

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

ONL-MN-004

Revision: 00

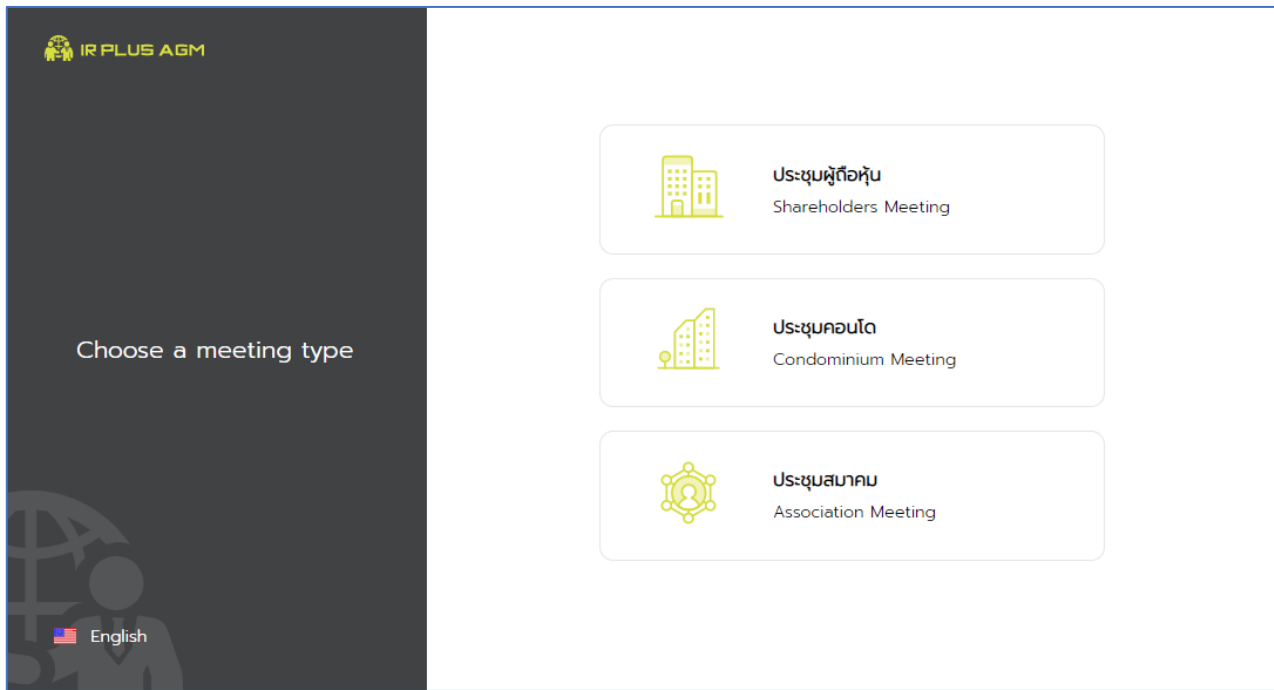
Effective Date: 24 February 2022

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

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

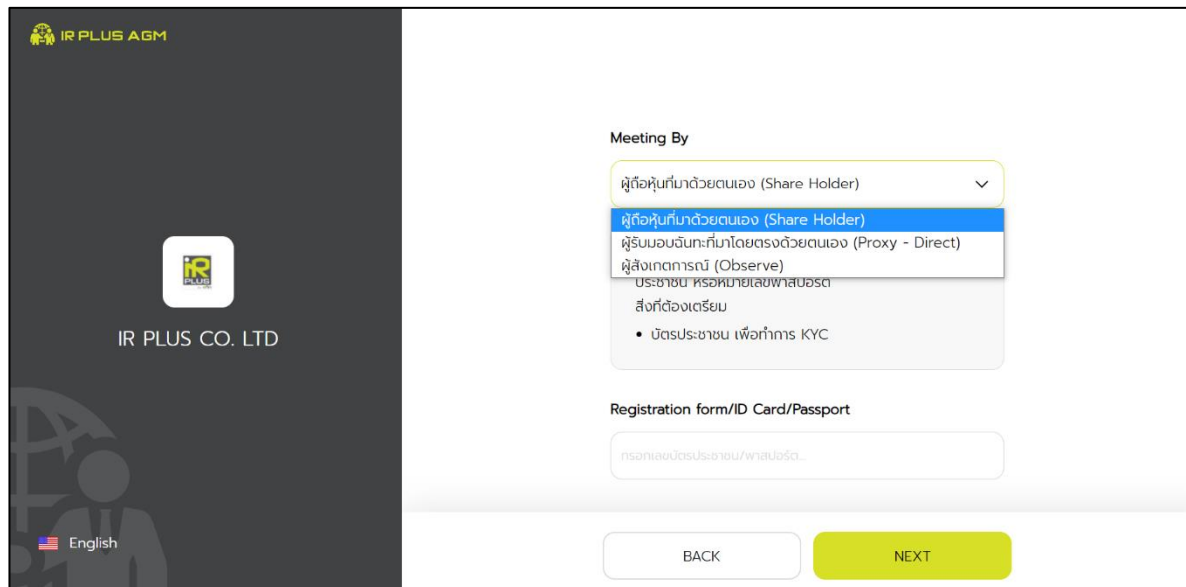


Usage of Electronic-Annual General Meeting (E-AGM)

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

Shareholder

There are 2 kinds of shareholder 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

- ID card or a passport book for identity verification (KYC)

- The direct proxy may access by showing the ID card or a passport book for identity verification (KYC) which belongs to the principal together with picture to the staff for verification.

■ Requirements

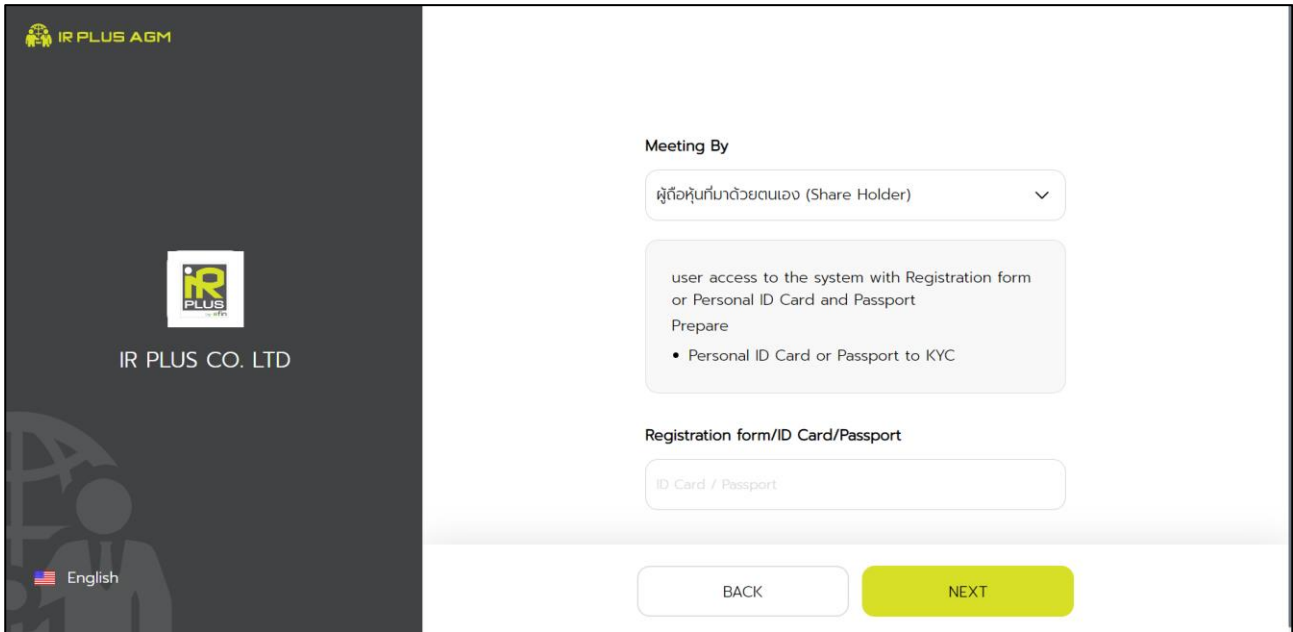
- A signed copy of ID card belonged to the 'principal'

- Power of Attorney

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

Category 1: Shareholder

1. The Shareholder can select to login by scanning a barcode appeared in the AGM registration form, or to login by use 13 digit of Identification card or the passport pursuant to the Picture 1.1 (Shareholder login)



IR PLUS AGM

IR PLUS CO. LTD

Meeting By

ผู้ถือหุ้นที่มาด้วยตนเอง (Share Holder)

user access to the system with Registration form or Personal ID Card and Passport Prepare

- Personal ID Card or Passport to KYC

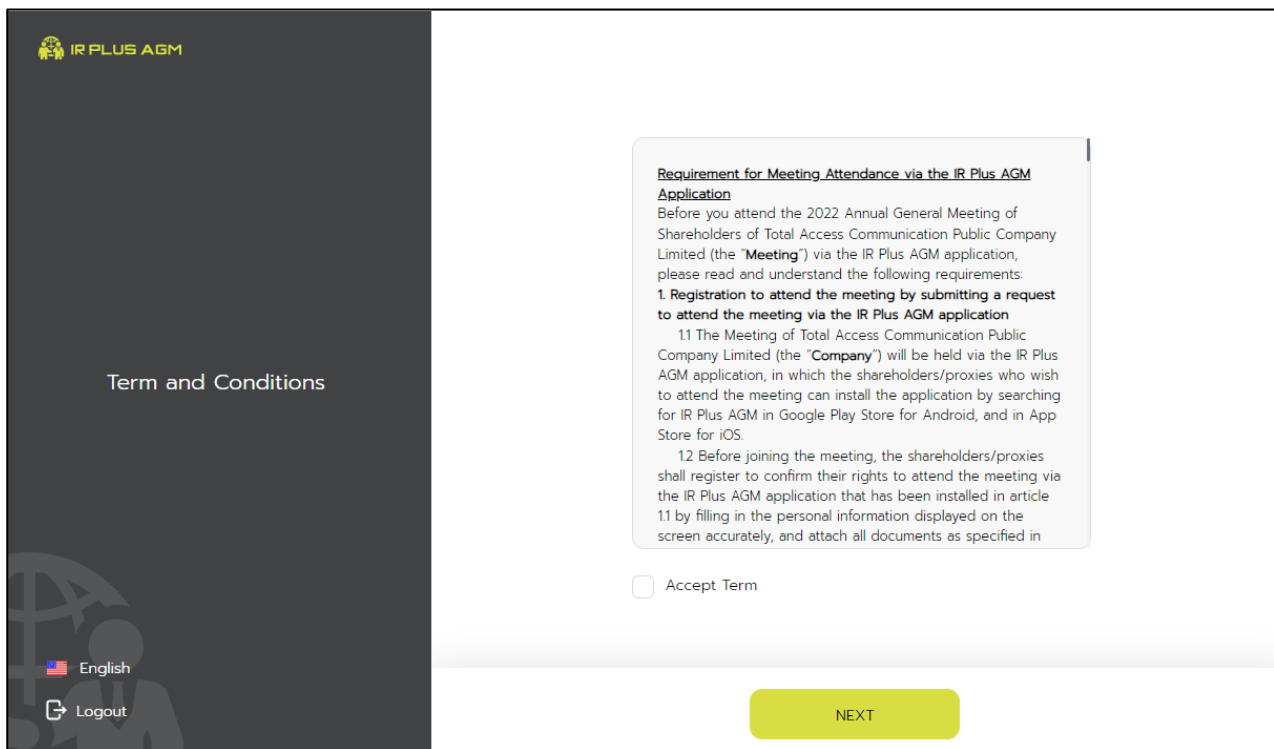
Registration form/ID Card/Passport

ID Card / Passport

BACK NEXT

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 shareholder acknowledges the term and conditions, the shareholder shall accept and go the next page as displayed in the Picture 2.

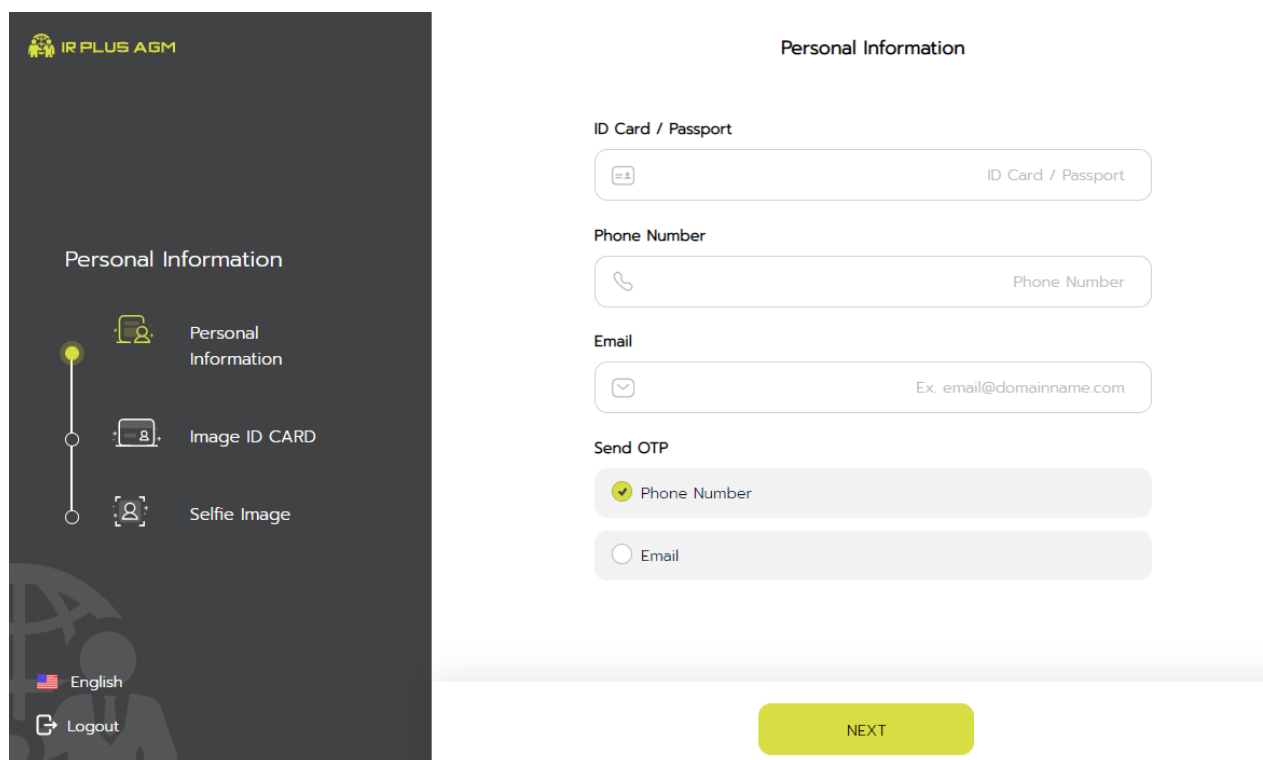


Picture 2: A screen of acceptance of term and conditions

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
- Select channel for sent OTP via phone number or email

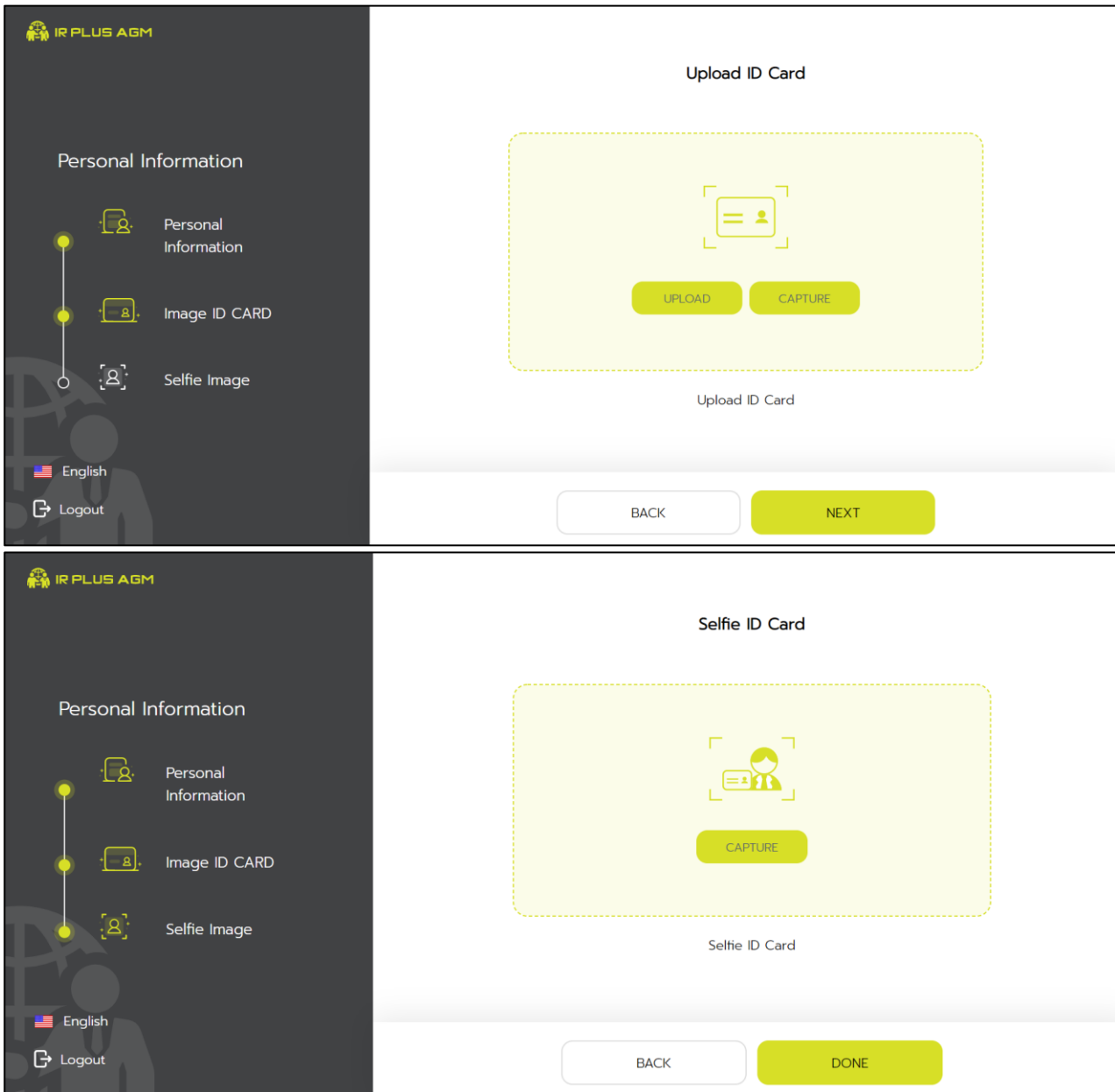


Picture 3.1: A screen of filling up the personal information

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.

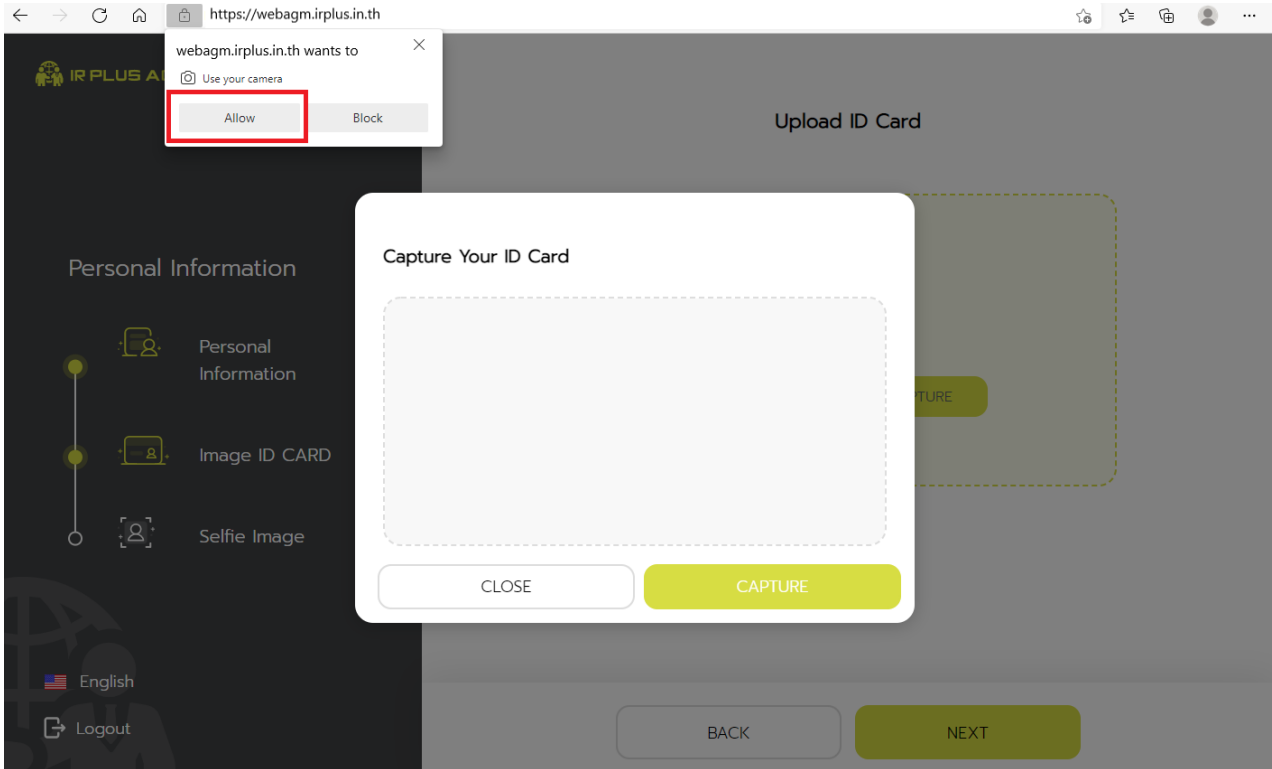
3.2 Kindly upload the picture of user for self-verification as displayed in the Picture 3.2.1.

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

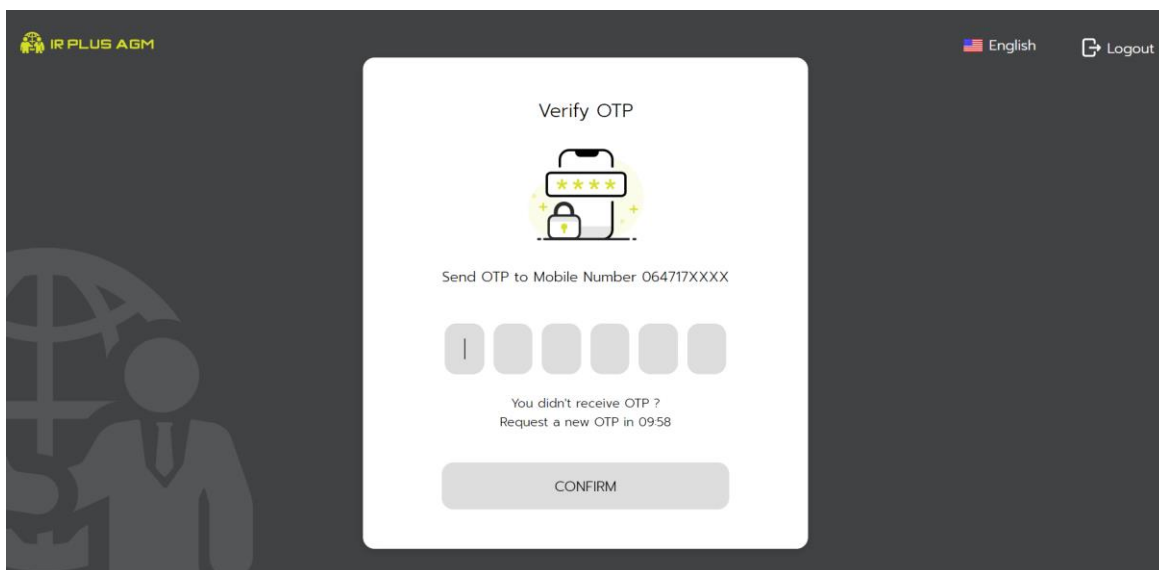


Picture 3.2.1: A screen of self-verification

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



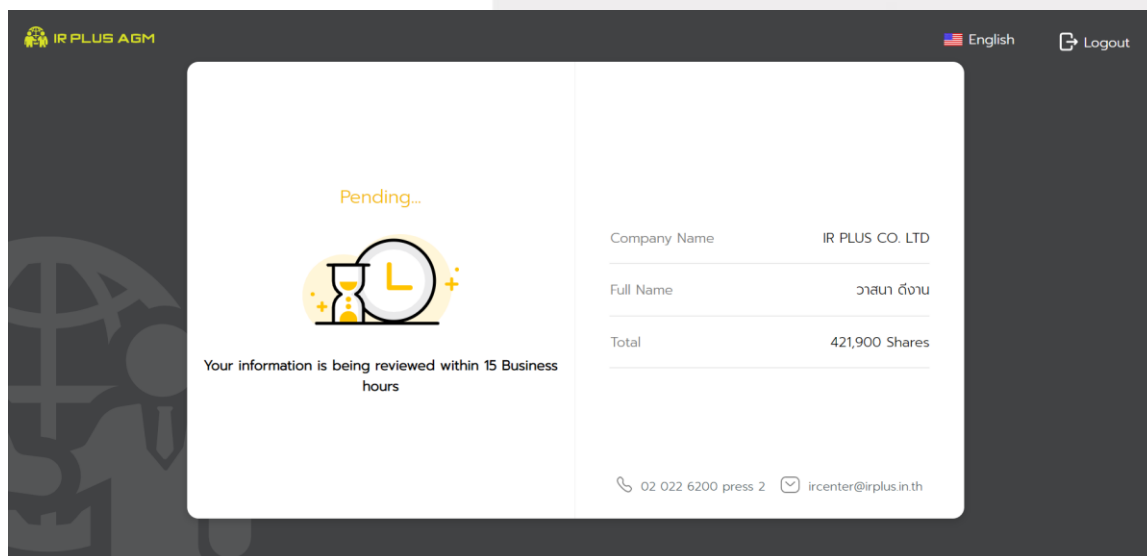
Once the self-verification is complete, the OTP will be sent to the shareholder promptly for verification as displayed in the Picture 3.2.2



Picture 3.2.2 : A screen of the OTP verification

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

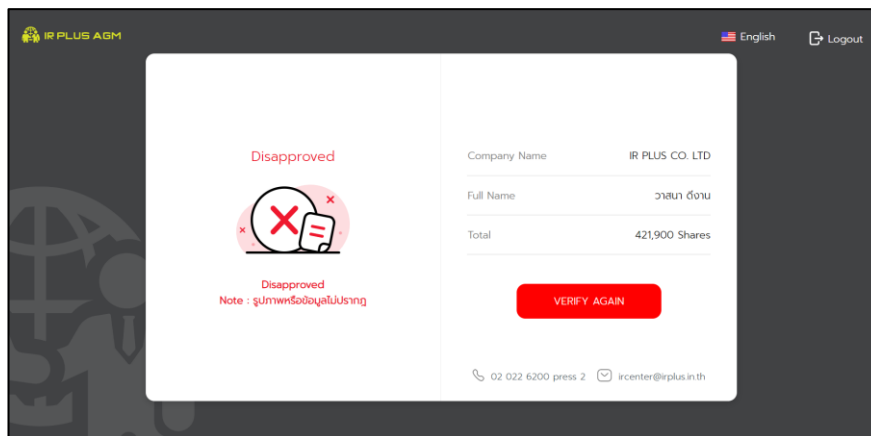
1. Pending means the verification process is not yet complete.



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 shareholder prior the online vote. ***In case of pending, the shareholder is out of use this application.**

2. Disapproved means the verification process is failed.

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

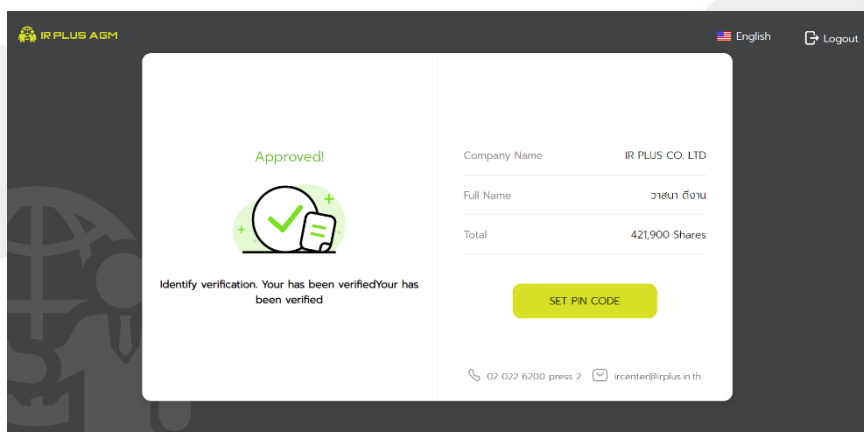


Self-verification : Disapproved / Remark: Clearer picture must upload.

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

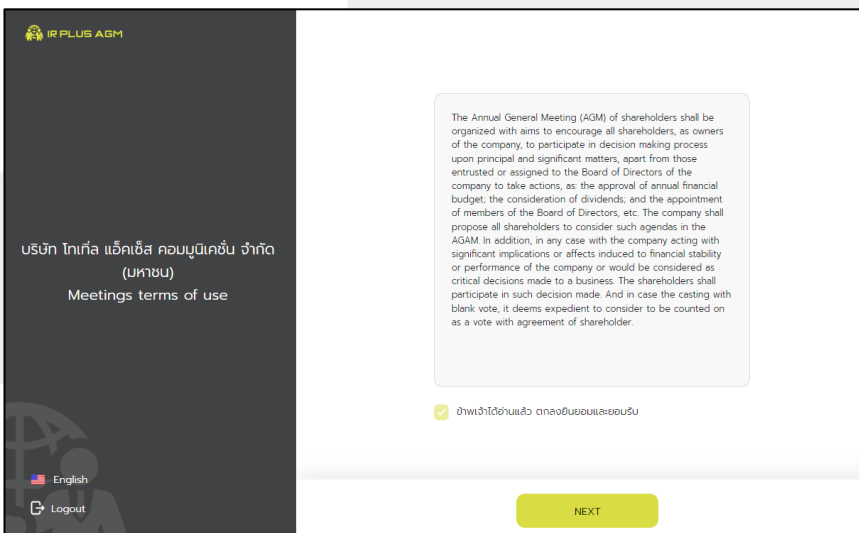
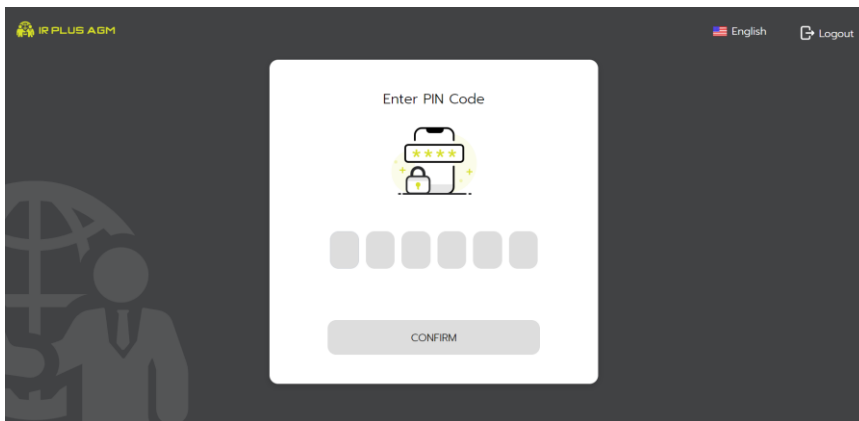
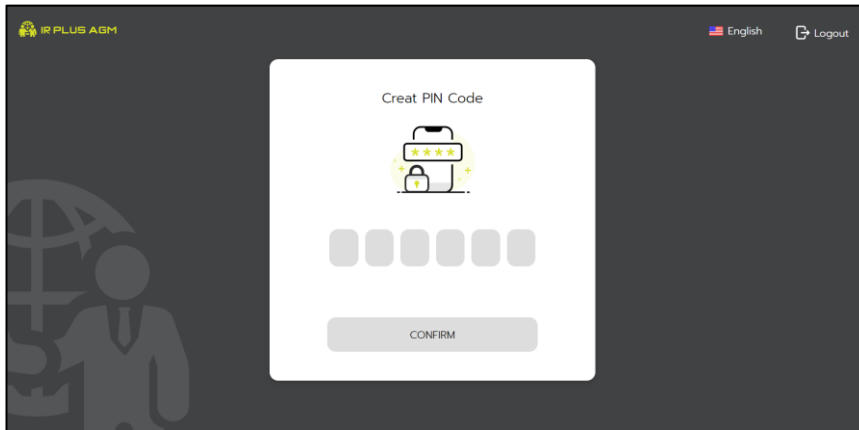
3. Approve means self-verification is complete.

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



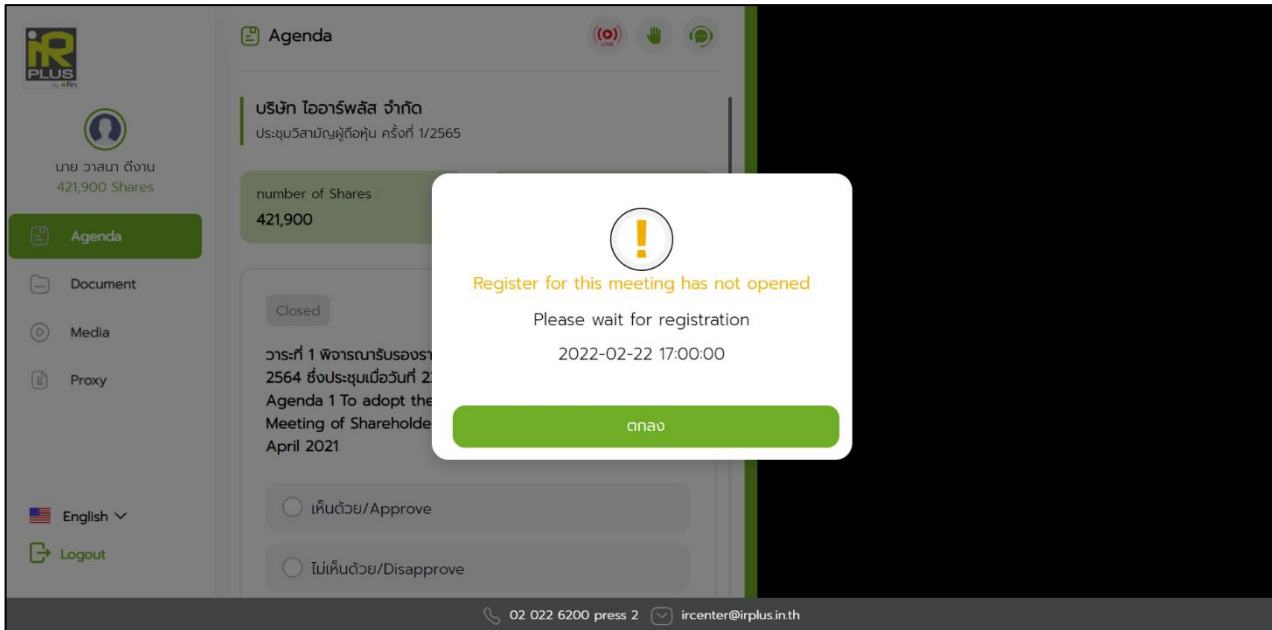
Self-verification : Approved

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

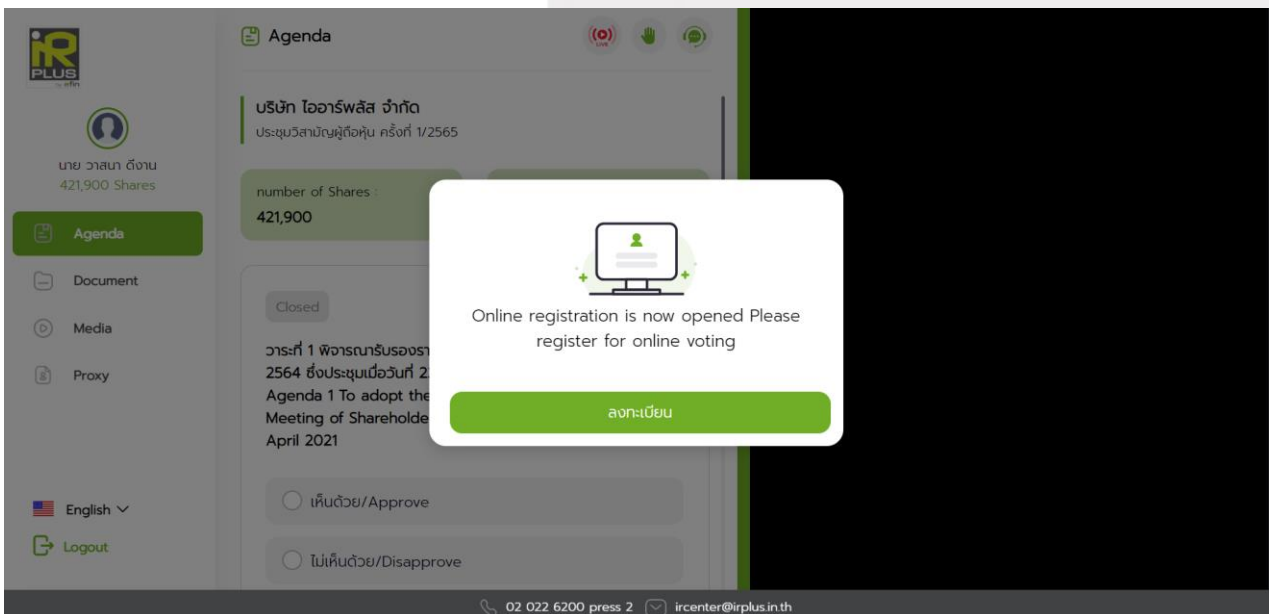


Meeting attendance

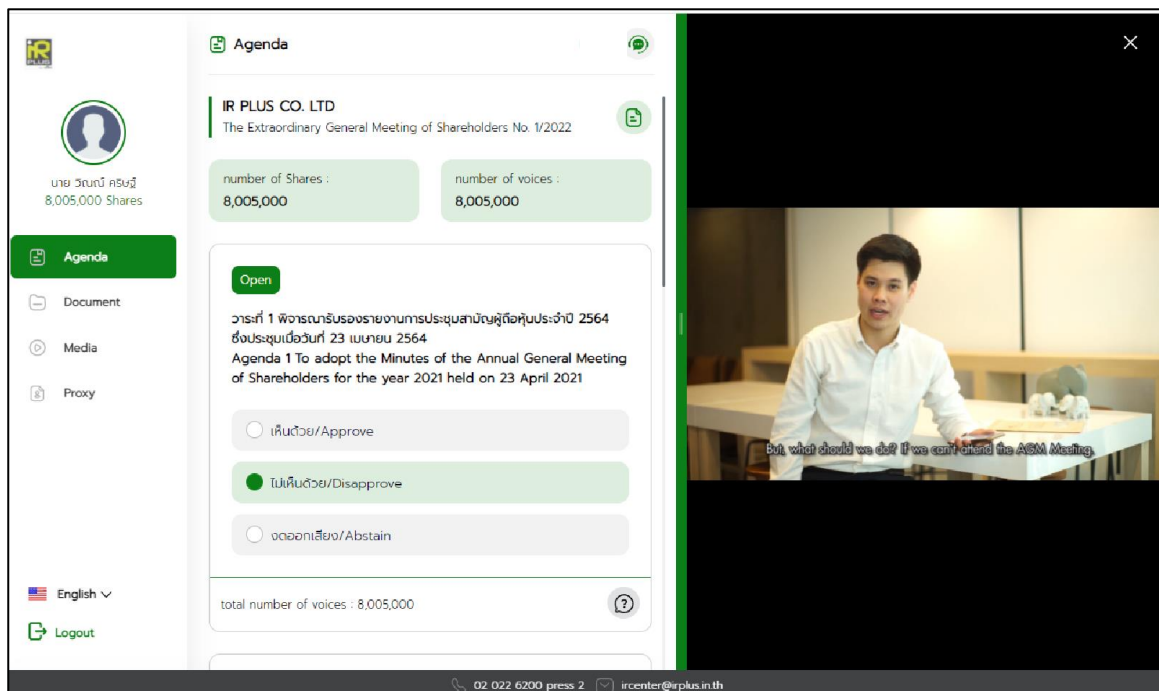
The registration time shall be notified prior the registration.



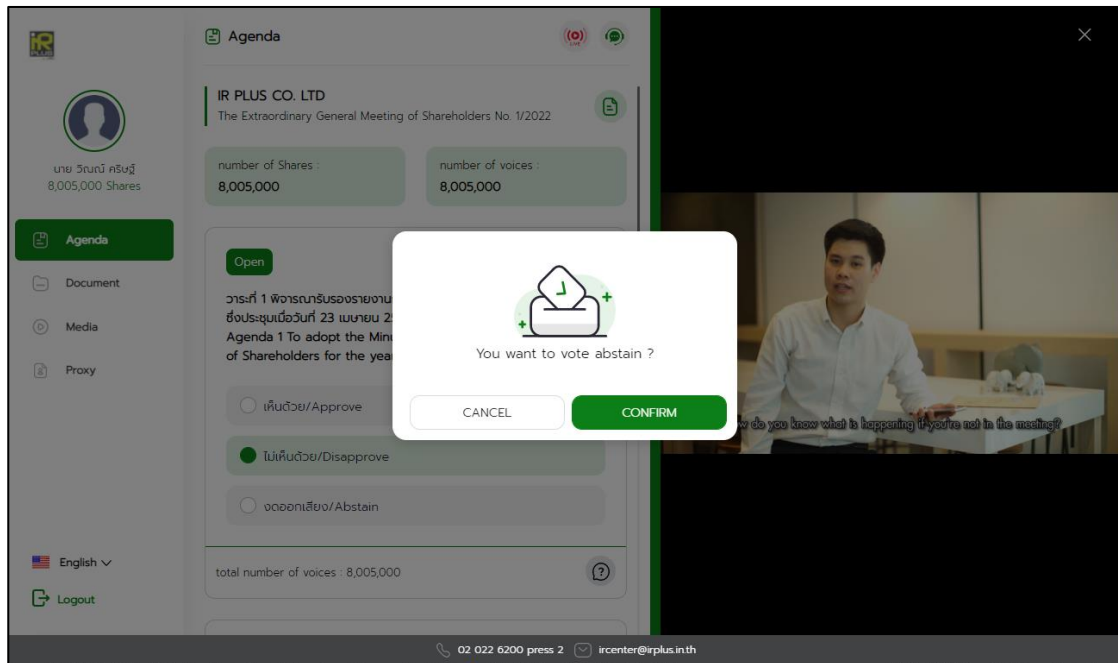
When the meeting begins, the notification shall be displayed so that the shareholder can register for the meeting attendance.



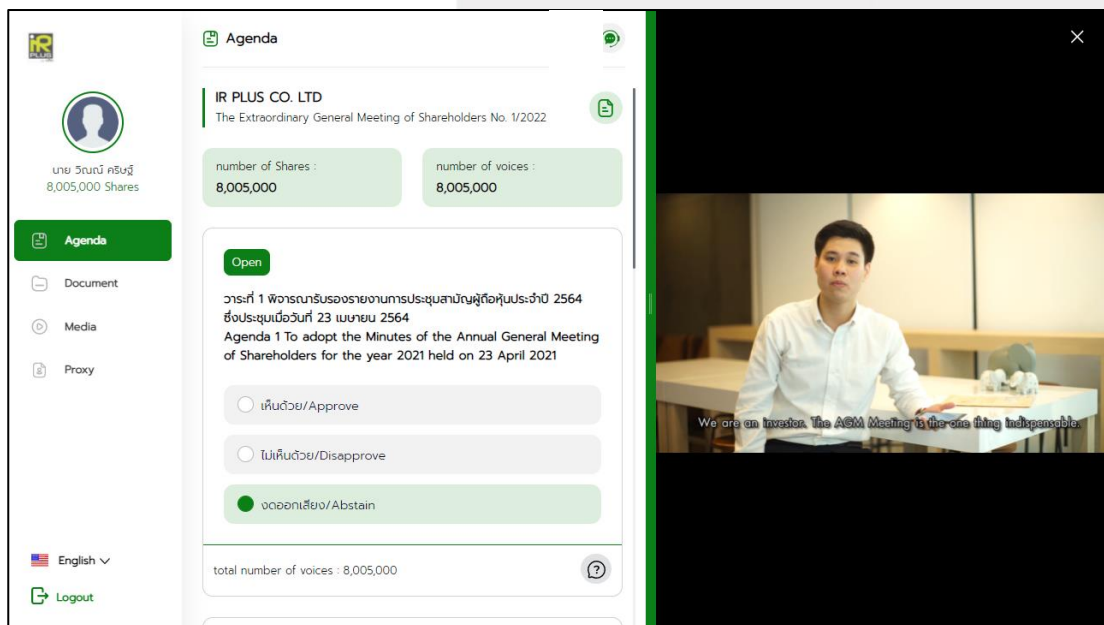
Once the shareholder registers, the shareholder can vote online promptly under the basis of one man, one vote.



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

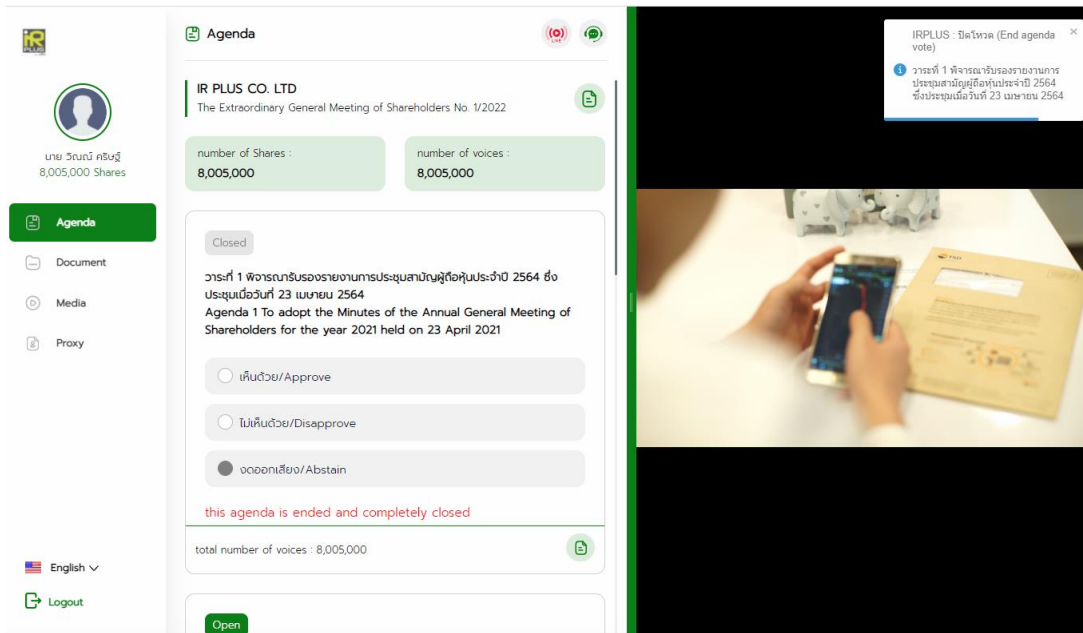


Once the vote is made, it will be shown according to his/her choice.

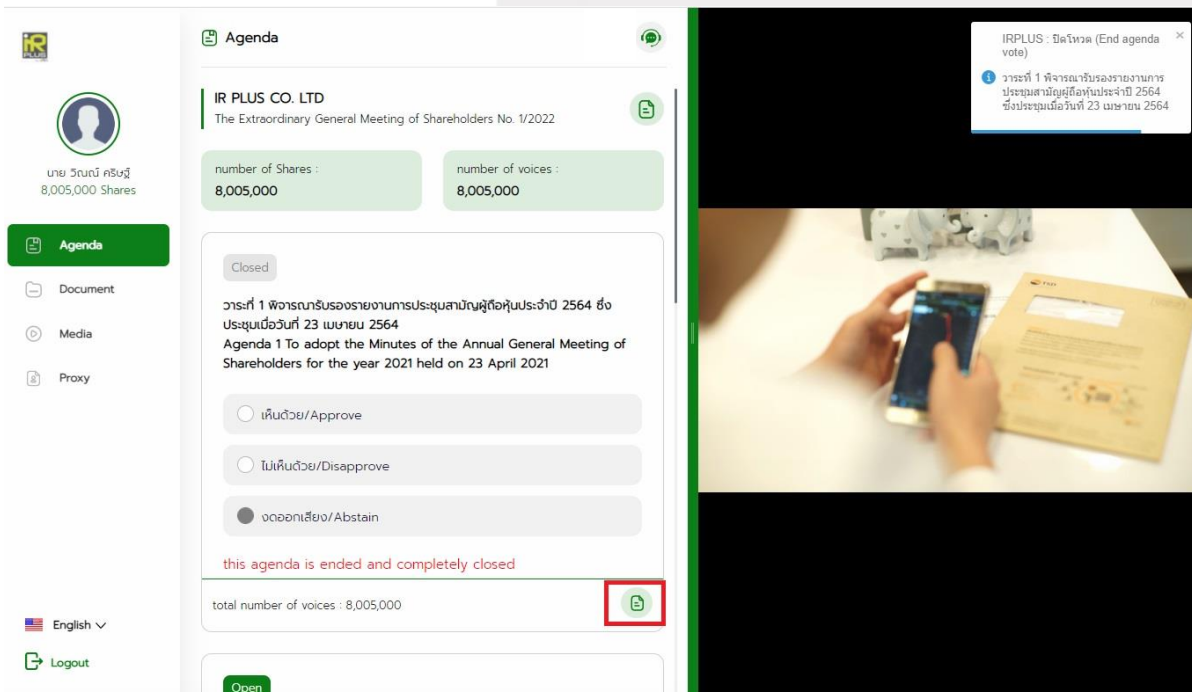


When the voting reaches to the closing time, it shall be notified.

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



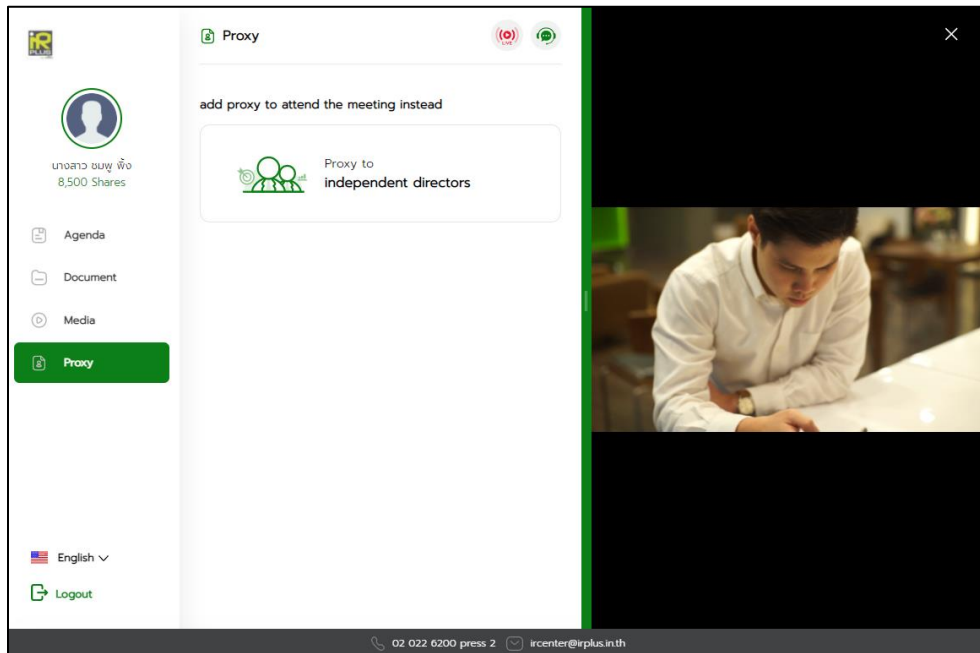
Once the agenda is closing, shareholder can check the voting results promptly.



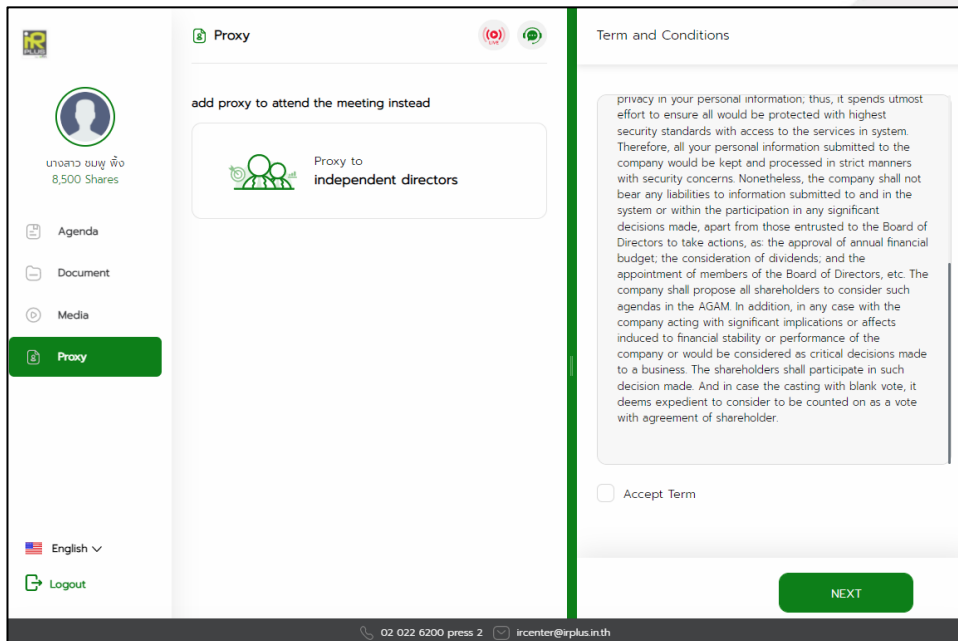
In case the shareholder would like to assign the right to his/her proxy

Right assignment may be made

To the independent director : Form B.

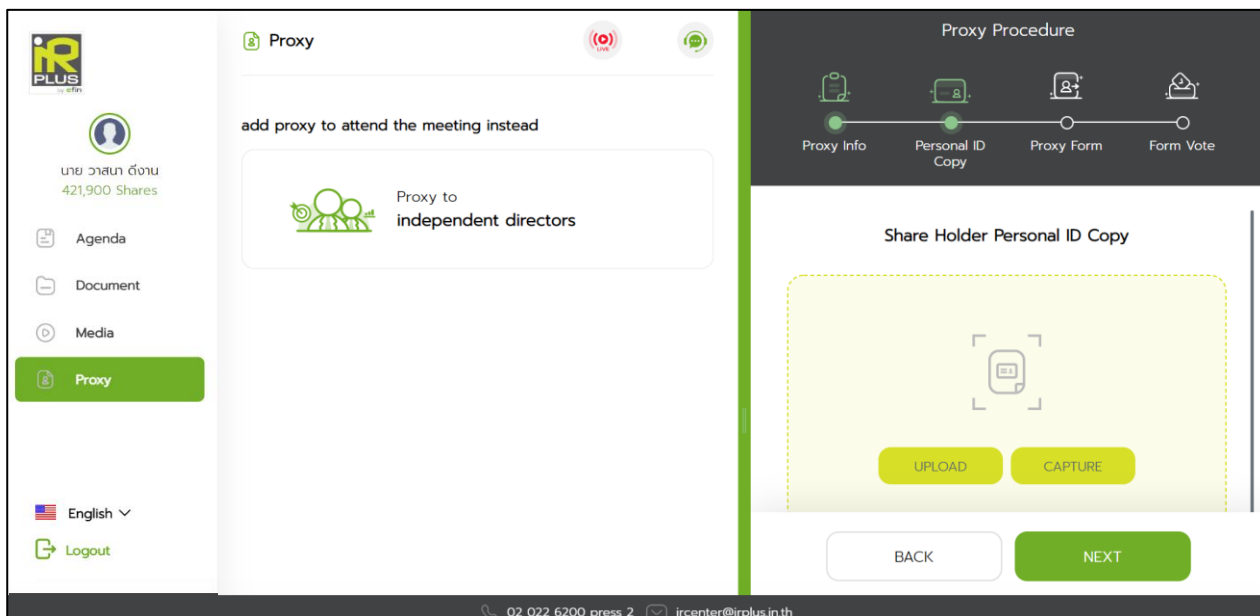
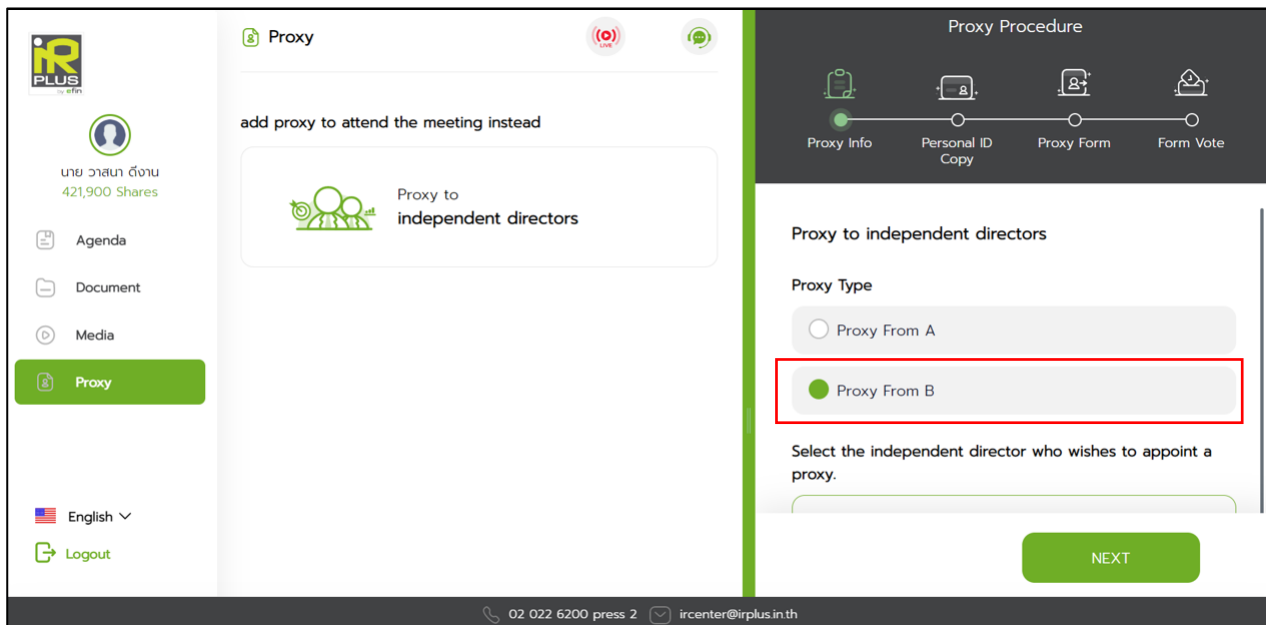


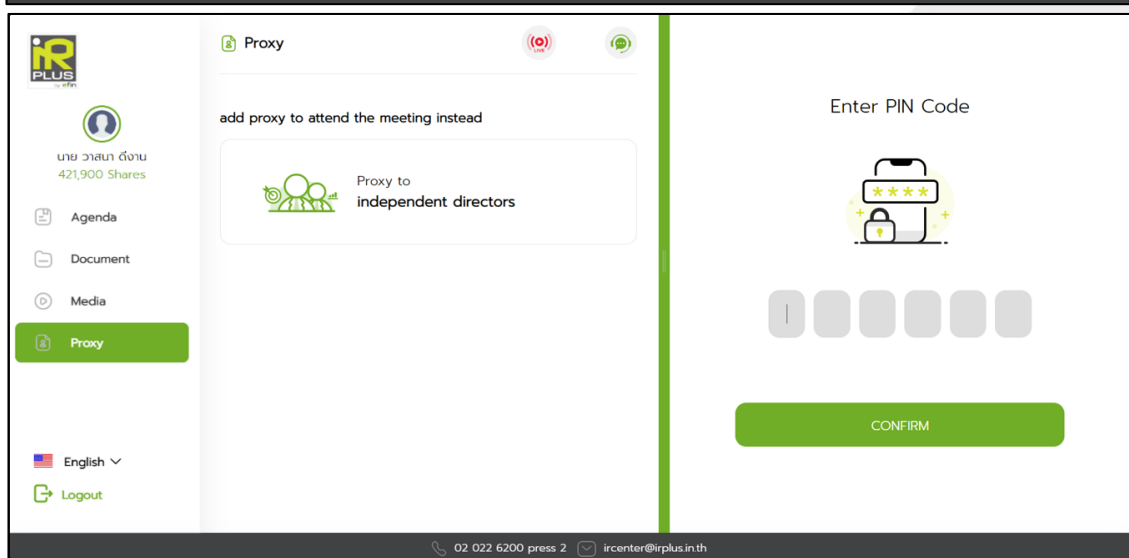
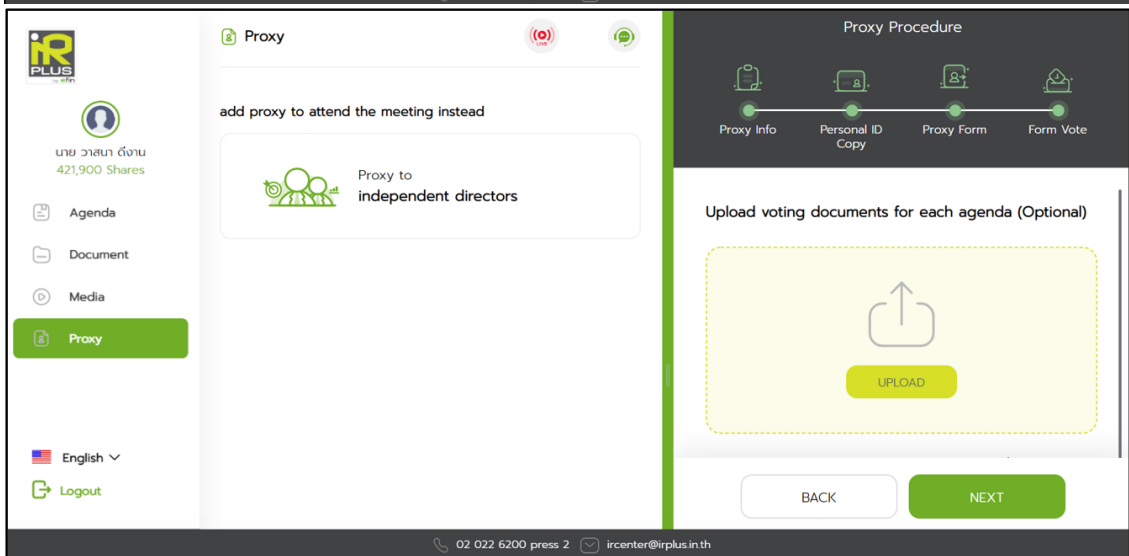
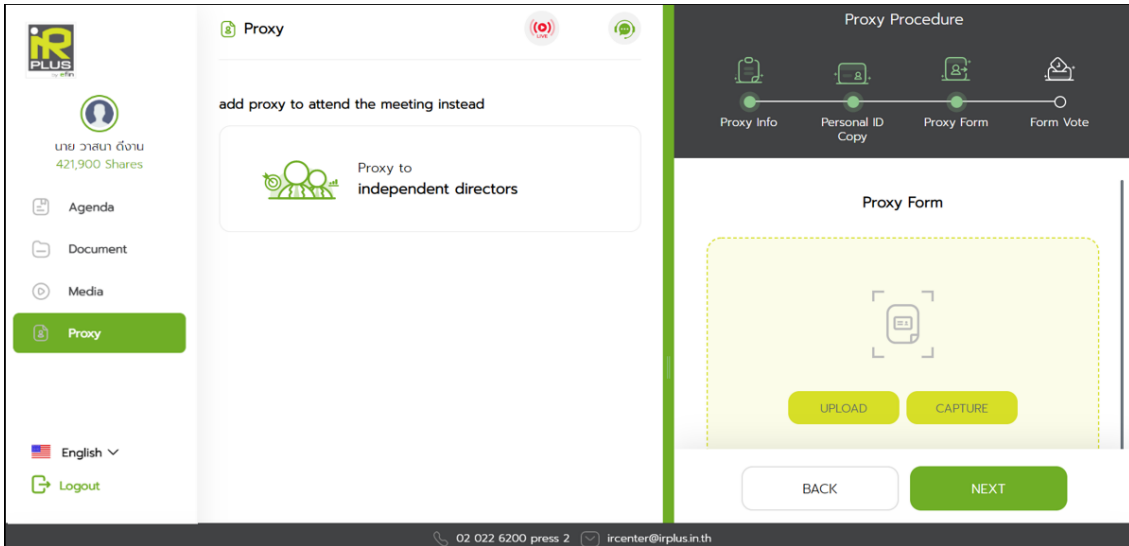
- Once the right is assigned to any kind as required, the shareholder will be directed to term and conditions page.



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

- Upload or photo copy of the identity card of the proxy grantor and proxy document





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

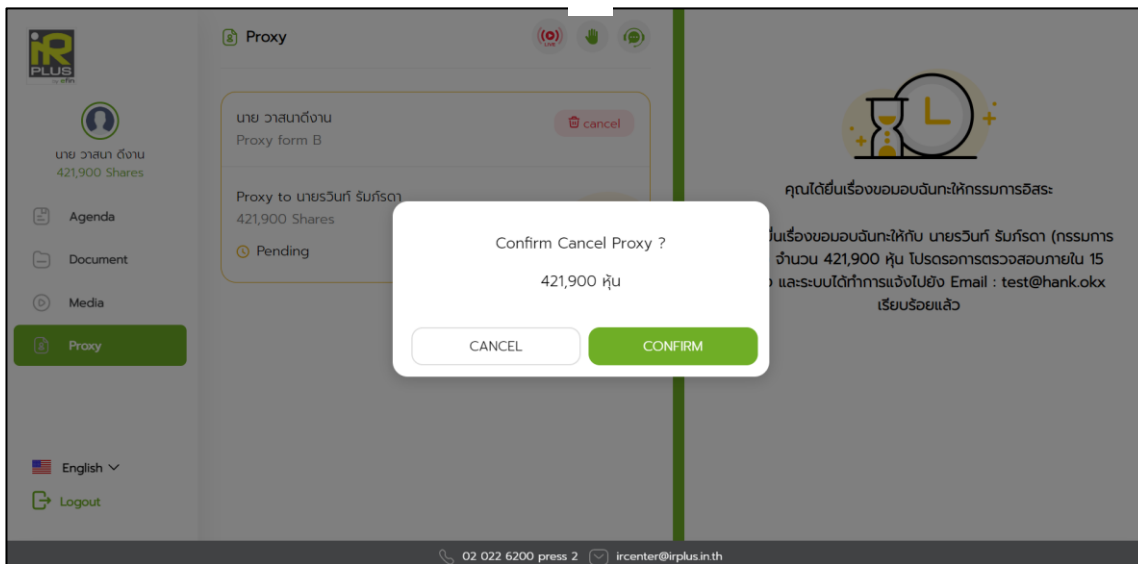
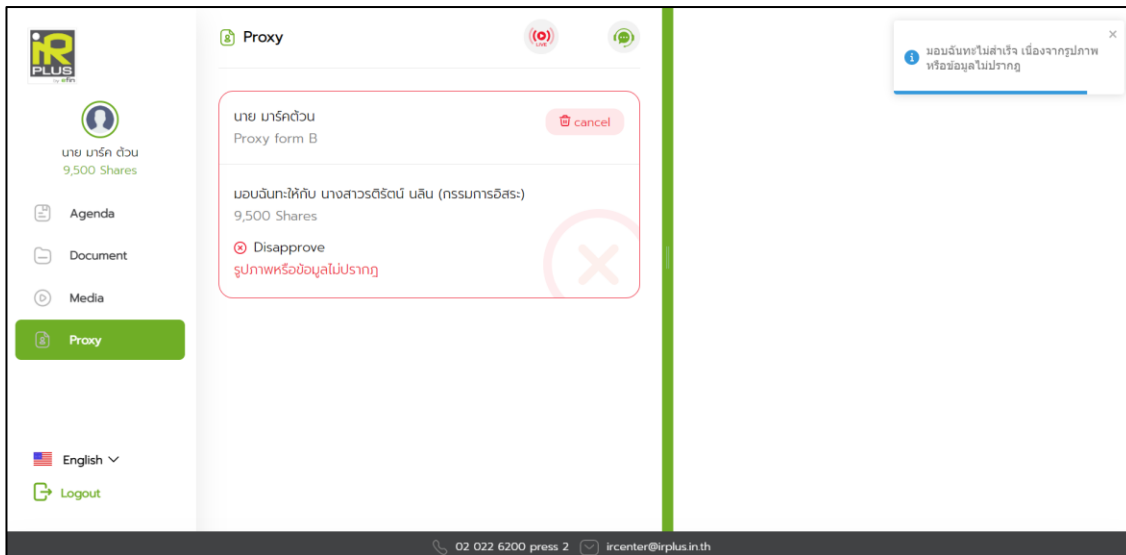
The top screenshot shows the 'Proxy' page with the following details:

- Header: นาย ภารัตต์ฉ้วน Proxy form B
- Request: Proxy to นางสาวศิริรัตน์ นลิน (9,500 Shares)
- Status: Pending

The bottom screenshot shows the 'Proxy' page after approval:

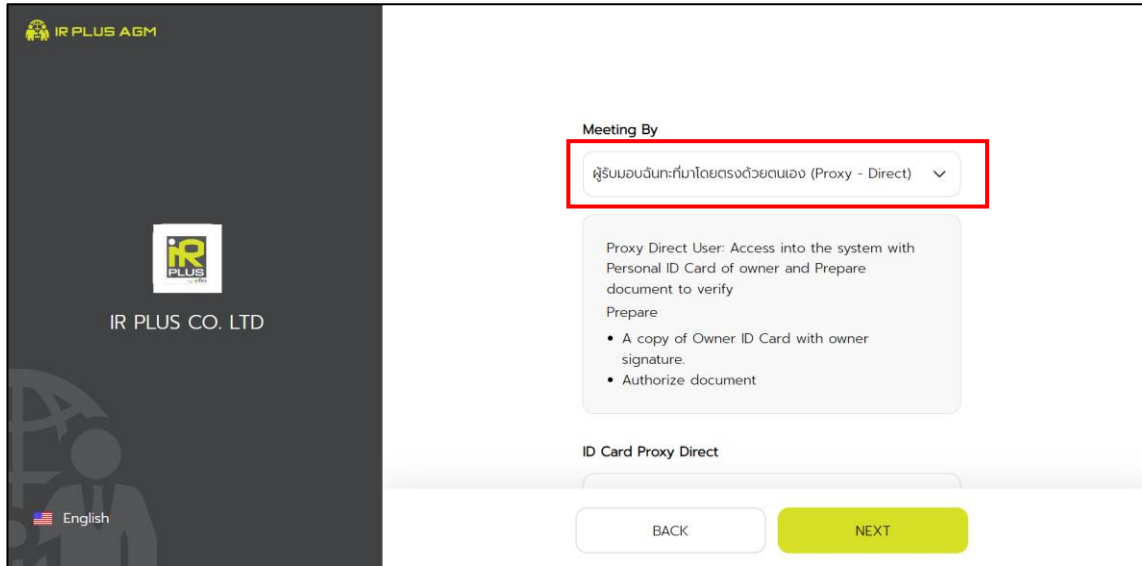
- Header: นาย ภารัตต์ฉ้วน Proxy form B
- Request: มอบฉันทะให้กับ นางสาวศิริรัตน์ นลิน (นสรุมทธีธธ:-) 9,500 Shares
- Status: Approve

A confirmation message in the bottom screenshot reads: "มอบฉันทะสำเร็จเรียบร้อยแล้ว (The proxy is made in completion.)"

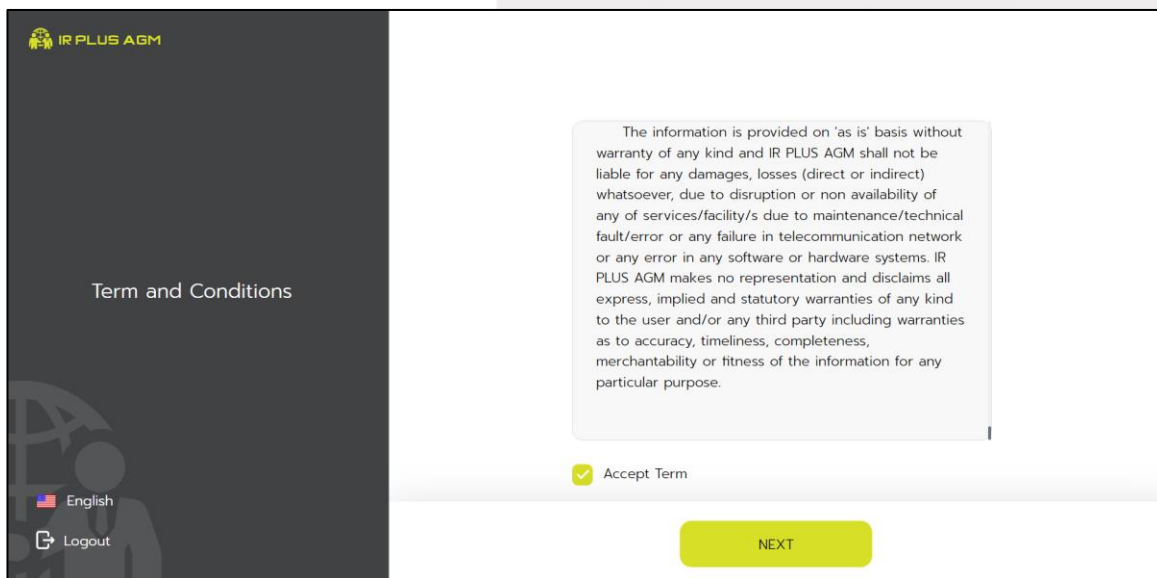


Category 2 : Login by the Direct Proxy from Holder

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



2. Term and conditions to participate in the E-AGM, once the direct proxy 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.

Proxy Info : Fill in the detail completely

IR PLUS AGM

Proxy Procedure

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

English

Logout

Proxy Info

Proxy From บทลงคะแนนจก เปรี๊ยง

Total Shares 421,900

Proxy Type

Proxy From A

Proxy From B

Name Title

Select Name Title ▼

First Name

Ex. FirstName

Last Name

Ex. LastName

Mobile Number

Ex. 099999999

Email

Ex. email@domainname.com

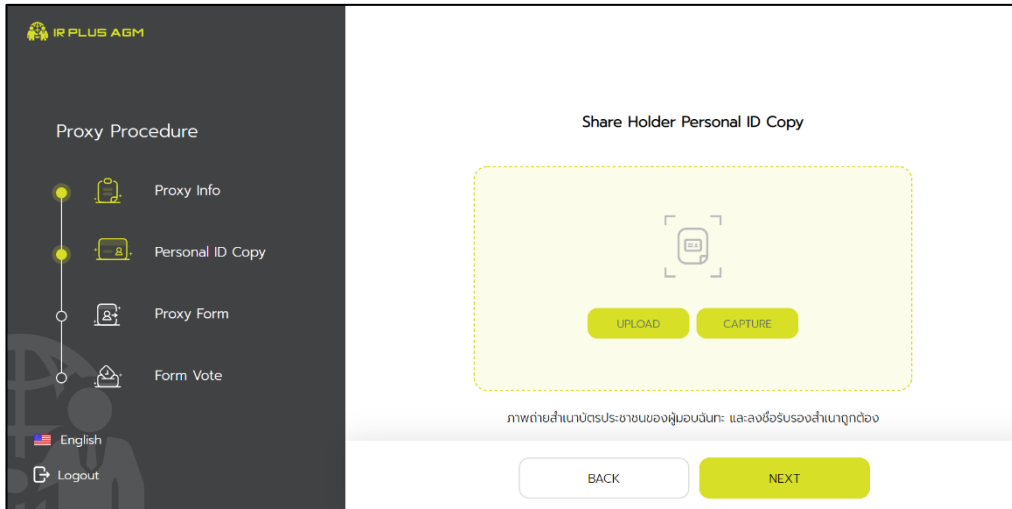
Send OTP

Phone Number

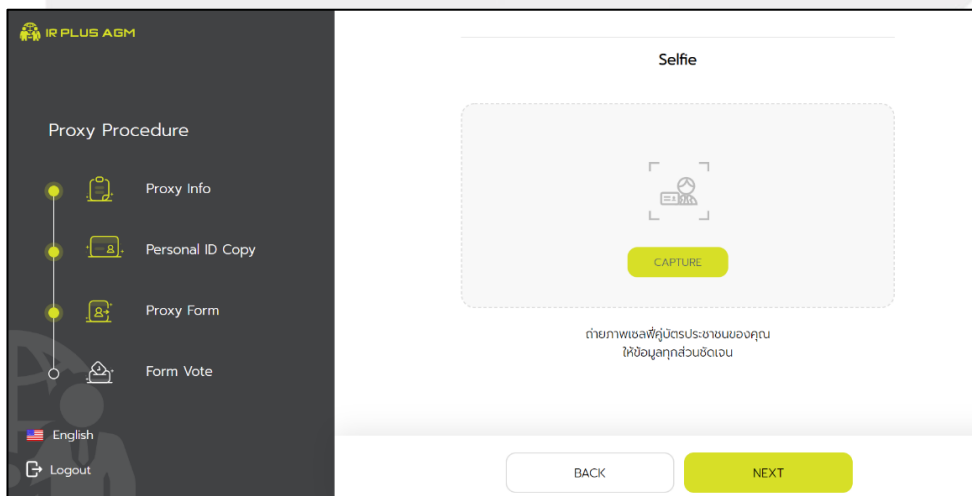
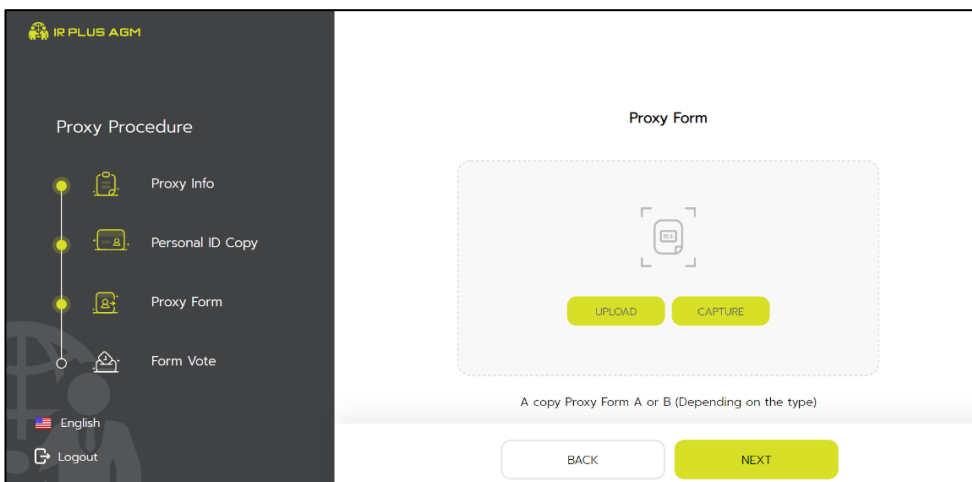
Email

NEXT

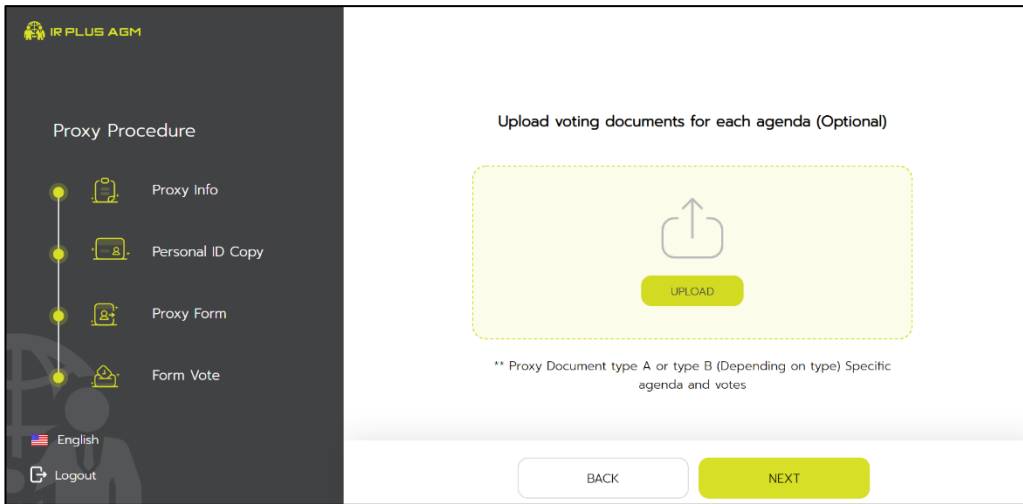
Upload or take a picture of the proxy grantor's ID card. Photo copy of the identity card of the proxy grantor and signed the true copy



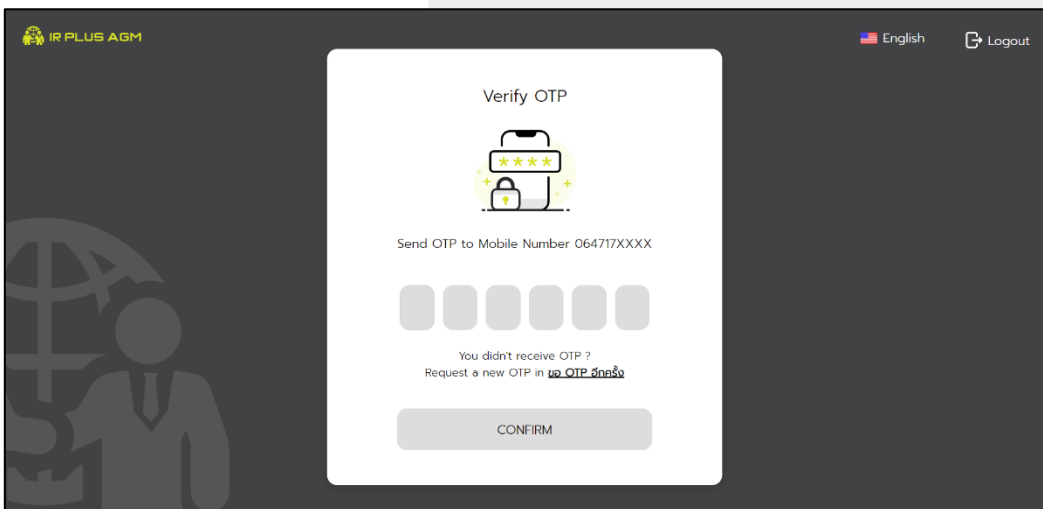
Upload the proxy document and upload a picture holding the ID card



Upload voting documents for each agenda

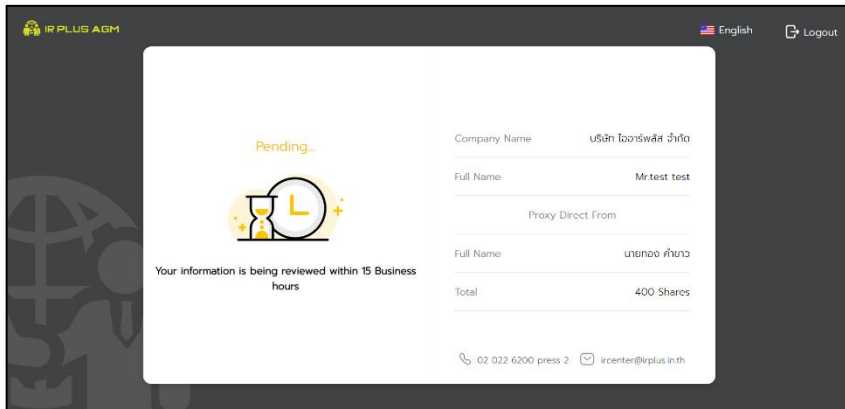


OTP confirmation



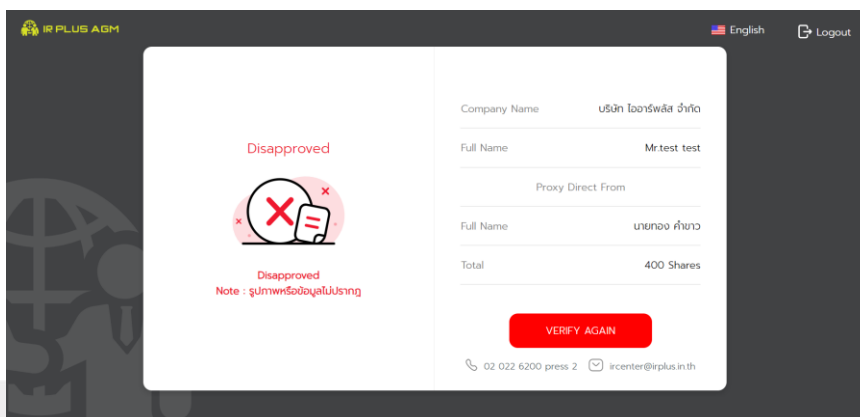
The status of verification shall consist of 3 statuses as follows.

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



2. Disapproved means the verification process is failed.

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

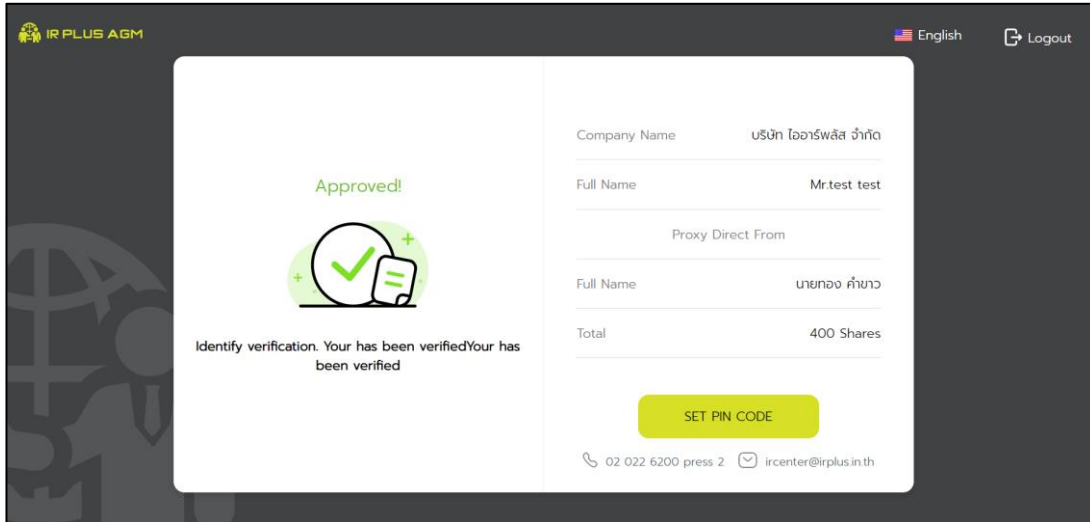


Self-verification : Disapproved / Remark: Clearer picture must upload.

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

3. Approve means self-verification is complete.

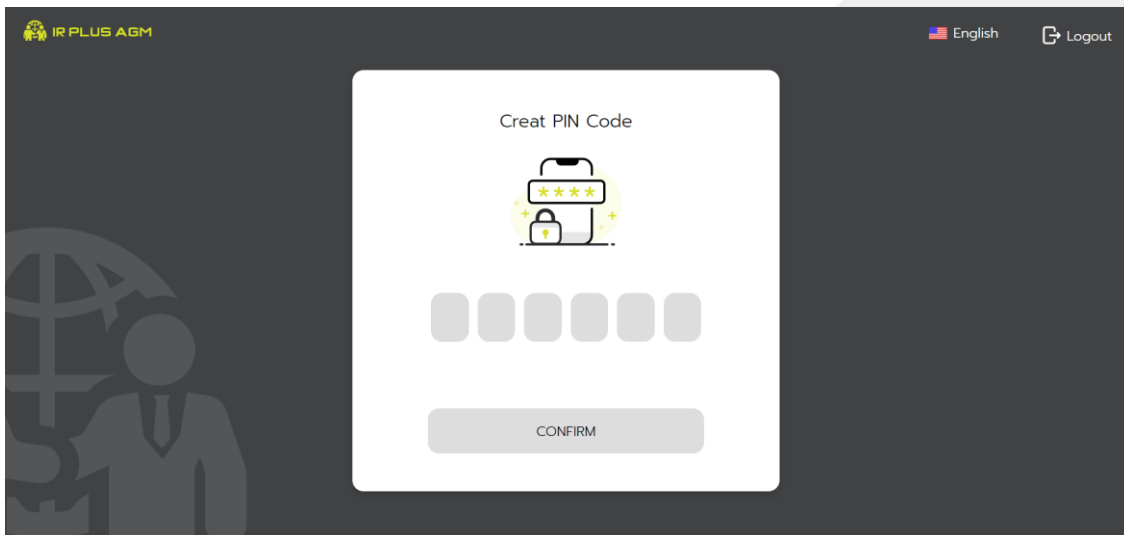
- Once the administrator examines the self-verification of the direct proxy, s/he will inform the approved result to the direct proxy promptly with the notification stating that “Self-verification: Approved.



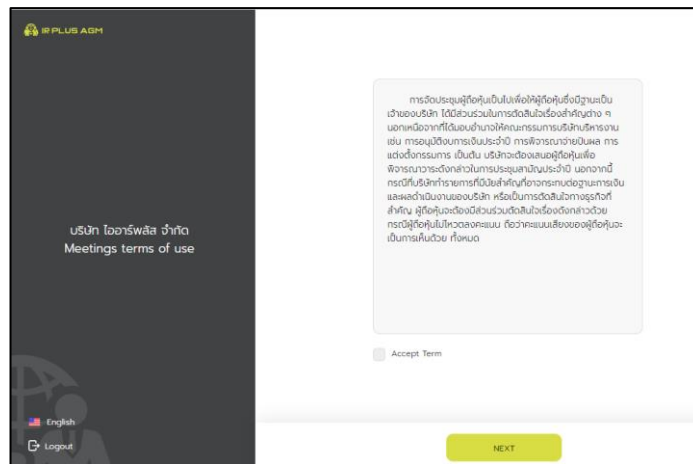
Self-verification : Approved

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

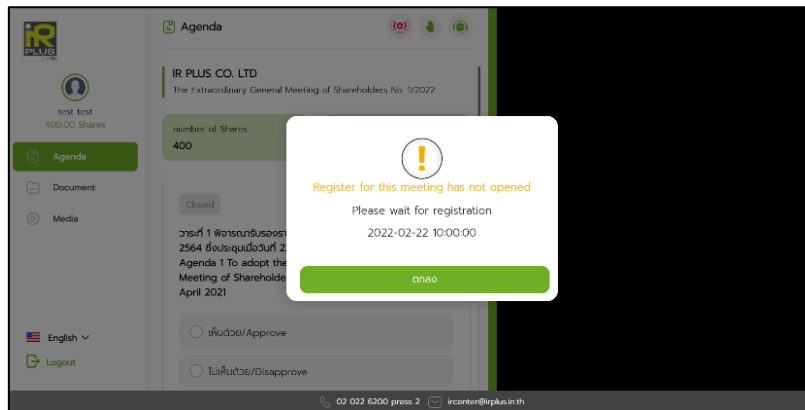
Once the OTP is verified, the direct proxy, for safety reason, shall set up the pin code when using the application.



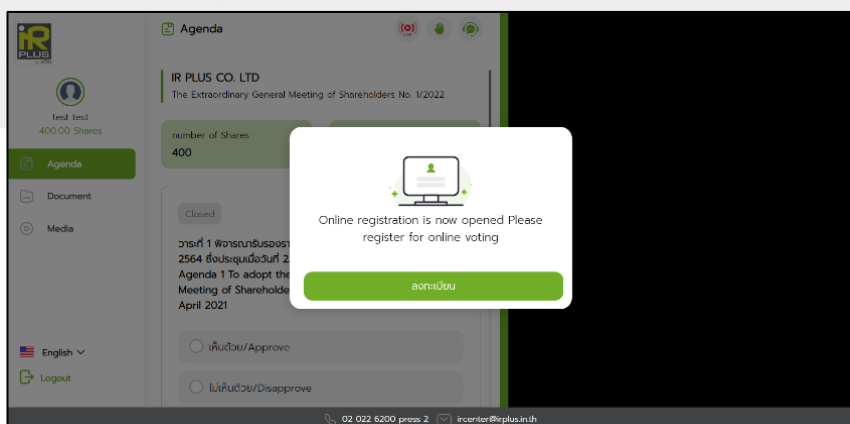
- In case the user has approved the term and conditions but yet access the application at the date of the meeting, the direct proxy shall press the button to confirm his or her meeting attendance.



- The registration time shall be notified prior the registration.



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



- Once the direct proxy registers, the direct proxy can vote online promptly by vote either Agree, Disagree or Abstain.

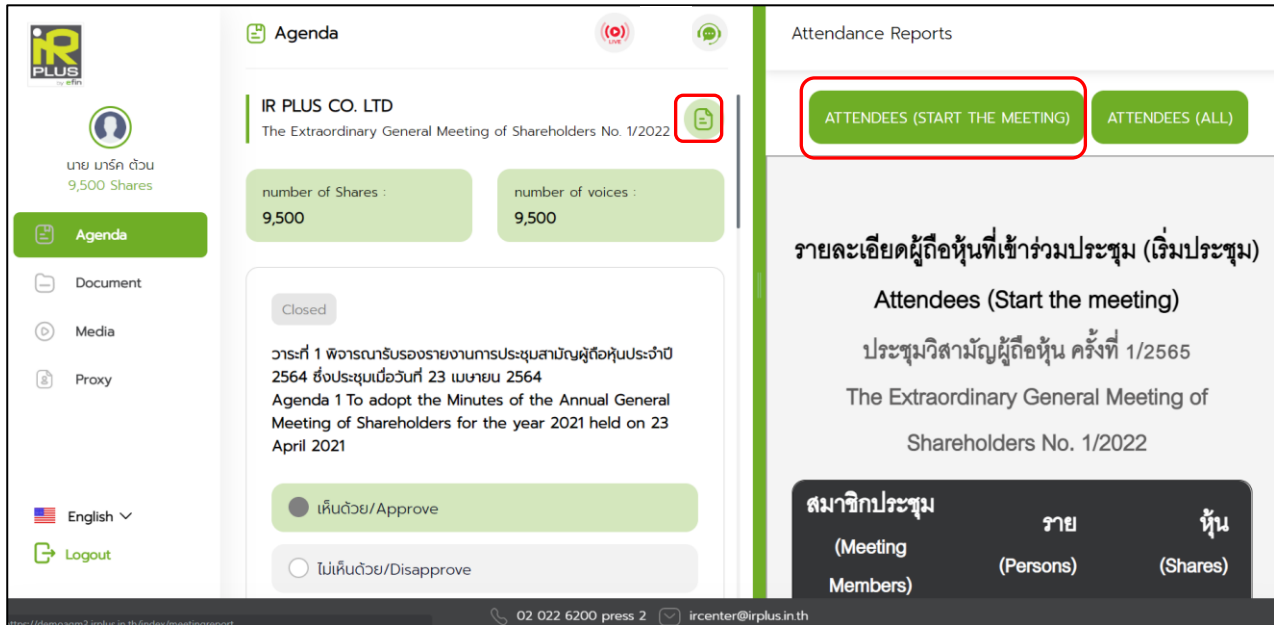


Usage Menu of Mobile Application

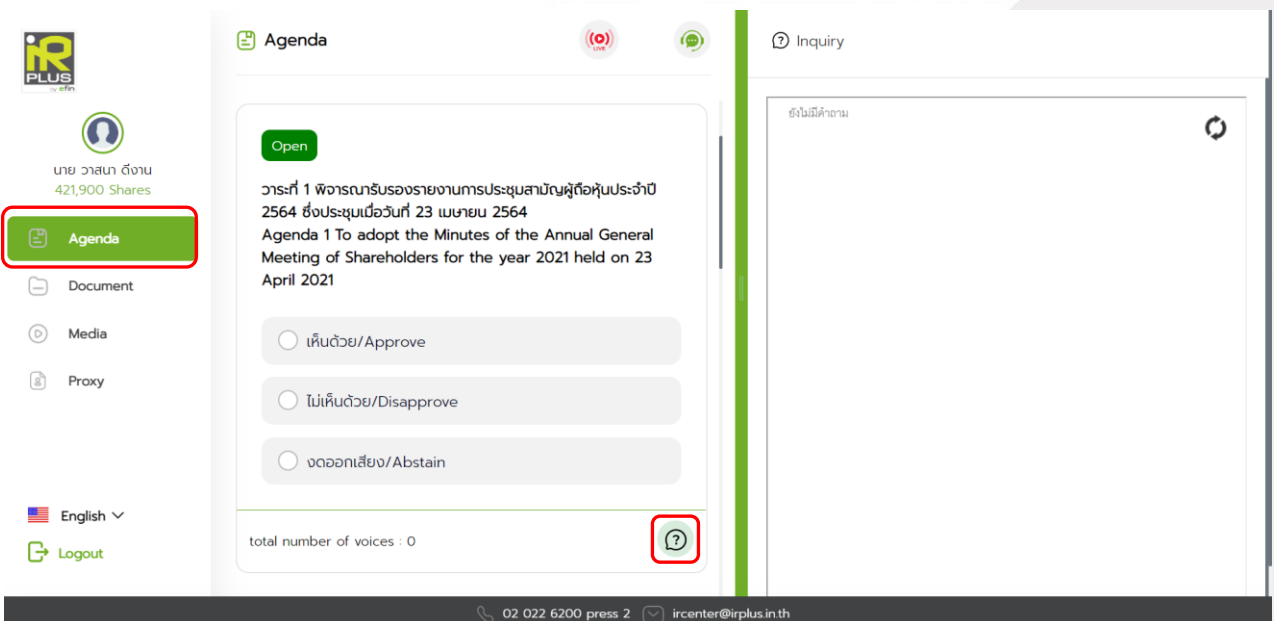
*Remark : The usage menu of mobile application shall be reserved only for those who is successfully self-verified.

1. Agenda menu

- Summary of participants

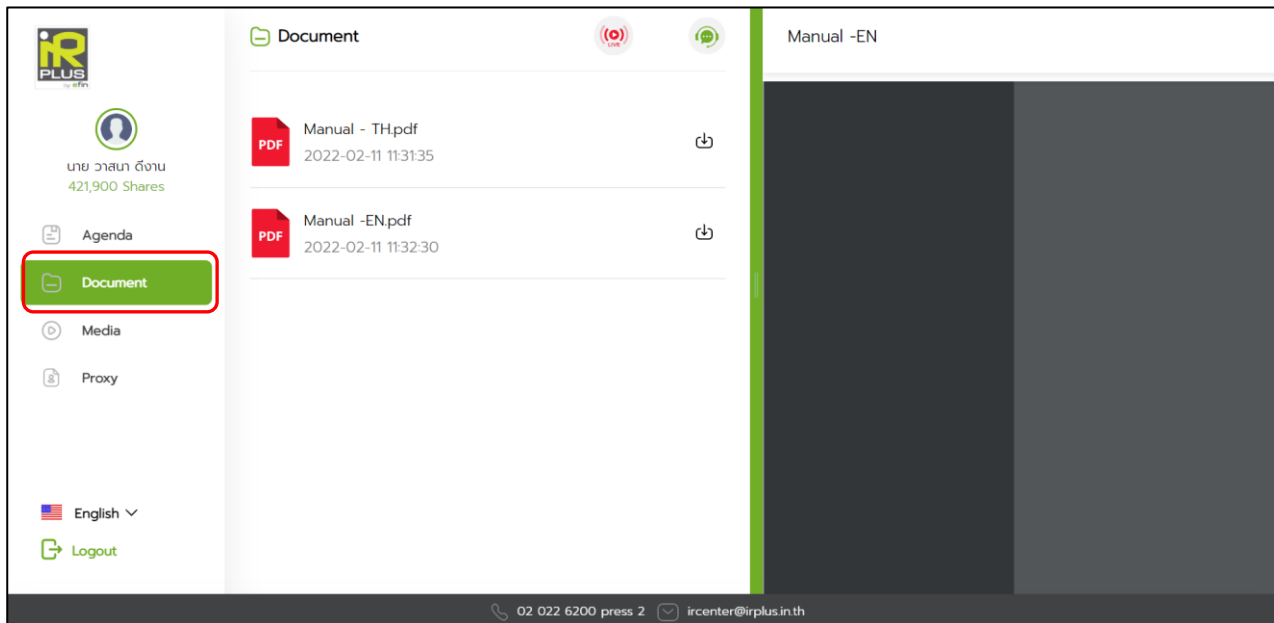


- Question to be asked regarding the agenda



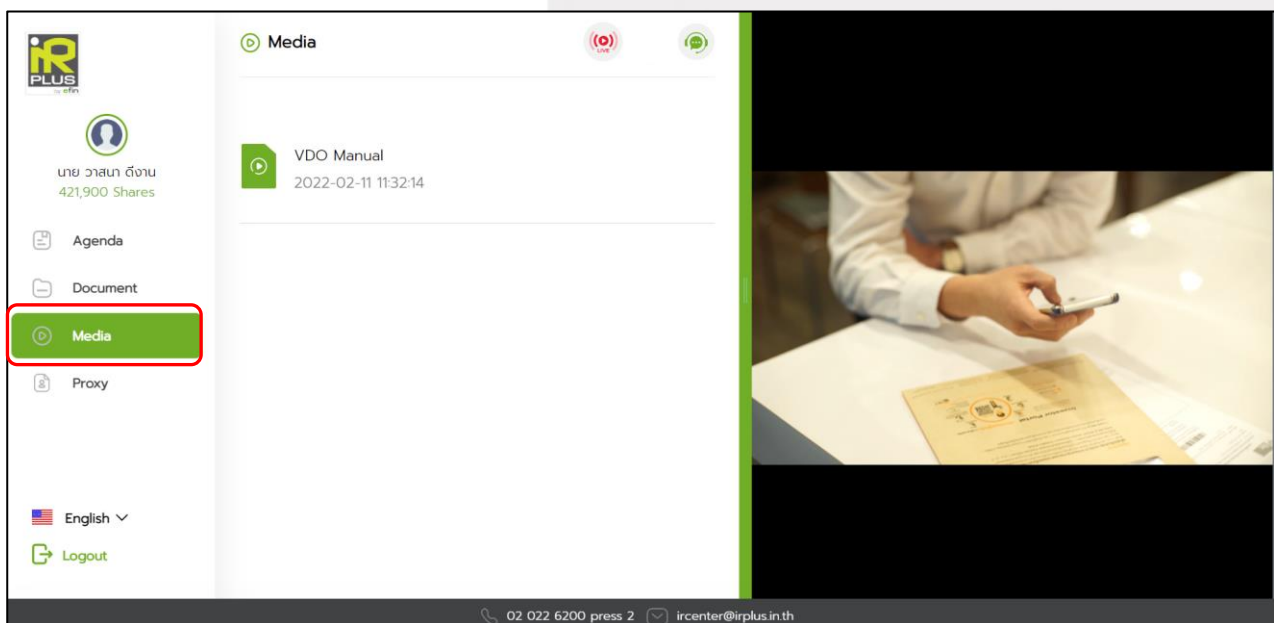
2. Document menu

- For the shareholder to study during the meeting



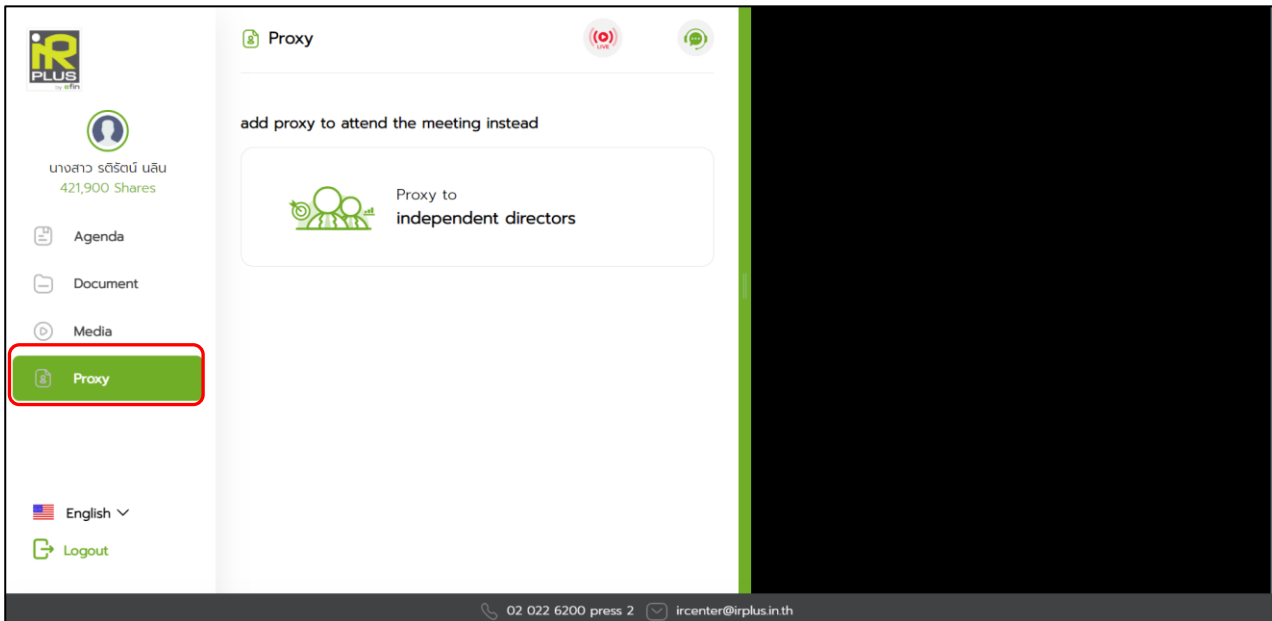
3. Media menu

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



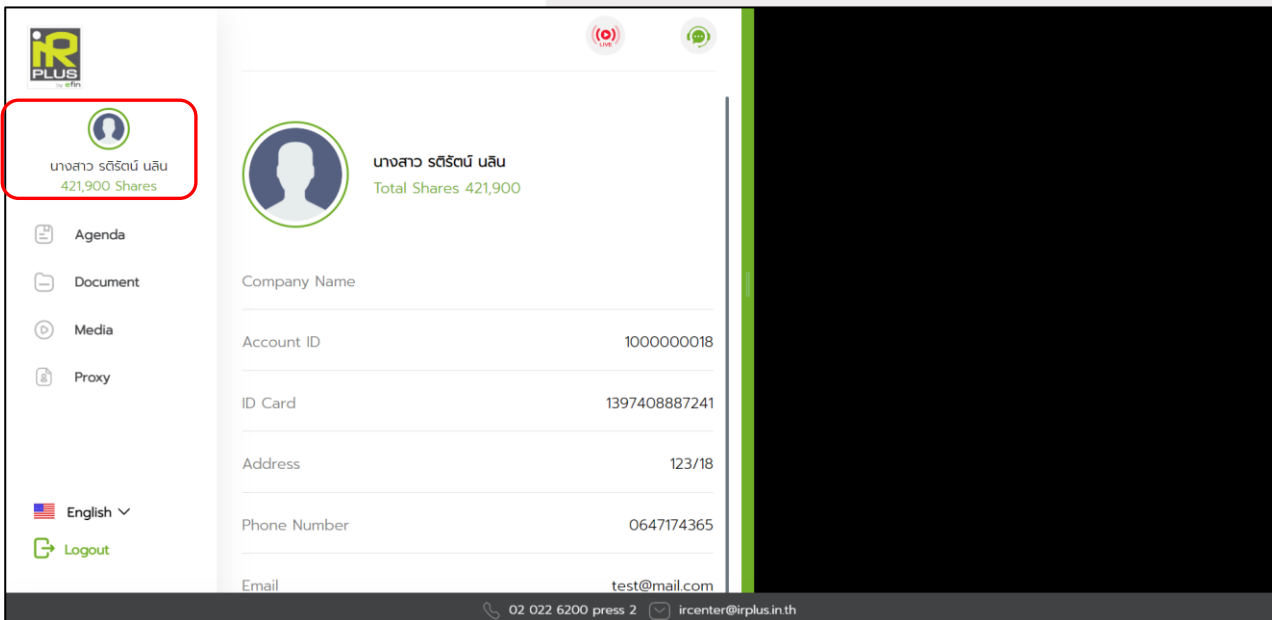
4. Proxy menu

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



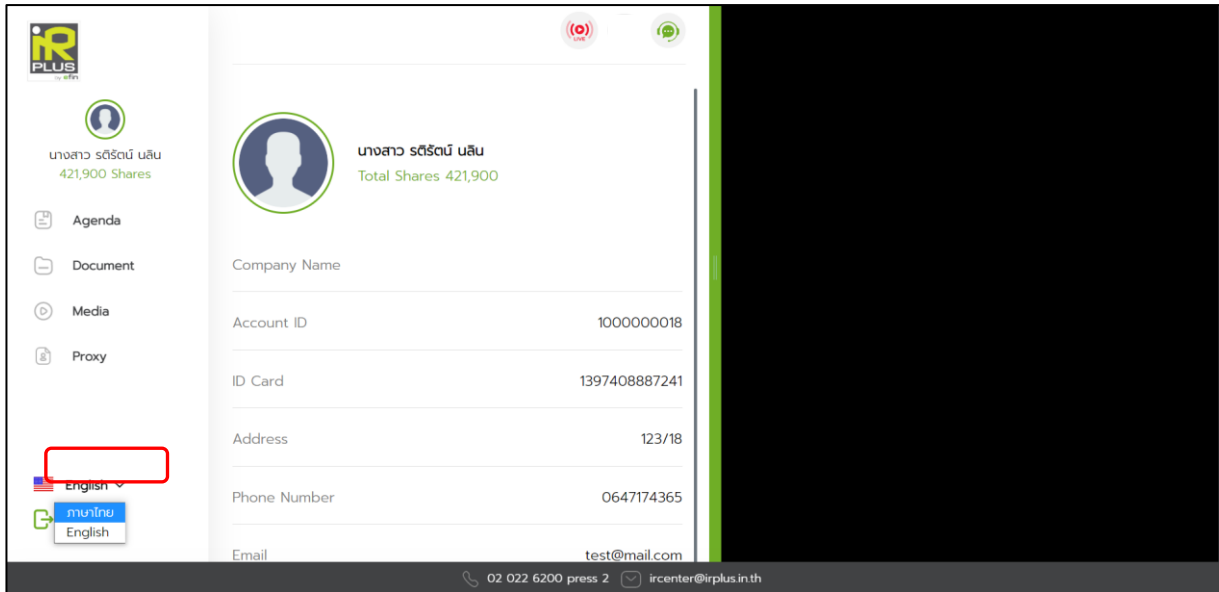
5. Profile menu

- Personal information of the shareholder



6. Setup menu

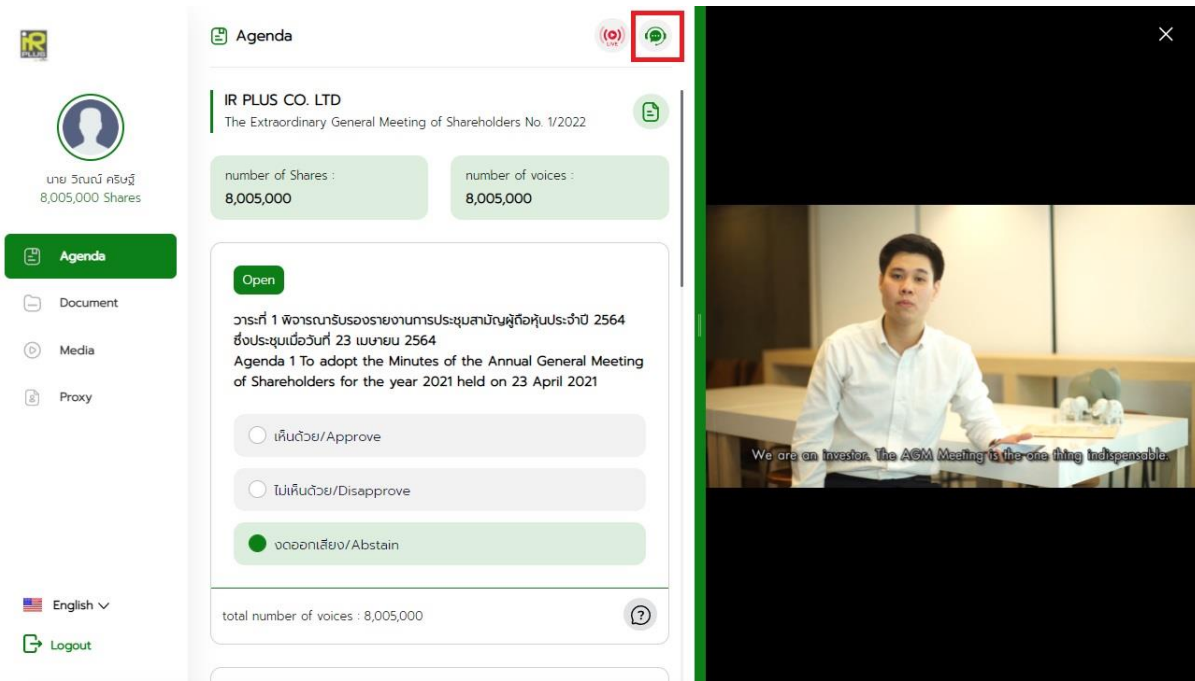
- This menu aims to change the language or to exit the application.



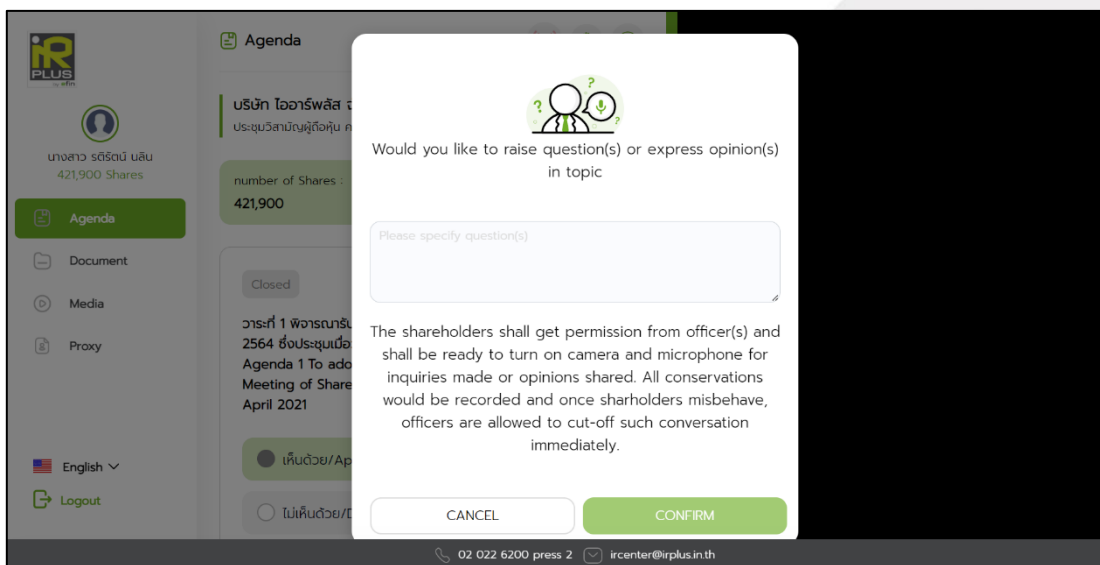
7. Enquiry or comment during the meeting menu

7.1 How to comment or raise the question to the Committee during the meeting through a VDO call.

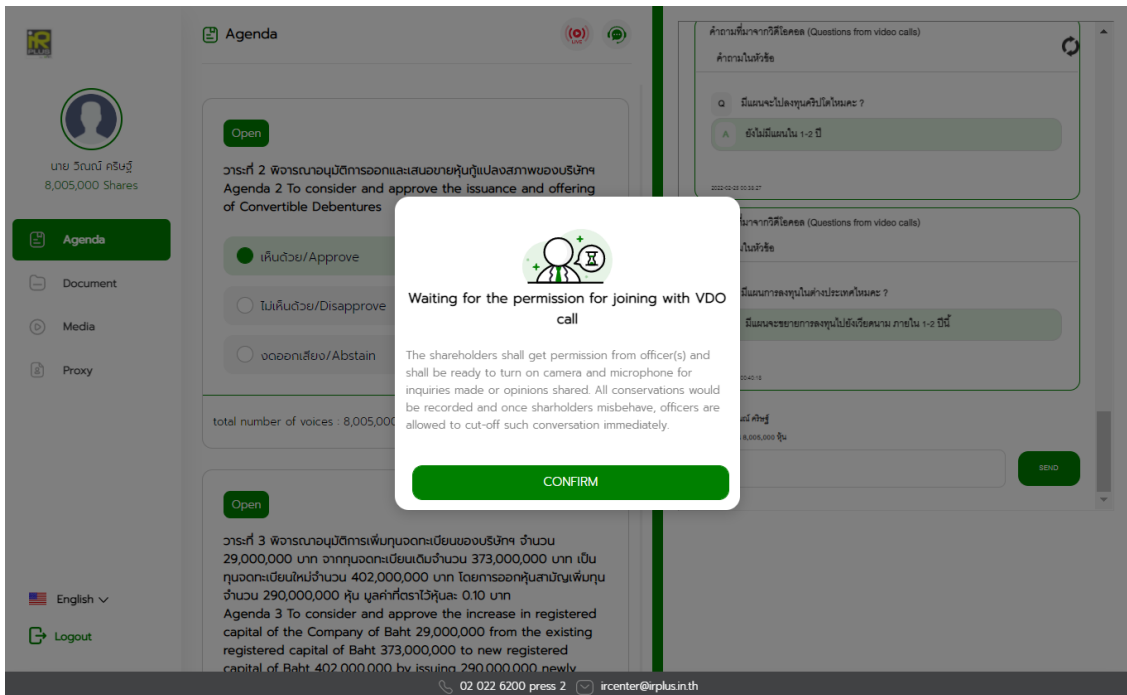
The shareholder can use the vdo call to raise a question to the Board of Directors in the live broadcast



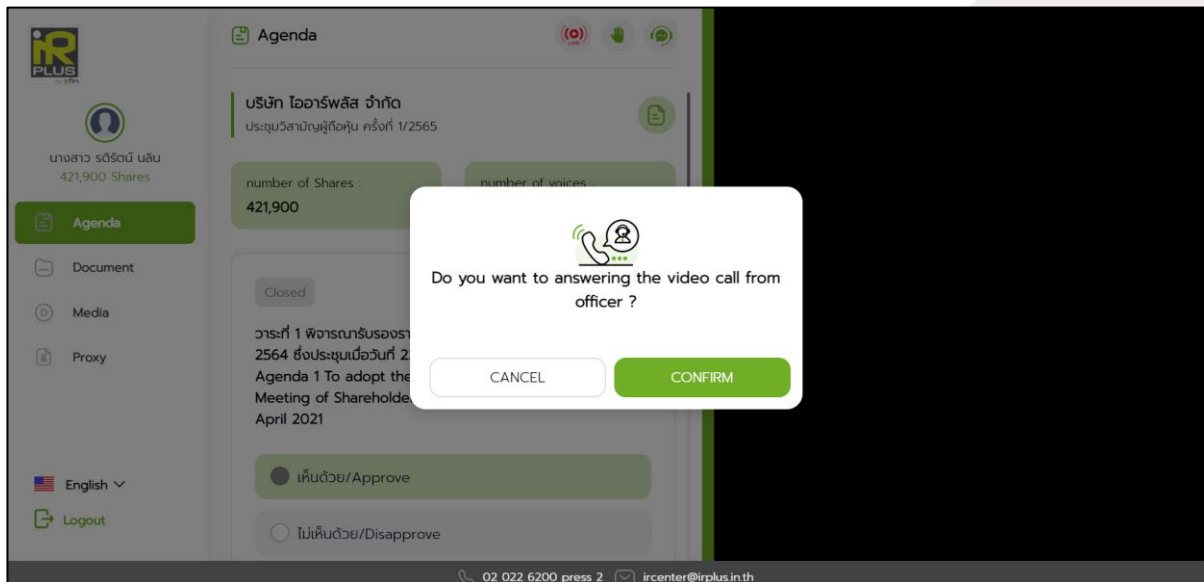
- Once the shareholder selects the comment menu during the meeting, confirmation is prerequisite. After confirmation, the administrator will manage the queue for the shareholder to ask or to comment.



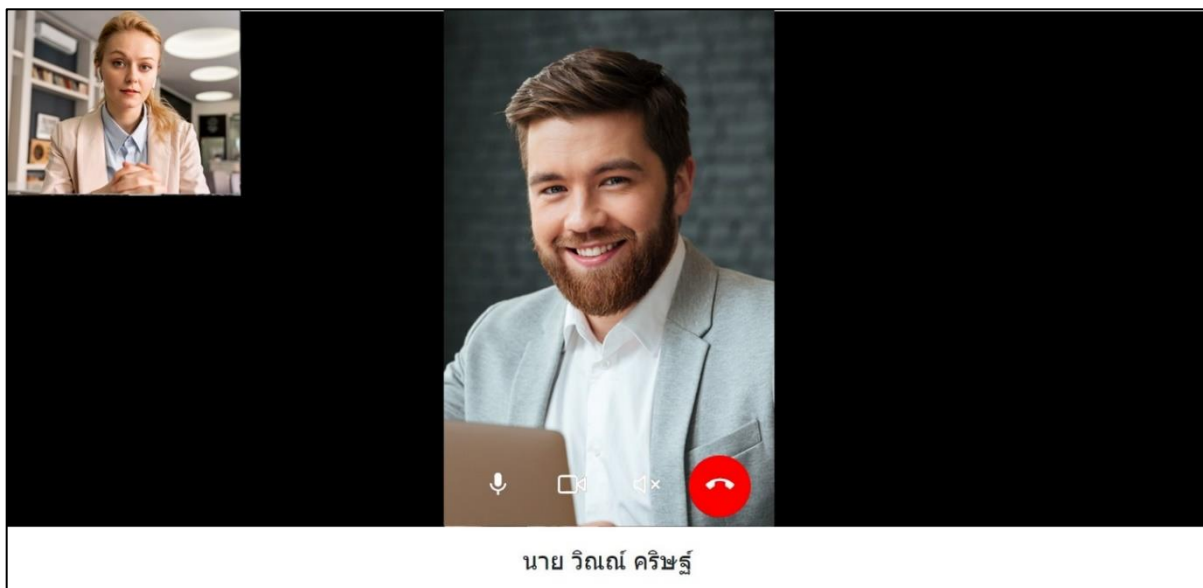
- When the shareholder requests to ask the question via a VDO call, the administrator shall examine such request and contact the shareholder accordingly.



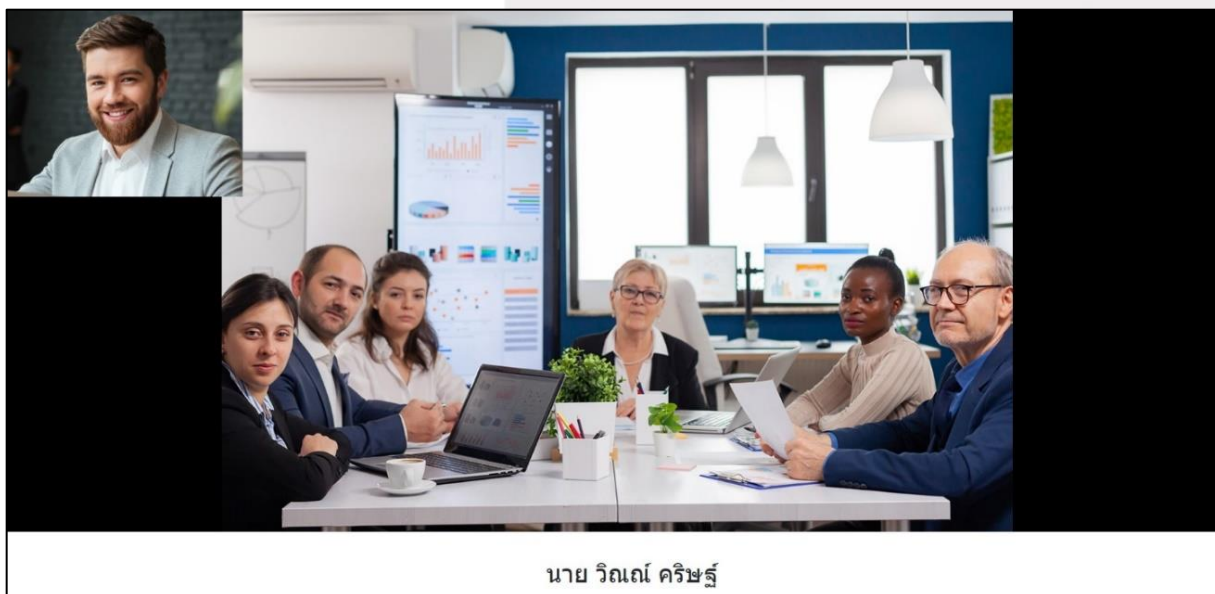
- Once the shareholder is verified from examination, the administrator shall contact the shareholder asking to confirm the VDO call participation and pressing the “confirm” button to participate.



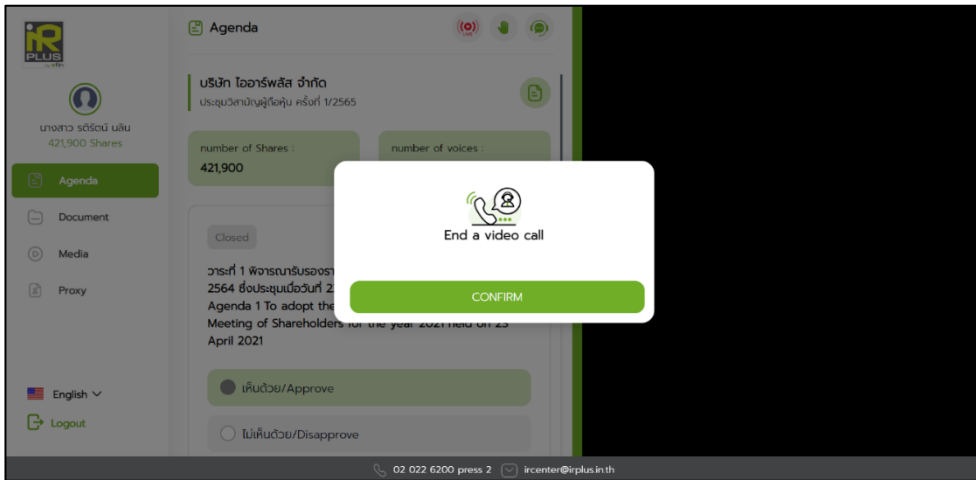
- Once the shareholder confirms to participate the VDO call participation, the VDO call function, as well as the camera, will be operated. The administrator shall follow up with the shareholder and put on hold prior to switch the camera to the Committee for further comment and question.



- 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 shareholder.

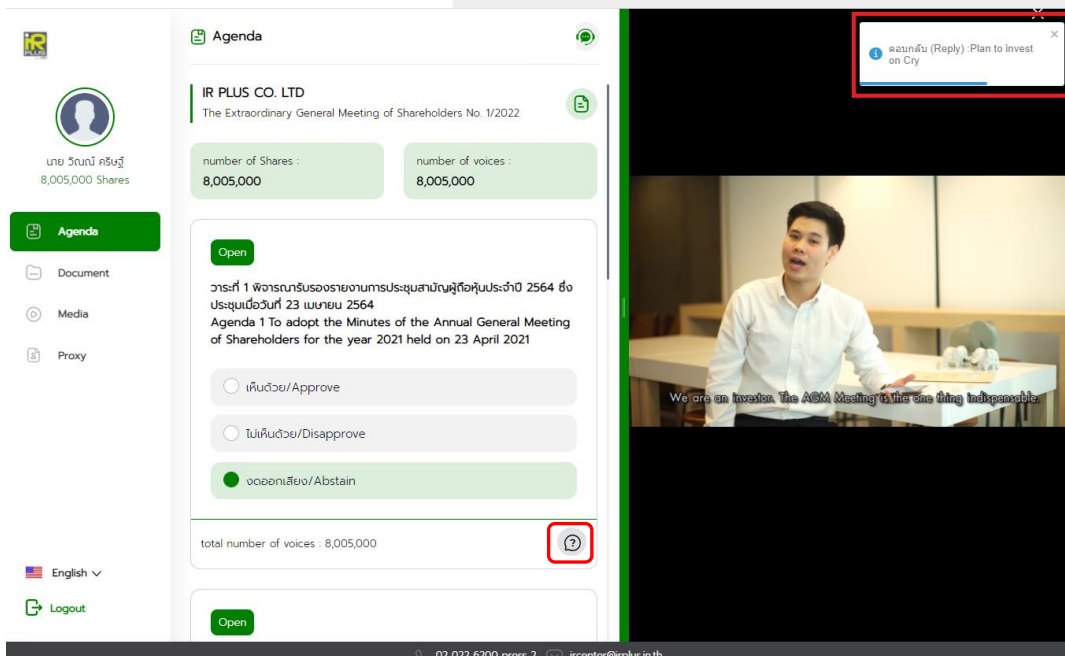


- When the participant finished asking or receives the answer from the Committee, the Committee shall hang up to end the conversation.



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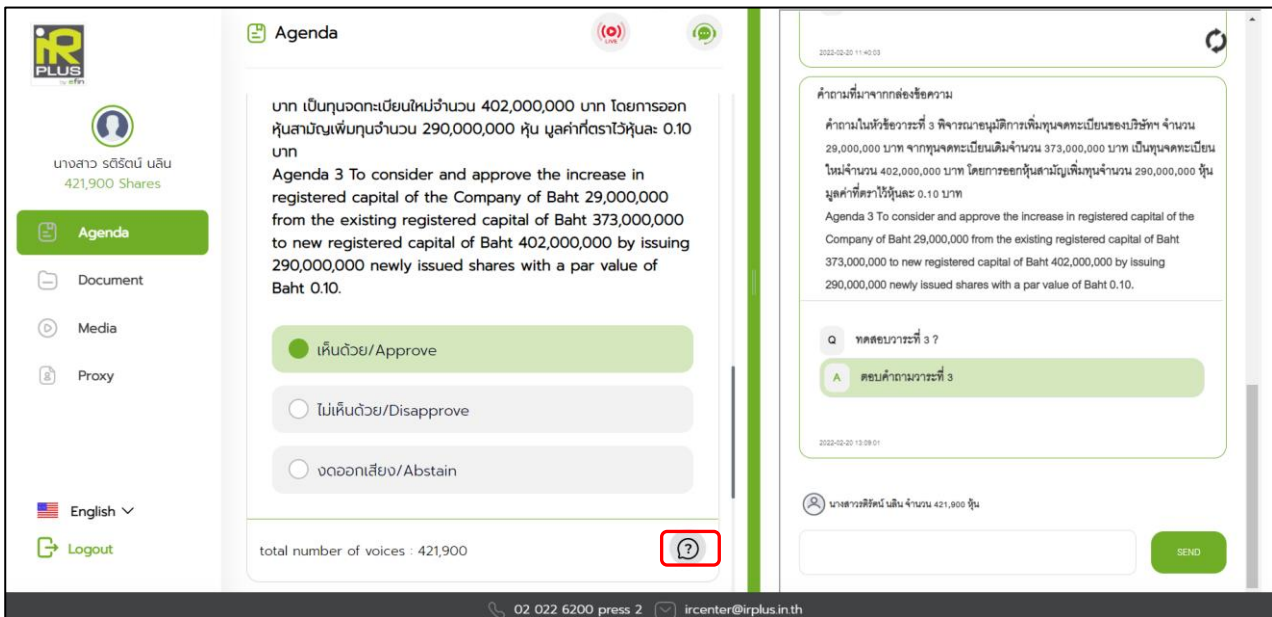
- In case the participants ask the question via a VDO call and don't get a video call response. the administrator shall reply with text instead. The participants will receive a notification message. As displayed in the picture.



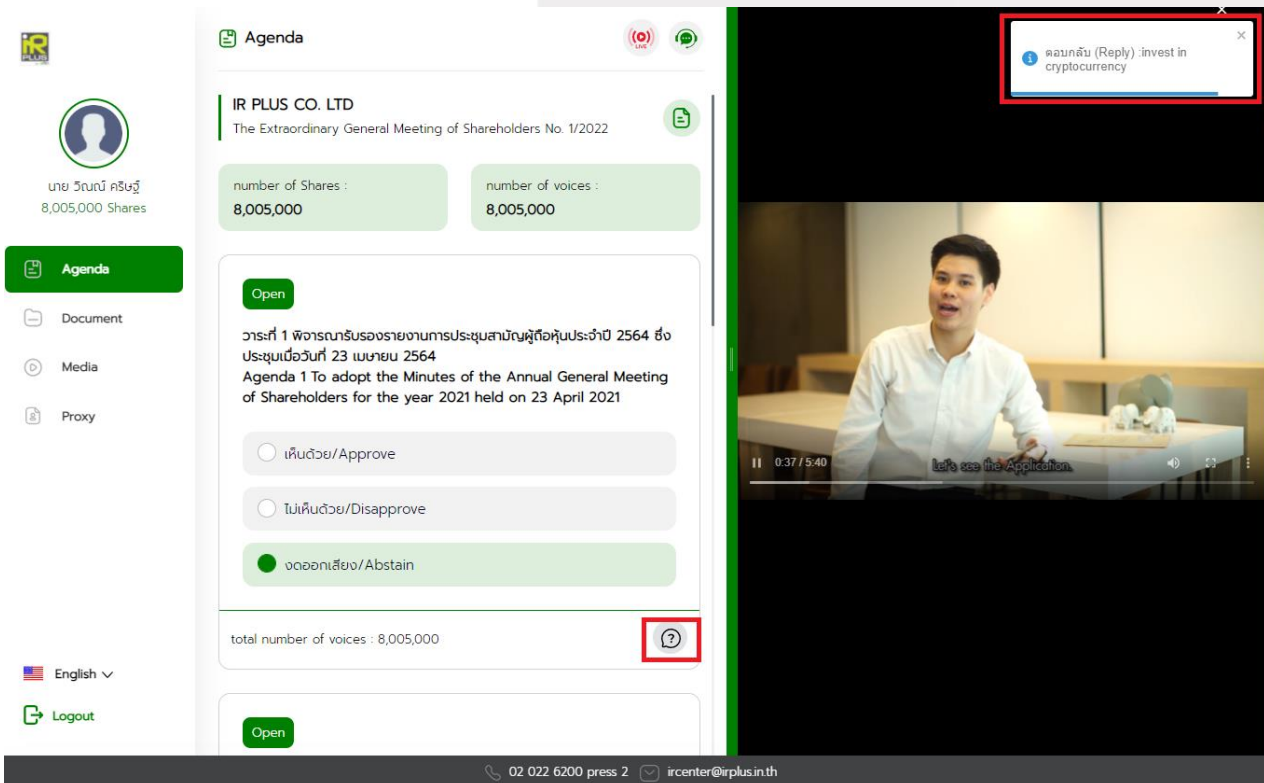
- When pressed to see the reply from the notification message, it will be shown as in the picture, or the participants can come back to see the answers from the administrator again. through a “Message” button as displayed in the picture

The screenshot displays the IR PLUS CO. LTD. AGM interface. The main section shows the agenda for the Extraordinary General Meeting of Shareholders No. 1/2022, with 8,005,000 shares and 8,005,000 votes. A question is asked: "what plan for next 3 year.?" with the answer "No plan." A red box highlights this Q&A section. A red arrow points to a question mark icon in the bottom right corner of the main interface, which likely leads to the Q&A section.

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.



- When the question has been answered through the message box, shareholder will be notified to click to see the answer



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