# User Manual

# e-Shareholder Meeting System

# Contents

# 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

# 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

### In case of proxy

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 <u>registration link provided in the invitation to the shareholders' meeting.</u>**

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**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**

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**2** Shareholders accept the terms and conditions for attending the shareholders' meeting via DAP e-Shareholder system by marking ☑ and click "OK"
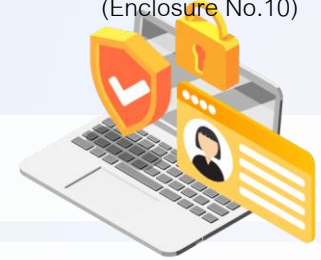
## 2.1 Attend the meeting in person – Individual person <u>with the ID Card</u>

**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.)
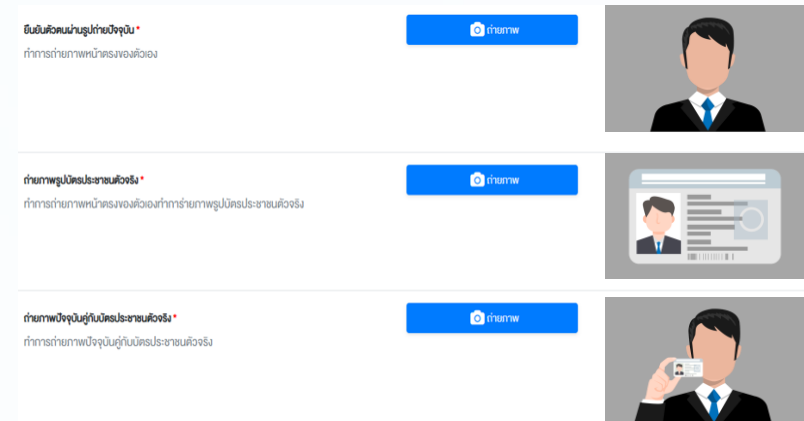
Enter OTP and click "Next"

**5** Take pictures of yourself

Shareholders need to take pictures of yourself holding the ID card as explained in 3 steps below:
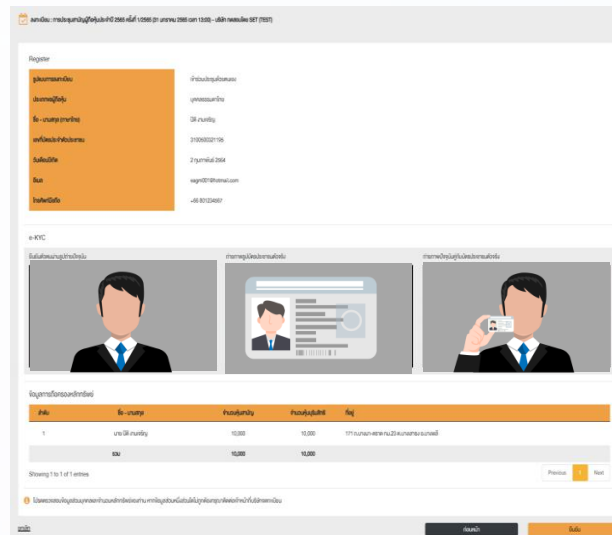
Picture 1 : Picture of yourself

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 – Foreign person / Person without the ID card OR Juristic Person

**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

**Foreign person / Person without the ID card**

- 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

**Juristic person**

- 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 8–15 characters 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)
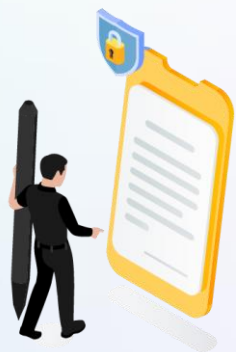
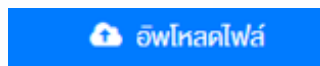OTP will be sent to the mobile phone number and email you have entered.

