder's registration No."/>	<p>เลขประจำตัวประชาชน / ทะเบียนนิติบุคคลเลขที่ / หมายเลขพาสปอร์ต ID Card Number / Legal entity registration number / Passport Number</p> <input type="text" value="ID Card Number"/>
--	--

Accept terms  
 ←

หมายเหตุ : เอกสารลงทะเบียนที่ต้องทำการอัปโหลดไฟล์ กรณีมาด้วยตนเองหรือรับมอบฉันทะ สามารถดูรายละเอียด ตามที่ระบุไว้ในหนังสือเชิญประชุม  
Note: Please refer to invitation letter for meeting to get a list of document to be uploaded in case of coming in person or proxy


หมายเหตุ : หากต้องการความช่วยเหลือในการส่งเอกสาร กรุณาติดต่อ บริษัท คิวดีแลบ จำกัด เบอร์โทร 02-0134322 อีเมล : [info@quidlab.com](mailto:info@quidlab.com)  
Note: If you need assistance submitting document please contact Quidlab at Phone: 02-013-4322 Email : [info@quidlab.com](mailto:info@quidlab.com)

[นโยบายความเป็นส่วนตัว นโยบายการคุ้มครองข้อมูลและเงื่อนไขการใช้งานของระบบ](#)  
[Quidlab Privacy Policy, Data Protection Policy & Terms of use](#)

[นโยบายความปลอดภัยของข้อมูล Quidlab](#)  
[Quidlab Information Security Management Policy](#)

FoQus version 4.0.0 Served from Singapore

4. If the information is correct, you will be allowed to upload documents, and a screen as below will be presented.



## ระบบนำส่งเอกสาร สำหรับการประชุมผ่านสื่ออิเล็กทรอนิกส์ E-Meeting Document Registration System for E-Meeting

บริษัท คิวดิแลบ จำกัด  
Quidlab Co., Ltd.

การประชุมสามัญผู้ถือหุ้นประจำปี 2568  
The 2025 Annual General Meeting of Shareholders

[คู่มือภาษาไทย](#) [English Manual](#)

อีเมล (Email address)

หมายเลขโทรศัพท์ (Phone Number)

เข้าร่วมประชุม (Attend meeting):  มาด้วยตนเอง (Person)  รับมอบฉันทะ (Proxy)  มอบฉันทะให้กรรมการอิสระ (Director Proxy)

**ผู้ถือหุ้นที่เป็นบุคคลธรรมดา**

- สำเนาบัตรประจำตัวประชาชน หรือสำเนาเอกสารอื่นซึ่งออกโดยหน่วยงานราชการ ที่ยังไม่หมดอายุพร้อมลงนามรับรองสำเนาถูกต้อง

**ผู้ถือหุ้นที่เป็นนิติบุคคล**

- หนังสือมอบอำนาจหรือหนังสือมอบฉันทะที่ลงลายมือชื่อ
- หนังสือรับรองการจดทะเบียนเป็นนิติบุคคลของผู้มอบฉันทะซึ่งลงลายมือชื่อรับรองสำเนาถูกต้อง

อัปโหลดไฟล์ (Upload files): สามารถแนบได้เฉพาะ jpg, png, gif, pdf เท่านั้น  
สามารถแนบได้สูงสุด 5 ไฟล์เท่านั้น (ขนาดไฟล์ไม่เกิน 5MB)

หมายเหตุ : เอกสารลงทะเบียนที่ต้องทำการอัปโหลดไฟล์ กรณีมาด้วยตนเองหรือรับมอบฉันทะ สามารถดูรายละเอียด ตามที่ระบุไว้ในหนังสือเชิญประชุม  
Note: Please refer to invitation letter for meeting to get a list of document to be uploaded in case of coming in person or proxy

หมายเหตุ : หากต้องการความช่วยเหลือในการส่งเอกสาร กรุณาติดต่อ บริษัท คิวดิแลบ จำกัด เบอร์โทร 02-0134322 อีเมล : [info@quidlab.com](mailto:info@quidlab.com)  
Note: If you need assistance submitting document please contact Quidlab at Phone: 02-013-4322 Email : [info@quidlab.com](mailto:info@quidlab.com)

[นโยบายความเป็นส่วนตัว](#) [นโยบายการคุ้มครองข้อมูลและเงื่อนไขการใช้งานของระบบ](#)  
[Quidlab Privacy Policy, Data Protection Policy & Terms of use](#)

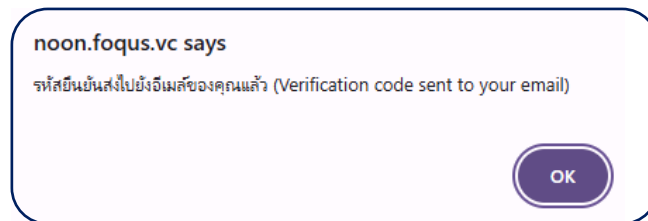
[นโยบายความปลอดภัยของข้อมูล Quidlab](#)  
[Quidlab Information Security Management Policy](#)

FoQus version 4.0.0 Served from Singapore

5. Fill the following details (all the below information is needed for successful registration):
  - a. Email address where you want to receive username & password for joining E-meeting After entering your email, proceed by clicking the “Check Email” button.

อีเมล (Email address)

You will receive a pop-up notification as shown in the image below:



The OTP code will be sent to the email address you entered. A sample of the email you will receive is illustrated in the image below:



Please return to the document upload page, enter the OTP code you received in the designated field, and then click on the “Verify” button.

อีเมล (Email address)

If the OTP is entered correctly, the system will display the message: “OTP verified successfully”

อีเมล (Email address)

@quidlab.com

ตรวจสอบอีเมล (Check Email)

ได้รับการยืนยัน OTP เรียบร้อยแล้ว (OTP verified successfully.)

b. Telephone number in case the company wants to get in touch with you.

หมายเลขโทรศัพท์ (Phone Number)

Phone Number

c. Select the meeting format you wish to join according to your purpose.

เข้าร่วมประชุม (Attend meeting):  มาด้วยตนเอง (Person)  รับมอบฉันทะ (Proxy)  มอบฉันทะให้กรรมการอิสระ (Director Proxy)

**In case you choose a proxy**

you must also enter proxy name, ID number of the proxy and type of proxy e.g. A, B or C.

**Forms of Proxy**

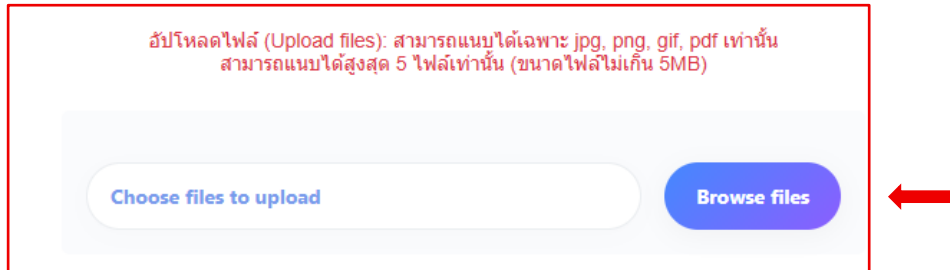
(a) General Form : A simple and straightforward form authorizing the proxy holder to cast votes on any agenda items at their own discretion.

(b) Specific Form : A form that clearly and specifically stipulates the authorization, whereby the proxy grantor expressly indicates their voting preference (approve, disapprove, or abstain) for each agenda item.

(c) Custodian Form : A form applicable only in cases where a shareholder whose name appears in the share register is a foreign investor and has appointed a custodian in Thailand as the depository and caretaker of their shares.

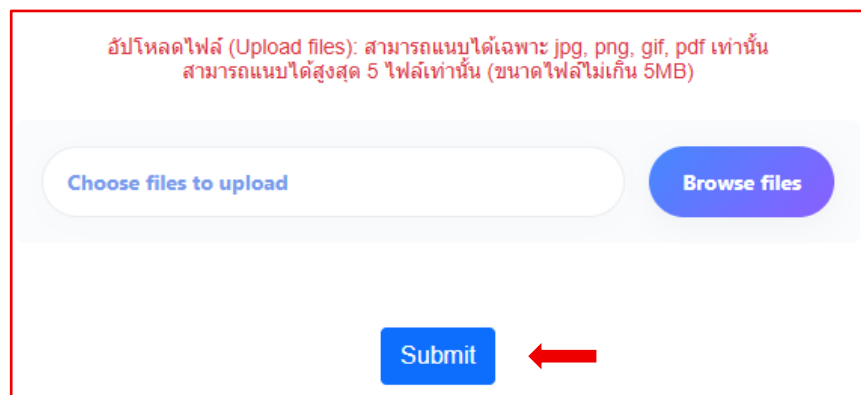
<https://quidlab.com>

- d. Upload documents as specified by the company as indicated in the invitation letter.  
Please click on “Browse files” and select the document file you would like to submit to the company.



\*\* Please note the required documents may differ from company to company and different documents may be required for joining in Person or Proxy or Director Proxy.

- e. After selecting the document to be uploaded, click on the “Submit” button to complete the submission to the company.



After the information has been successfully submitted, the screen will display as illustrated in the image below. :

To submit additional documents, please click on 'Browse files' to select the documents you wish to provide to the company, and then click on 'Submit Documents' to complete the submission process.

The screenshot shows the FOQUS Document Registration System for E-Meeting interface. At the top, the FOQUS logo is displayed. Below it, the title reads "ระบบนำส่งเอกสาร สำหรับการประชุมผ่านสื่ออิเล็กทรอนิกส์ E-Meeting" and "Document Registration System for E-Meeting". The company name "บริษัท ควิดแลบ จำกัด" and "Quidlab Co., Ltd." are listed, along with the meeting details "การประชุมสามัญผู้ถือหุ้นประจำปี 2568" and "The 2025 Annual General Meeting of Shareholders". There are two language options: "คู่มือภาษาไทย" and "English Manual". A green banner indicates "ส่งเอกสารเรียบร้อยแล้ว Data Registered." Below this, a red message states "ขณะนี้เอกสารของคุณอยู่ระหว่างการพิจารณา" and "Your documents are under consideration. Please check again later." A blue message says "คุณสามารถส่งเอกสารเพิ่มเติมได้หากต้องการ" and "You have already submitted documents, you can add more documents if you wish." There are instructions for file uploads: "อัปโหลดไฟล์ (Upload files): สามารถแนบได้เฉพาะ jpg, png, gif, pdf เท่านั้น" and "สามารถแนบได้สูงสุด 5 ไฟล์เท่านั้น (ขนาดไฟล์ไม่เกิน 5MB)". At the bottom, there are two buttons: "Choose files to upload" and "Browse files", and a "Submit Documents" button.

6. In case your documents are approved you will receive a separate email with username and password.  
**\*\*Please only contact us or the company in case you do not receive username & password 24 hours before meeting time or as indicated in the invitation letter.**
7. In case the documents are not approved, you will receive an email with the reason from the company. You can login again to the document registration portal and upload the additional documents to rectify the cause.

## Technical Support

If you face any technical difficulties in accessing the E-AGM system you can get in touch with Quidlab via telephone on +66-2-013-4322 or +66-800-087-616 or via email at [info@quidlab.com](mailto:info@quidlab.com), before contacting technical support.

When contacting technical support please provide full details of the problems faced, any error message.

received, type of device used, browser name and version etc.

## Report a bug or security vulnerability

If you encounter problems send us an email to [info@quidlab.com](mailto:info@quidlab.com) with the details of vulnerabilities or bug report