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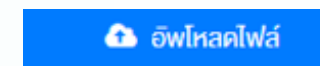
Enter OTP and click "Next"

**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"
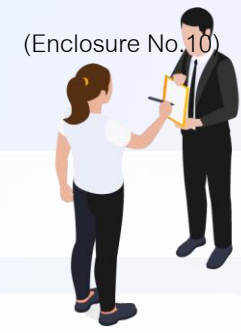
## 2.3  Proxy to another person (A)

**1** Choose a registration form

○ Attend in person    ◉ Proxy

**2** Fill out the information of the <u>shareholder who appoints a proxy</u> 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"
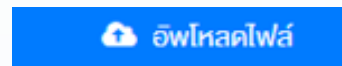
- Enter OTP

**3** Specify the type of proxy

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

**4** Fill out <u>proxies</u> 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"

**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

## 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

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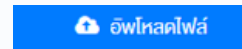
The shareholder uploads the proxy form B with attachments as specified in the invitation letter

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.

# |3 Steps of joining the e-Meeting

**1**

https://portal.eservice.setgroup.or.th
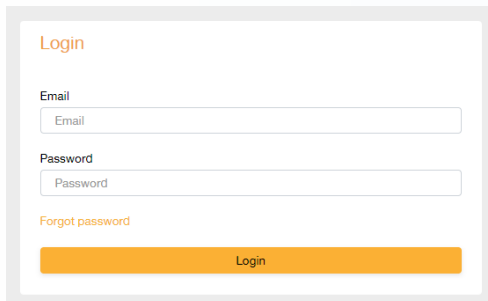
Shareholders log in to DAP e-Shareholder Meeting system on the date and time specified by the company

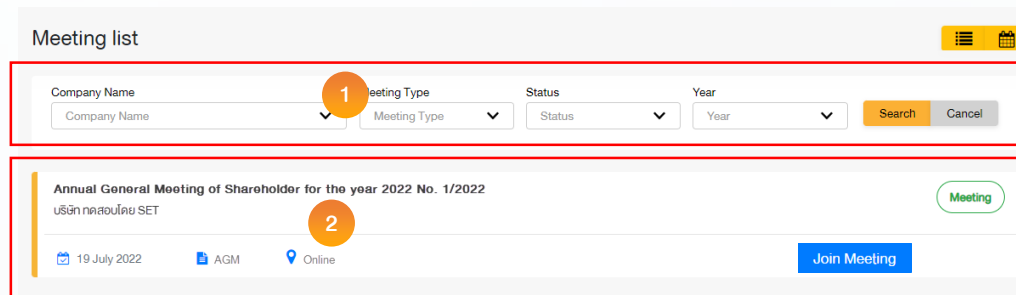Click the meeting link in the email received from the system.

**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

**2**

Meeting

📅 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

**4**
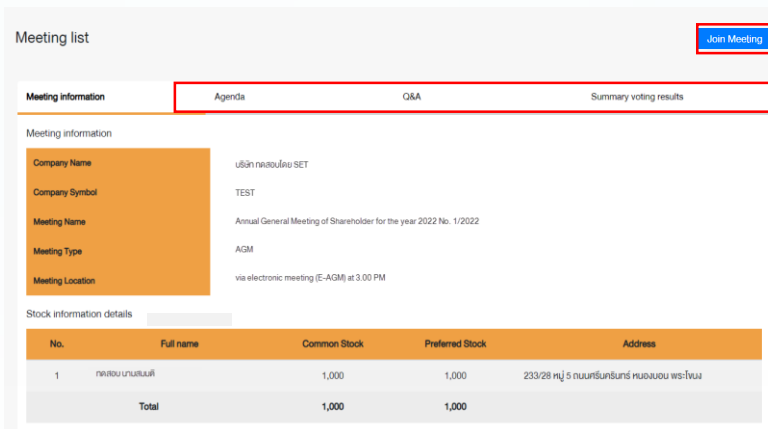


Menu bar will display information as follow:

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

# 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)
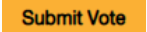to ask such question by yourself

# 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**



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] icon

# 5 Resetting password

To retrieve your password, shareholders can reset password by clicking "Forgot password" button.



**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

**1 Reset password via email**



Enter your registered email



Check your inbox



Set new password

Page 78

# 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

**dap**

## To download user manual

shareholders could study more information at:

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

Or scan the following QR Code: