

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

ONL-MN-004

Revision: 00

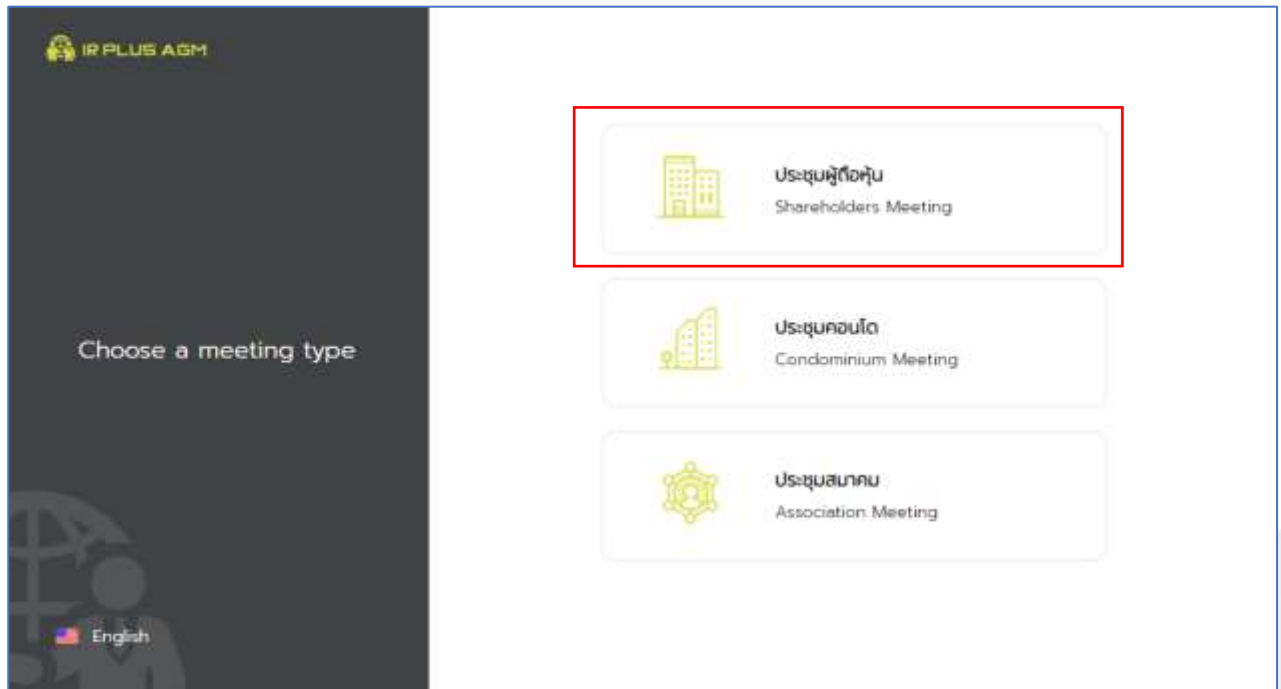
Effective Date: 24 February 2022

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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>

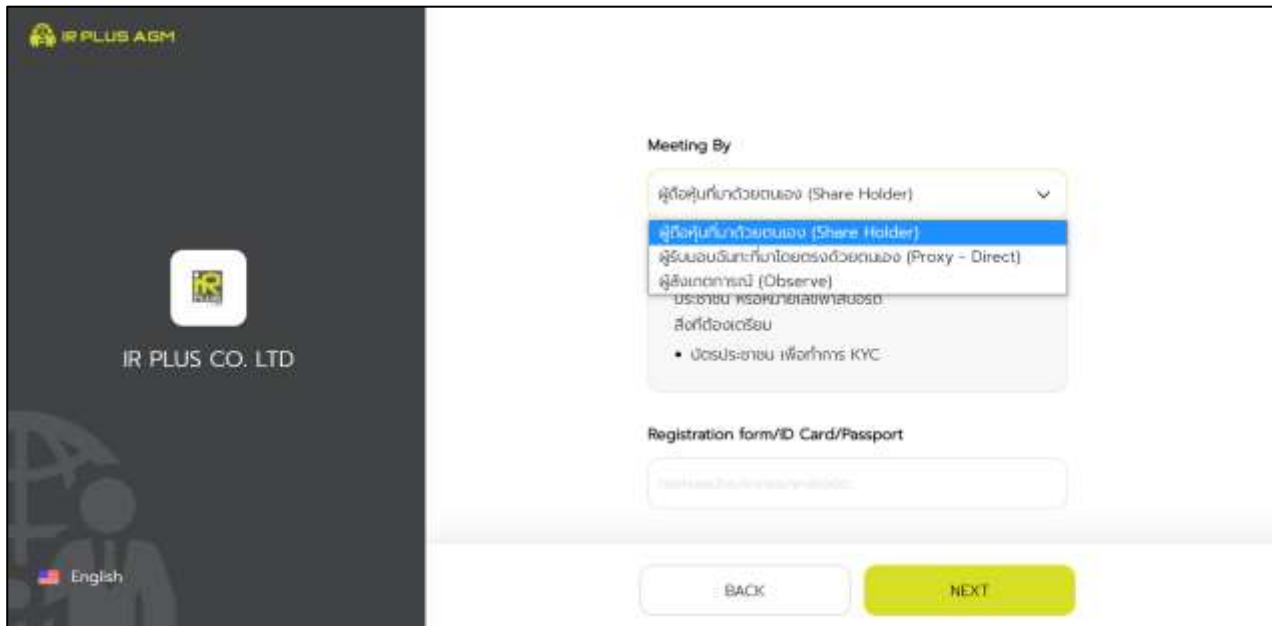


Usage of Electronic-Annual General Meeting (E-AGM)

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:



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

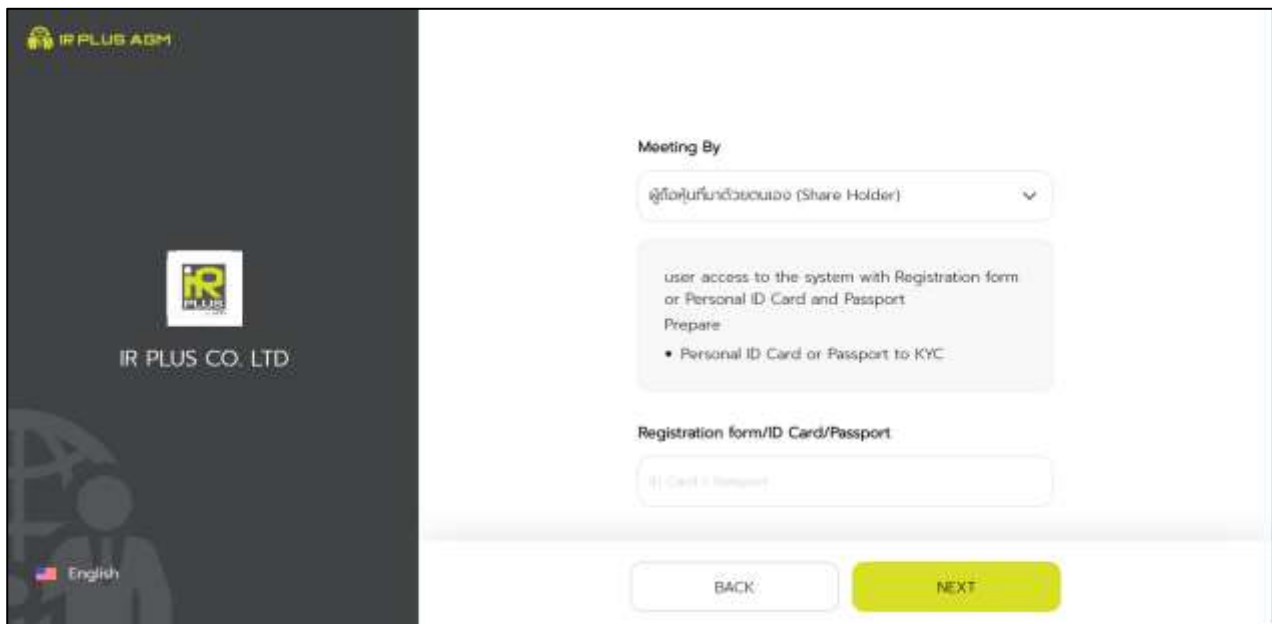
- A signed copy of ID card belonged to the 'principal'

- Power of Attorney

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

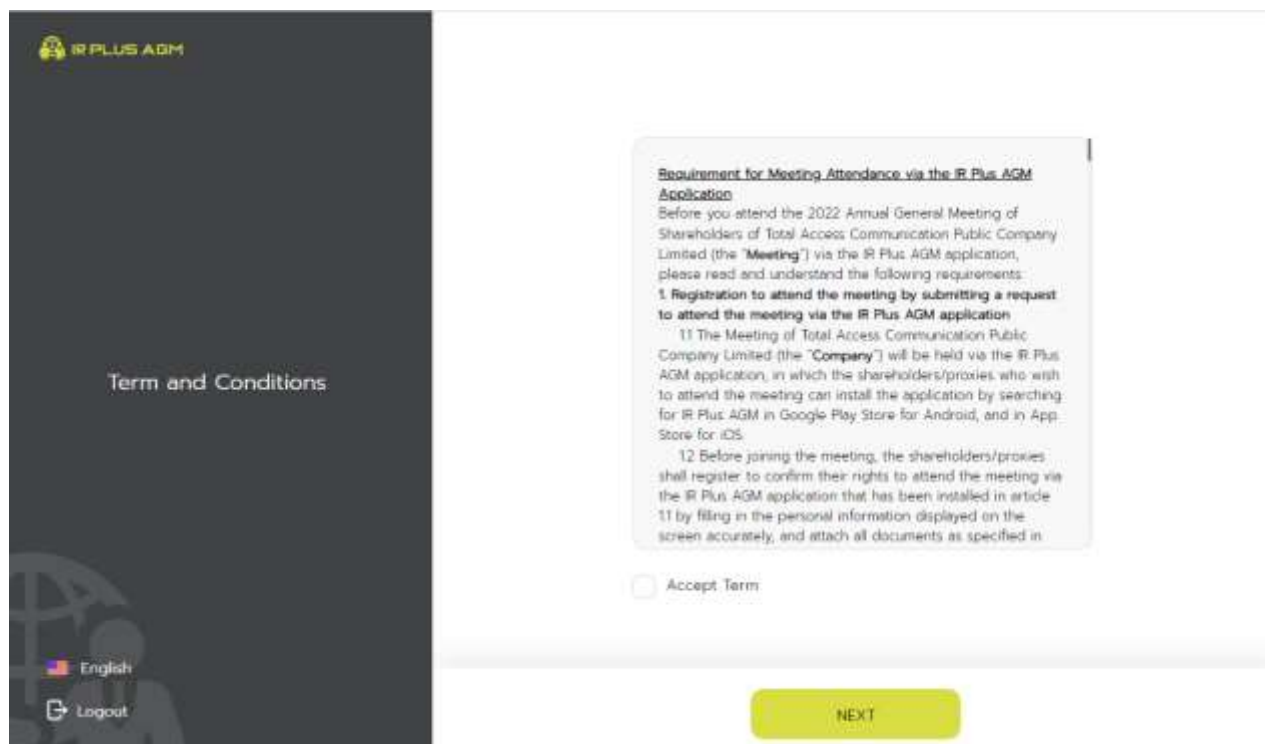
- Category 1: Shareholder

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)



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



IR PLUS AGM

Term and Conditions

Requirement for Meeting Attendance via the IR Plus AGM Application

Before you attend the 2022 Annual General Meeting of Shareholders of Total Access Communication Public Company Limited (the "Meeting") via the IR Plus AGM application, please read and understand the following requirements:

1 Registration to attend the meeting by submitting a request to attend the meeting via the IR Plus AGM application

11 The Meeting of Total Access Communication Public Company Limited (the "Company") will be held via the IR Plus AGM application, in which the shareholders/proxies who wish to attend the meeting can install the application by searching for IR Plus AGM in Google Play Store for Android, and in App Store for iOS.

12 Before joining the meeting, the shareholders/proxies shall register to confirm their rights to attend the meeting via the IR Plus AGM application that has been installed in article 11 by filling in the personal information displayed on the screen accurately, and attach all documents as specified in

☐ Accept Term

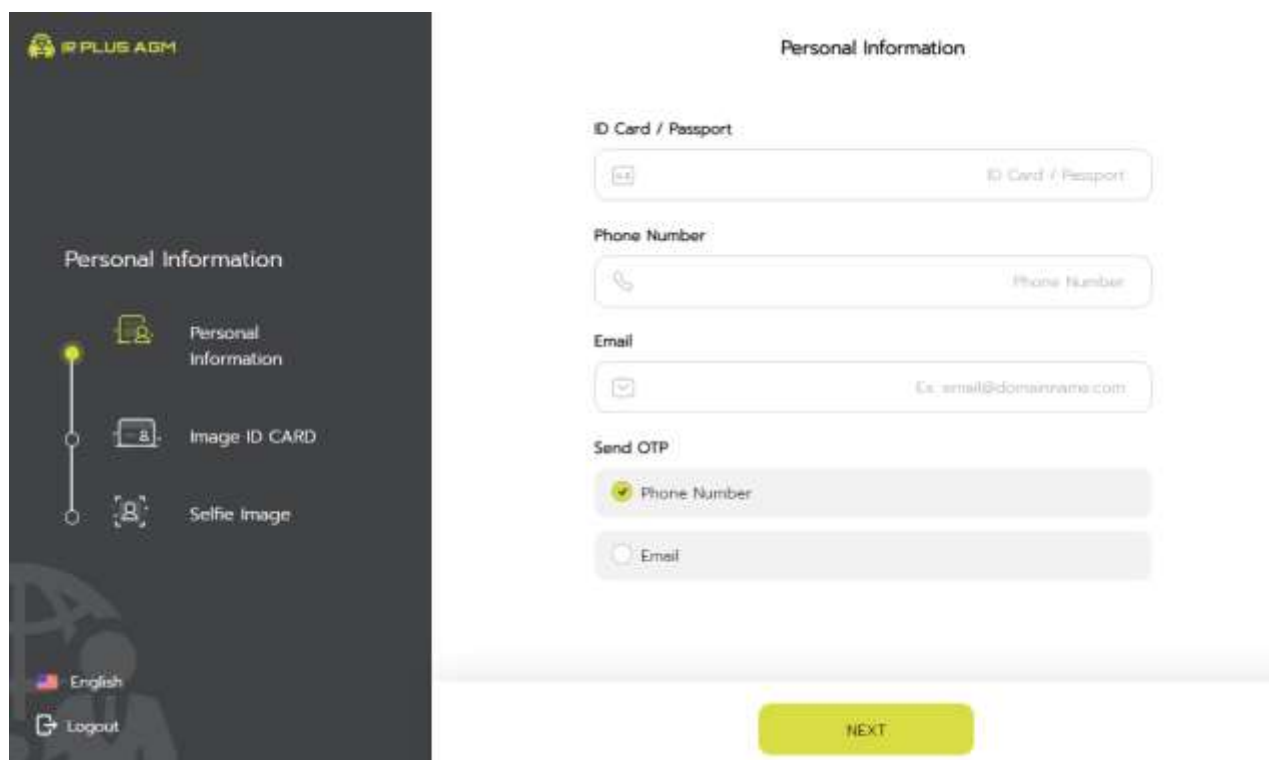
NEXT

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
- kindly select one of the channels to receive OTP via phone number or email

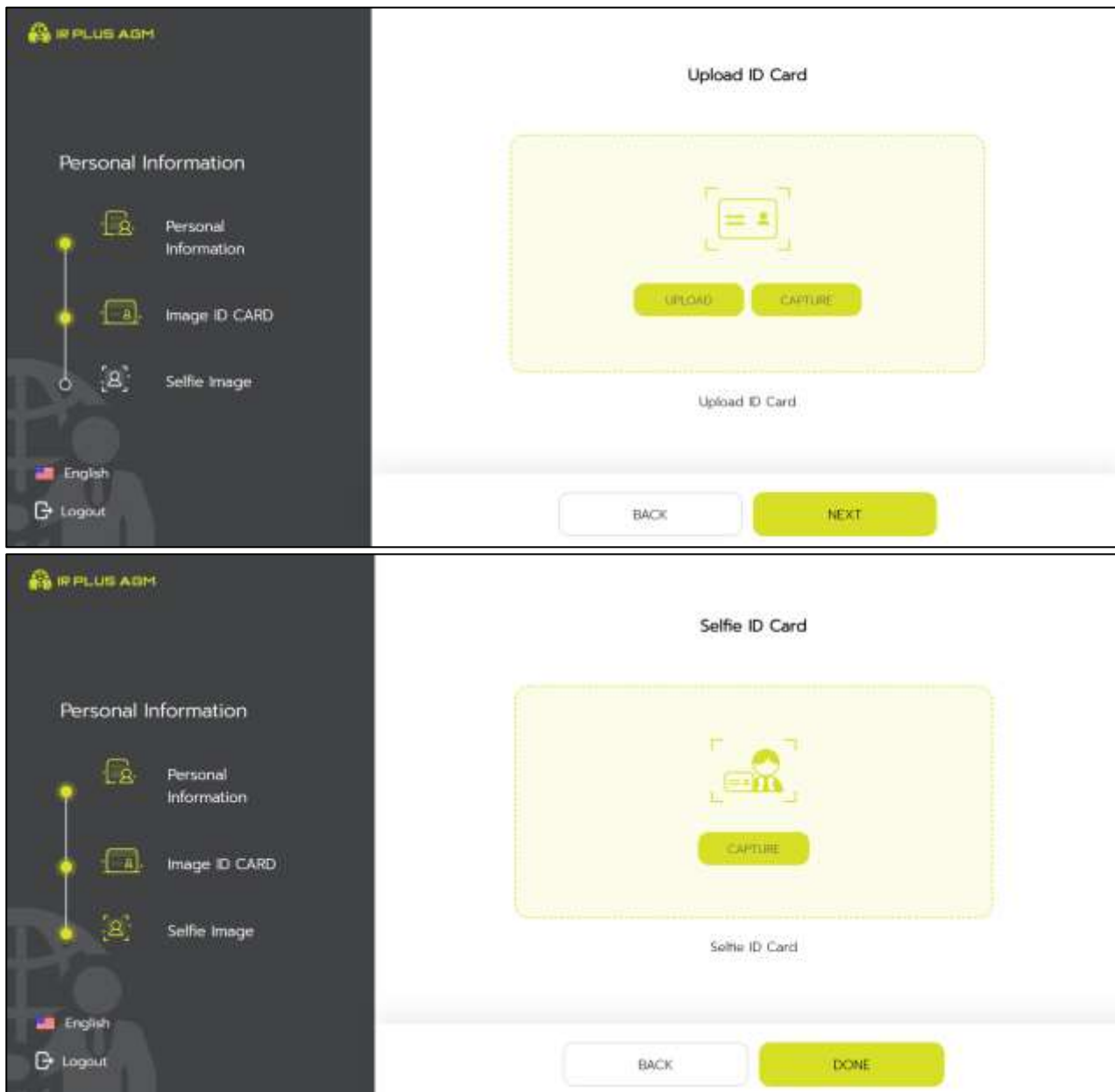


Picture 3.1: A screen of filling up the personal information

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.

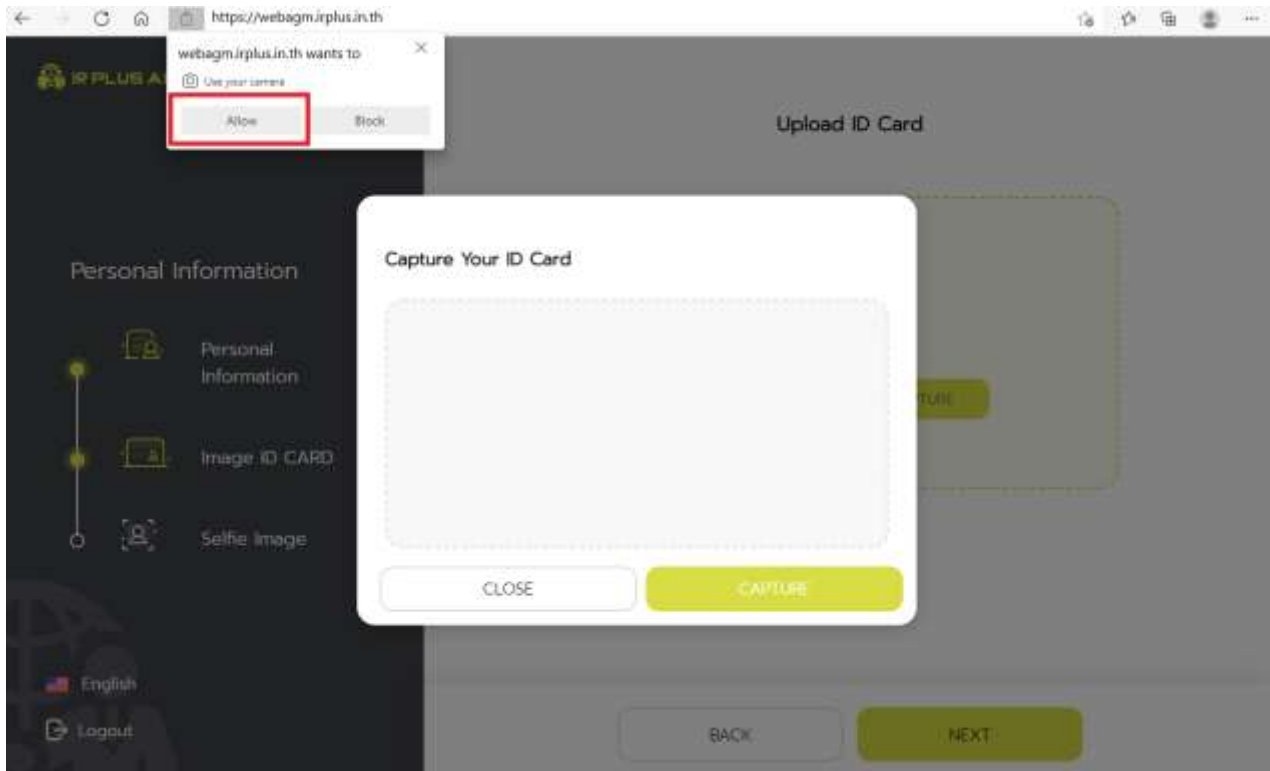
3.2 Kindly upload the picture of user for self-verification as displayed in the Picture 3.2.1.

- 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



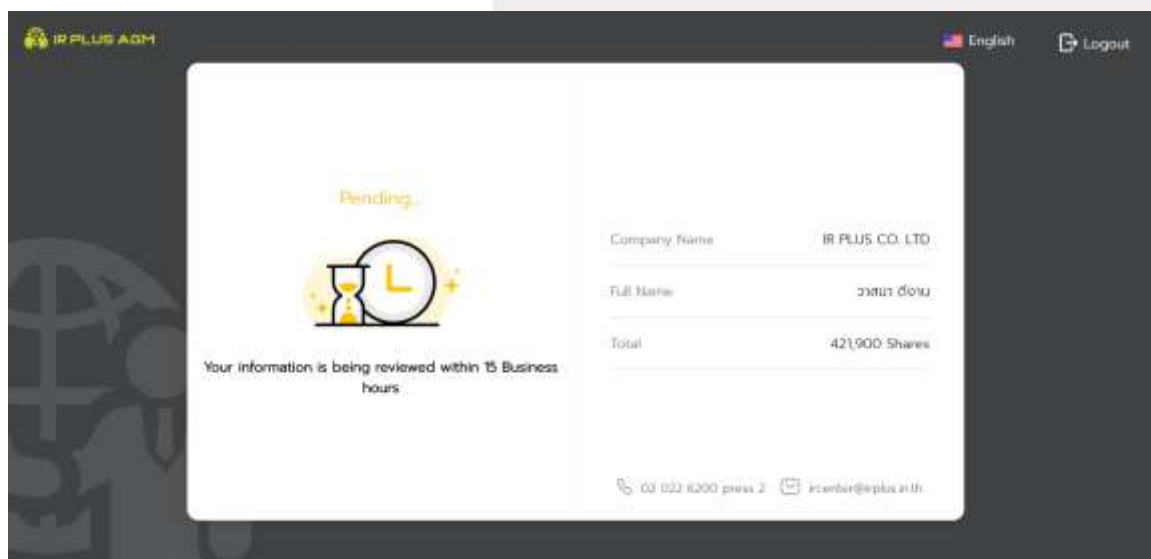
Once the self-verification is complete, the OTP will be sent to the user promptly for verification as displayed in the Picture 3.2.2



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.



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.



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

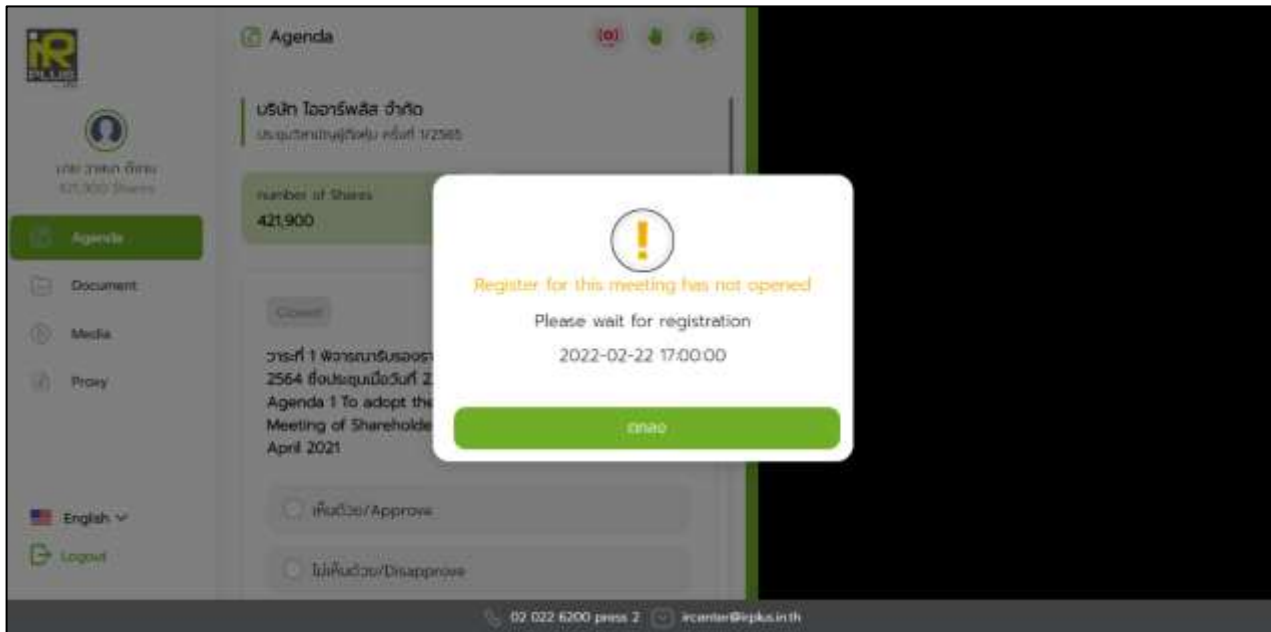
- Once the self-verification is complete, the user, for safety reason, will be directed to the pin code setup when using the application.



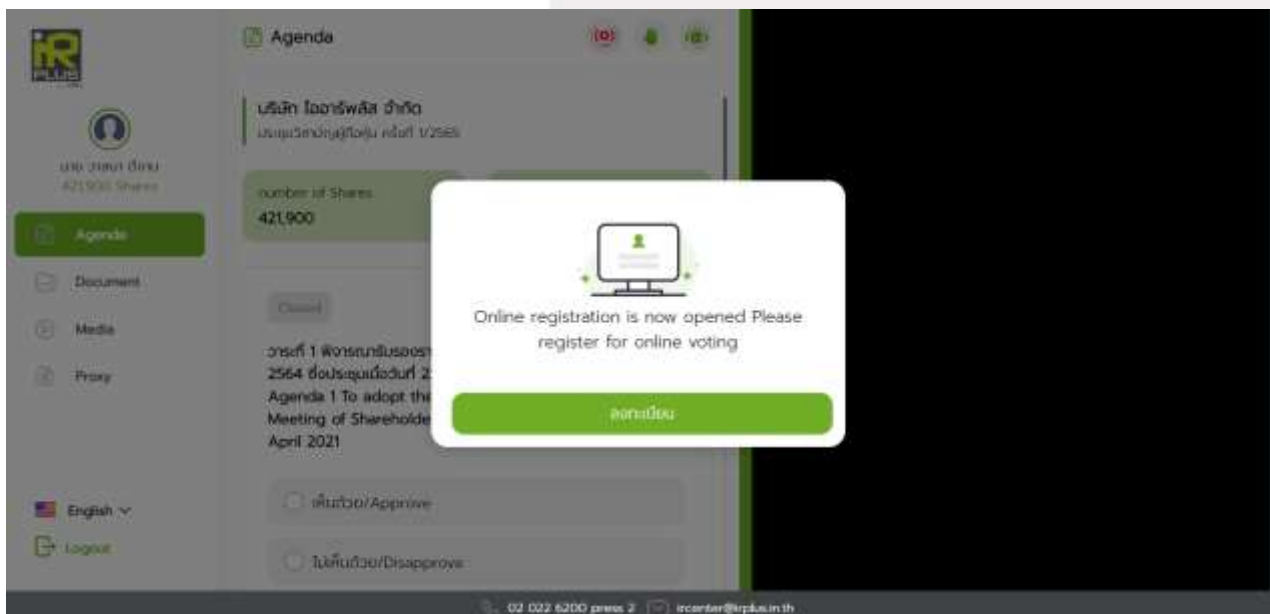
In case the user has approved the term and conditions but yet access the application at the date of the meeting, the user shall press the button to confirm his or her meeting attendance.



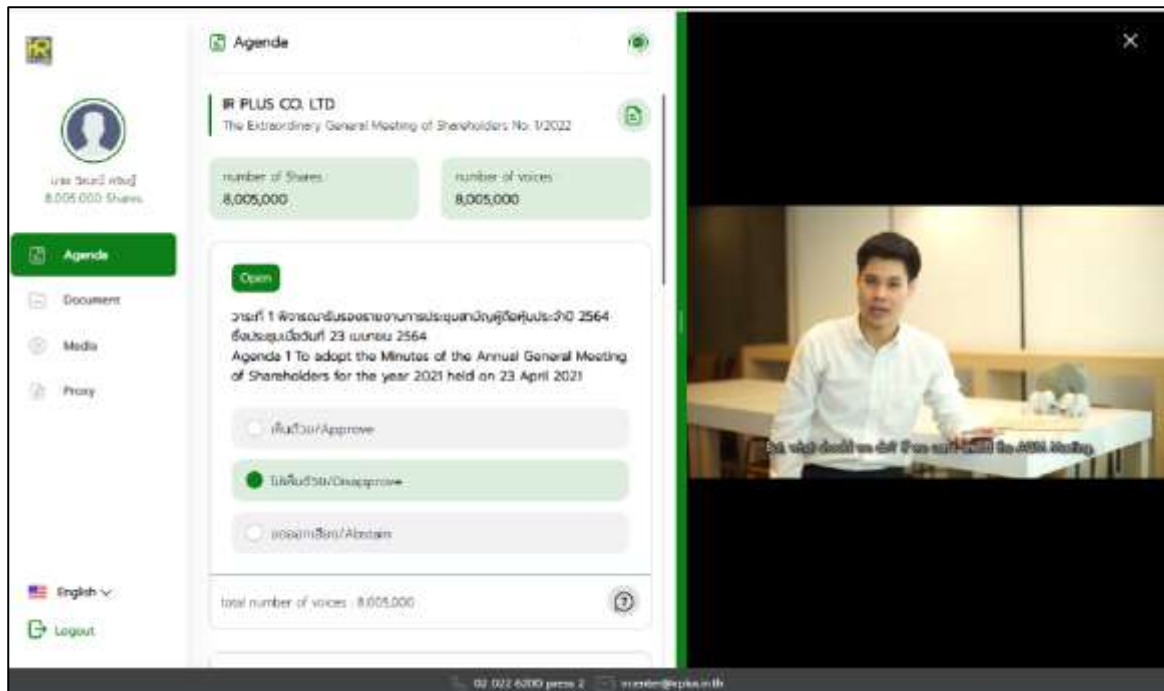
The registration time shall be notified prior the registration.



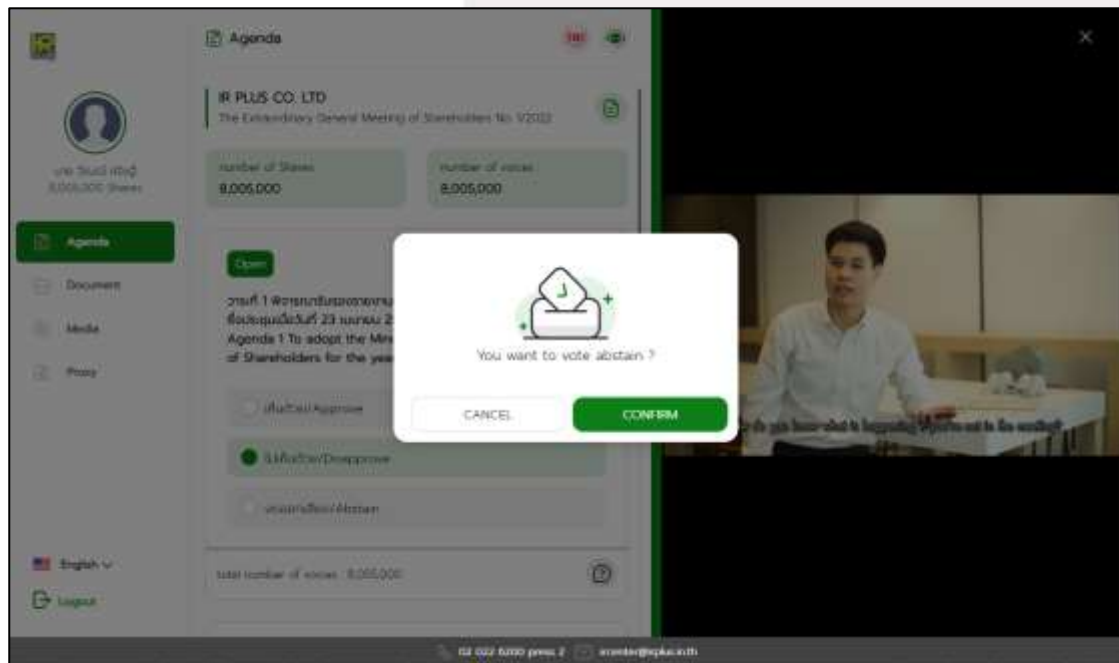
When the meeting begins, the notification shall be displayed so that the user can register for the meeting attendance.



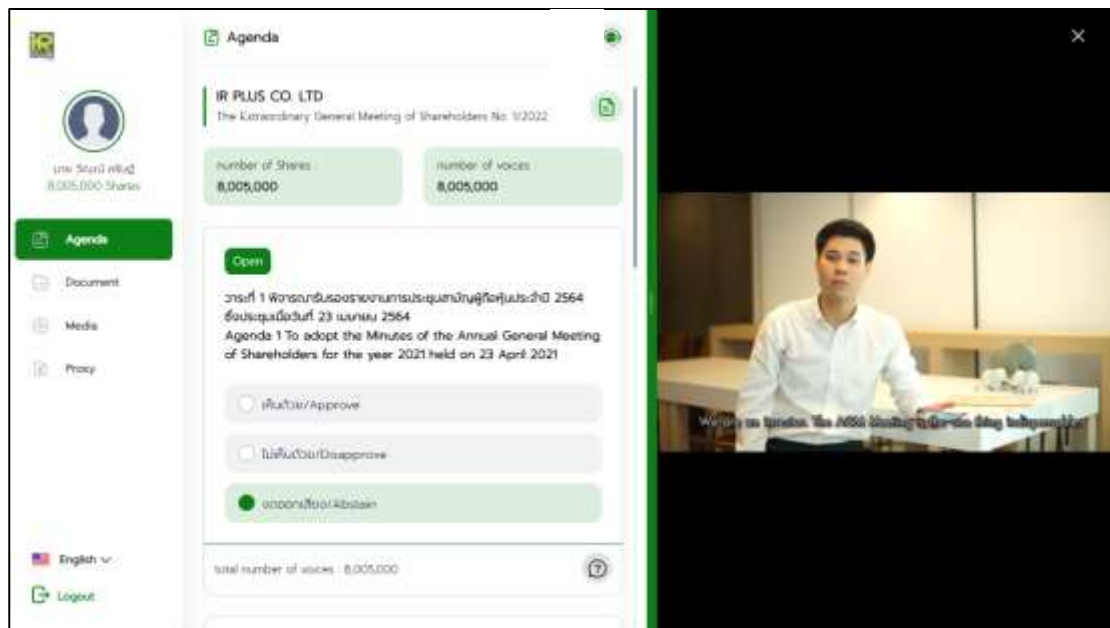
- Once the user registers, the user can vote online promptly under the basis of one man, one vote.



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.



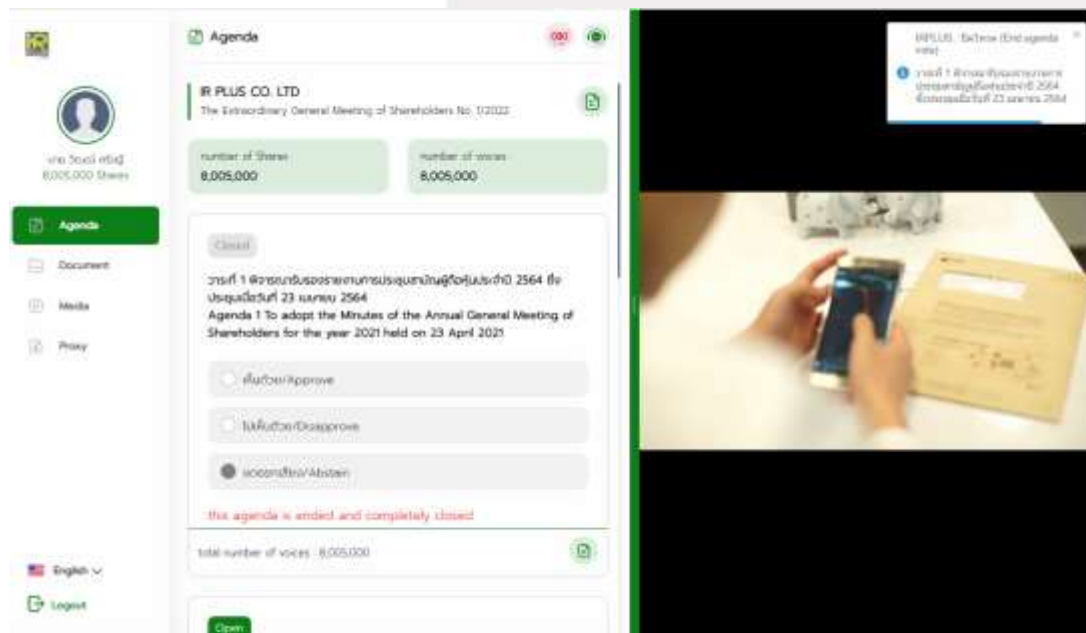
- Once the vote is made, it will be shown according to his/her choice.



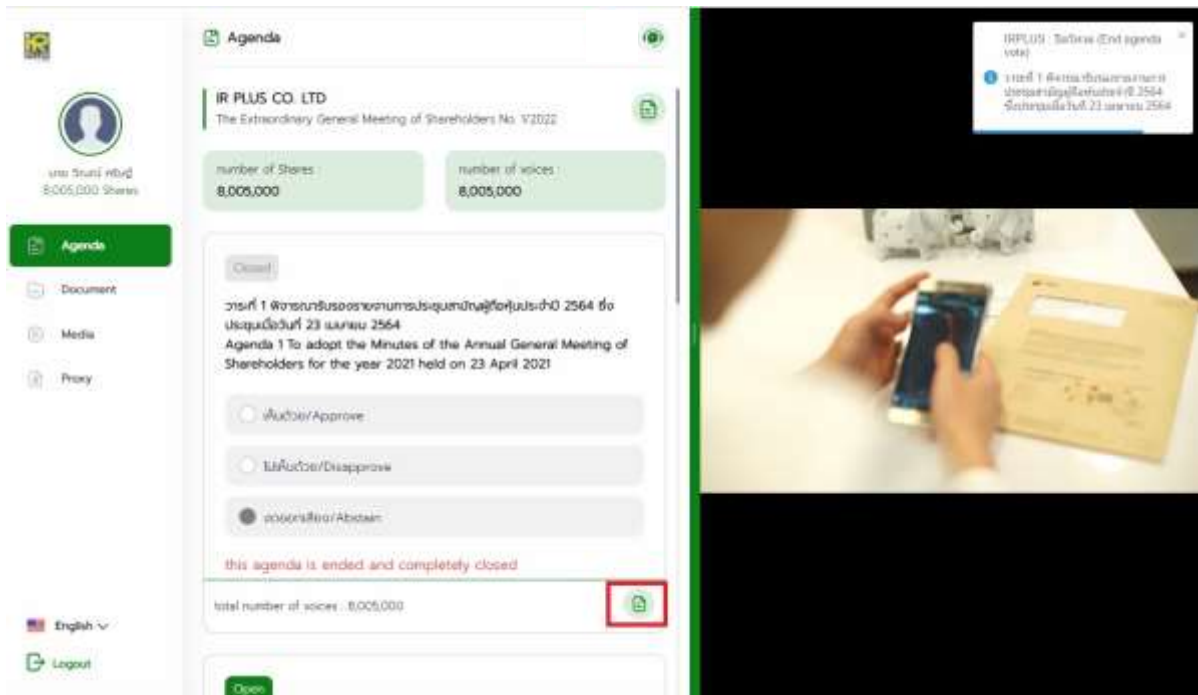
- When the voting reaches to the closing time, it shall be notified.

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.



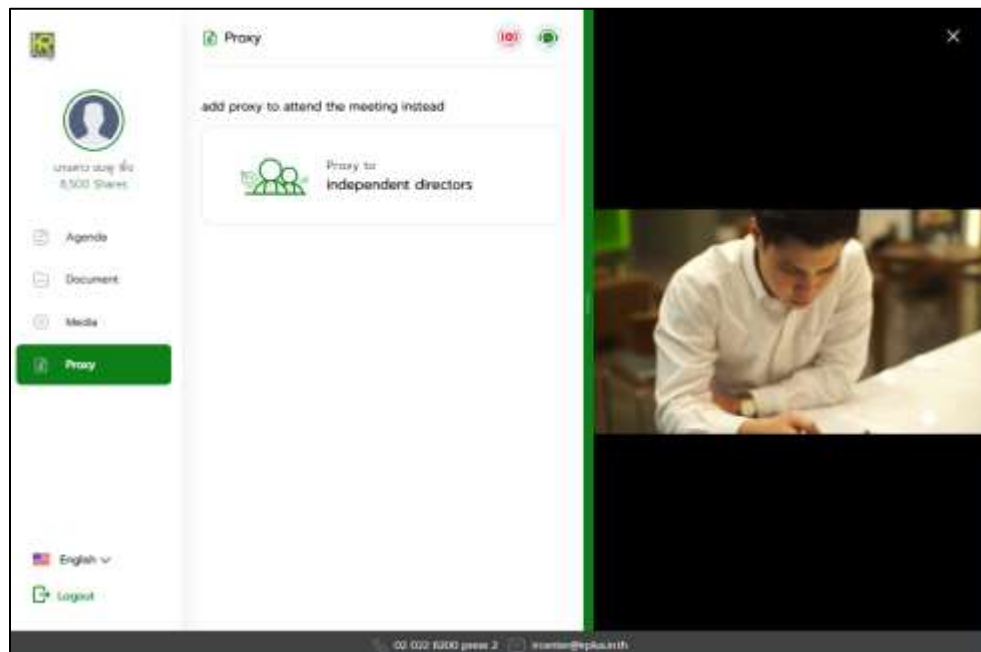
- Once the agenda is final, it shall be notified.



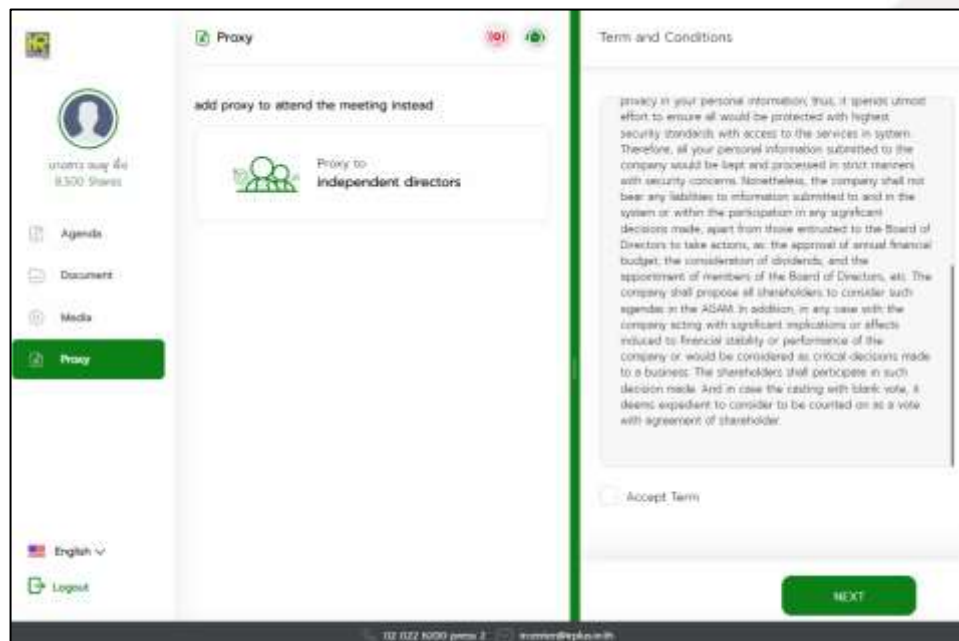
In case the shareholder would like to assign the right to his/her proxy

Right assignment may be made

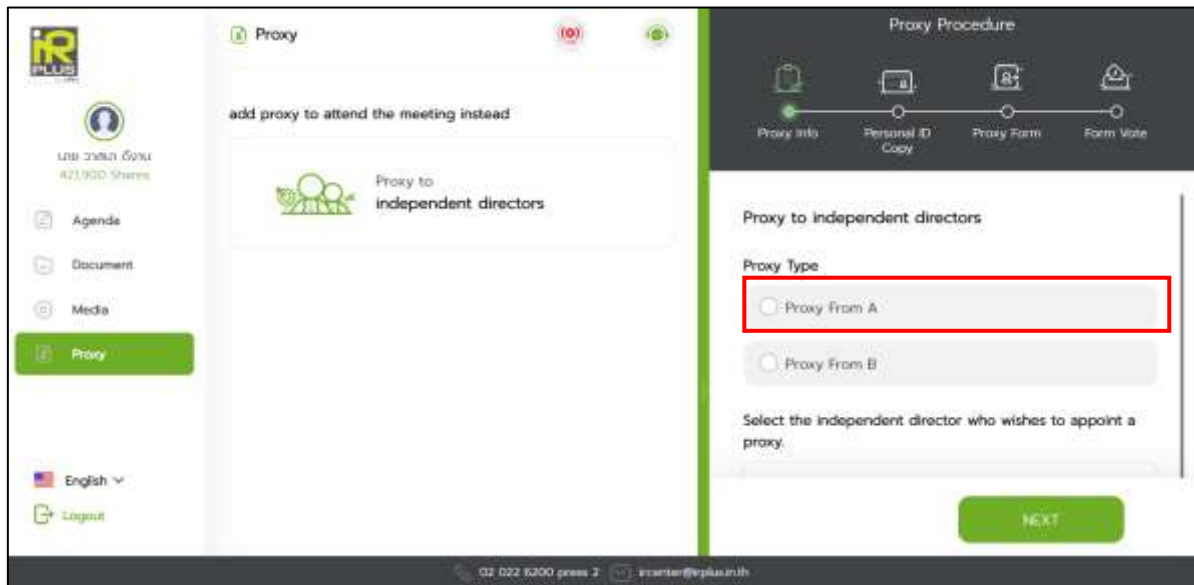
To the independent director: Form A. and Form B.



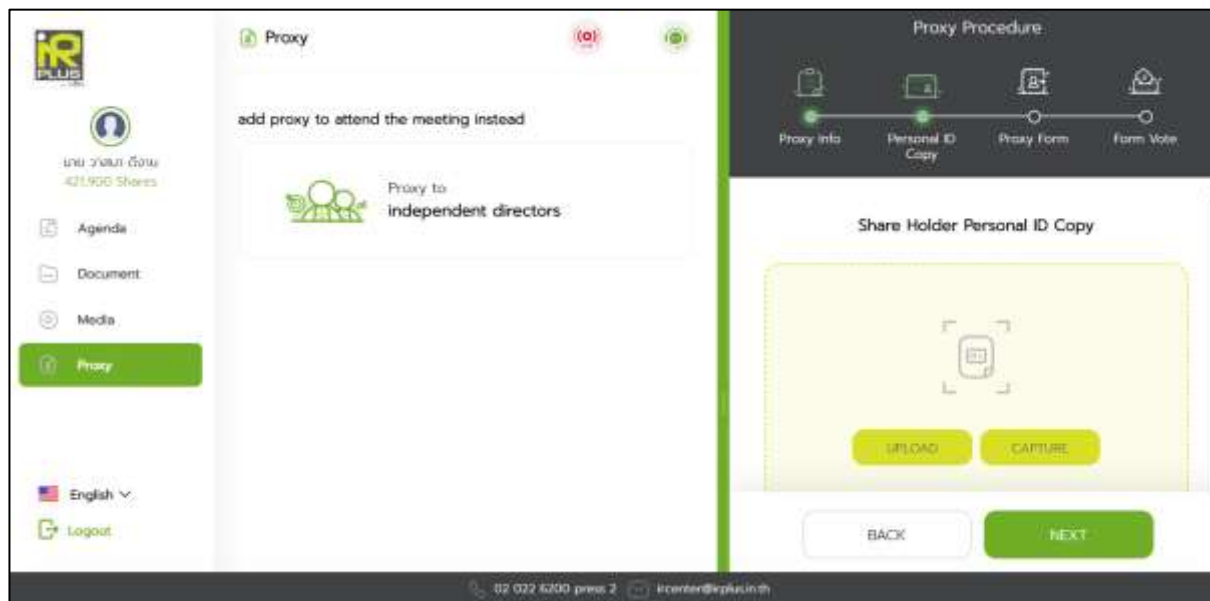
- Once the right is assigned to any kind as required, the user will be directed to term and conditions page.



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

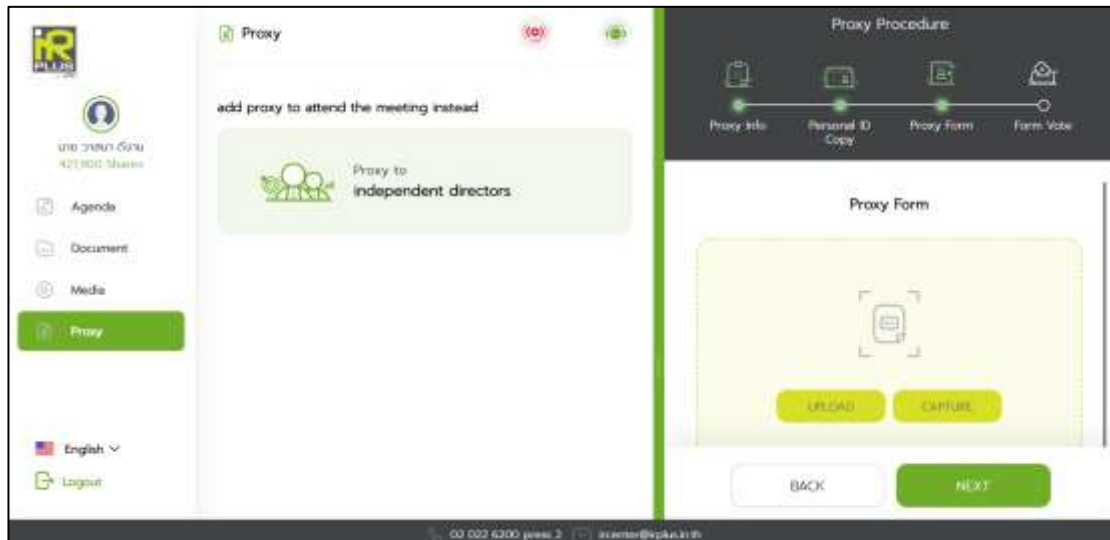
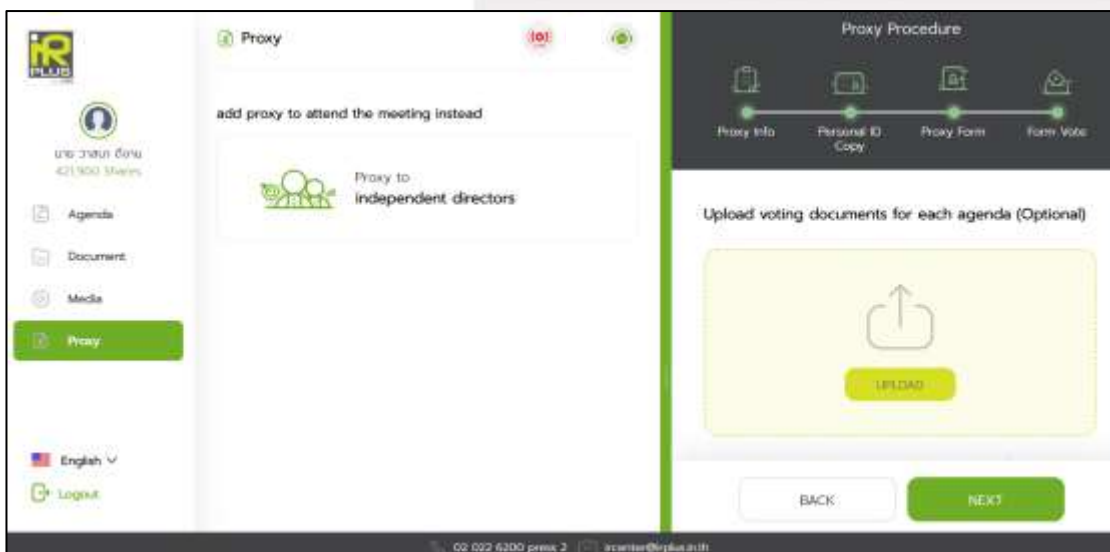


The screenshot shows the 'Proxy Procedure' screen in the IR PLUS system. The left sidebar contains a menu with 'Proxy' highlighted. The main content area is titled 'Proxy' and includes a sub-header 'add proxy to attend the meeting instead'. Below this is a section 'Proxy to independent directors' with a green icon of three people. The right panel shows the 'Proxy Procedure' flow with steps: Proxy Info, Personal ID Copy, Proxy Form, and Form Vote. The 'Proxy Form' step is active. Under 'Proxy to independent directors', the 'Proxy Type' section has two radio buttons: 'Proxy From A' (selected and highlighted with a red box) and 'Proxy From B'. Below this is a text prompt: 'Select the independent director who wishes to appoint a proxy.' and a green 'NEXT' button.



The screenshot shows the 'Proxy Procedure' screen in the IR PLUS system, specifically the 'Share Holder Personal ID Copy' step. The left sidebar is the same as the previous screenshot. The main content area is titled 'Proxy' and includes the sub-header 'add proxy to attend the meeting instead'. Below this is a section 'Proxy to independent directors' with a green icon of three people. The right panel shows the 'Proxy Procedure' flow with steps: Proxy Info, Personal ID Copy, Proxy Form, and Form Vote. The 'Personal ID Copy' step is active. Under 'Share Holder Personal ID Copy', there is a large yellow box with a camera icon and a dashed border. Below this box are two yellow buttons: 'UPLOAD' and 'CAPTURE'. At the bottom of the right panel are two buttons: 'BACK' and 'NEXT'.

- 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.

Enter PIN Code and press CONFIRM



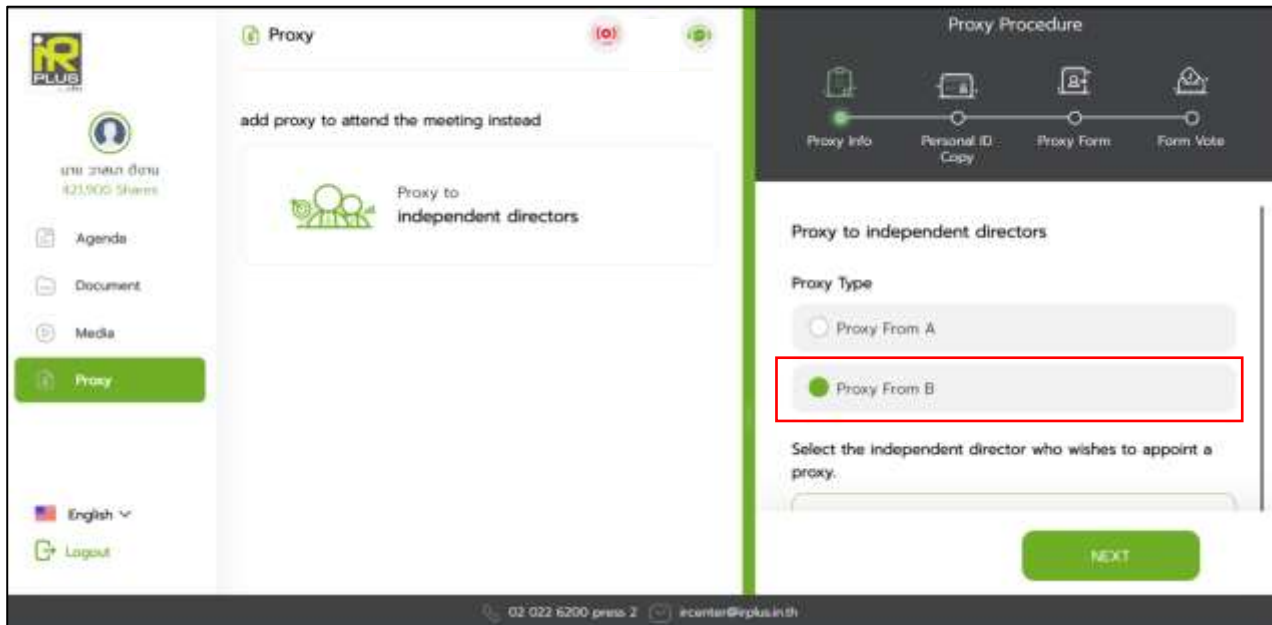
The screenshot shows the efin Proxy interface. On the left, there is a sidebar with the efin logo, a user profile icon, and a list of menu items: Agenda, Document, Media, and Proxy (highlighted in green). Below the menu, there is a language selector set to English and a Logout button. The main content area is titled 'Proxy' and contains the text 'add proxy to attend the meeting instead' and 'Proxy to independent directors'. On the right, there is a section titled 'Enter PIN Code' with a lock icon and a series of six input fields for the PIN code. Below the input fields is a green 'CONFIRM' button. At the bottom of the screen, there is a footer with the phone number '02 022 6200 press 2' and the email 'icenter@efin.in.th'.

After that, wait for a review from the administrator.

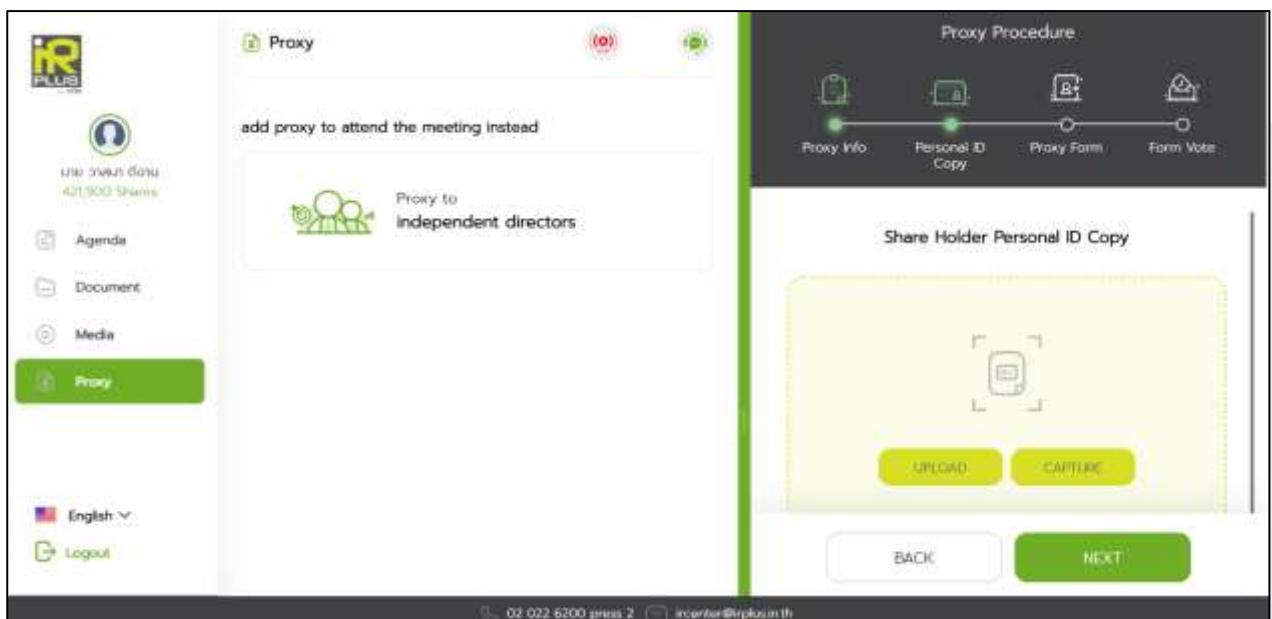


The screenshot shows the efin Proxy interface after the PIN code entry. The main content area now displays a confirmation message in Thai: 'คุณได้ยื่นเรื่องขอมอบฉันทะให้กรรมการอิสระ' (You have submitted a request to entrust the independent director). Below this, it says 'คุณได้ยื่นเรื่องขอมอบฉันทะให้กับ นายสาครดิลิตน์ นสิน (กรรมการอิสระ) จำนวน 421,900 หุ้น โปรดรอการตรวจสอบภายใน 15 ชั่วโมง และระบบได้ทำการแจ้งเตือน Email : papawarin.nmn@gmail.com เรียบร้อยแล้ว' (You have submitted a request to entrust the independent director Mr. Sakdilith N. Sin (Independent Director) 421,900 shares. Please wait for review within 15 hours and the system has sent an email notification to papawarin.nmn@gmail.com). The status is shown as 'Pending'. The sidebar and footer are the same as in the previous screenshot.

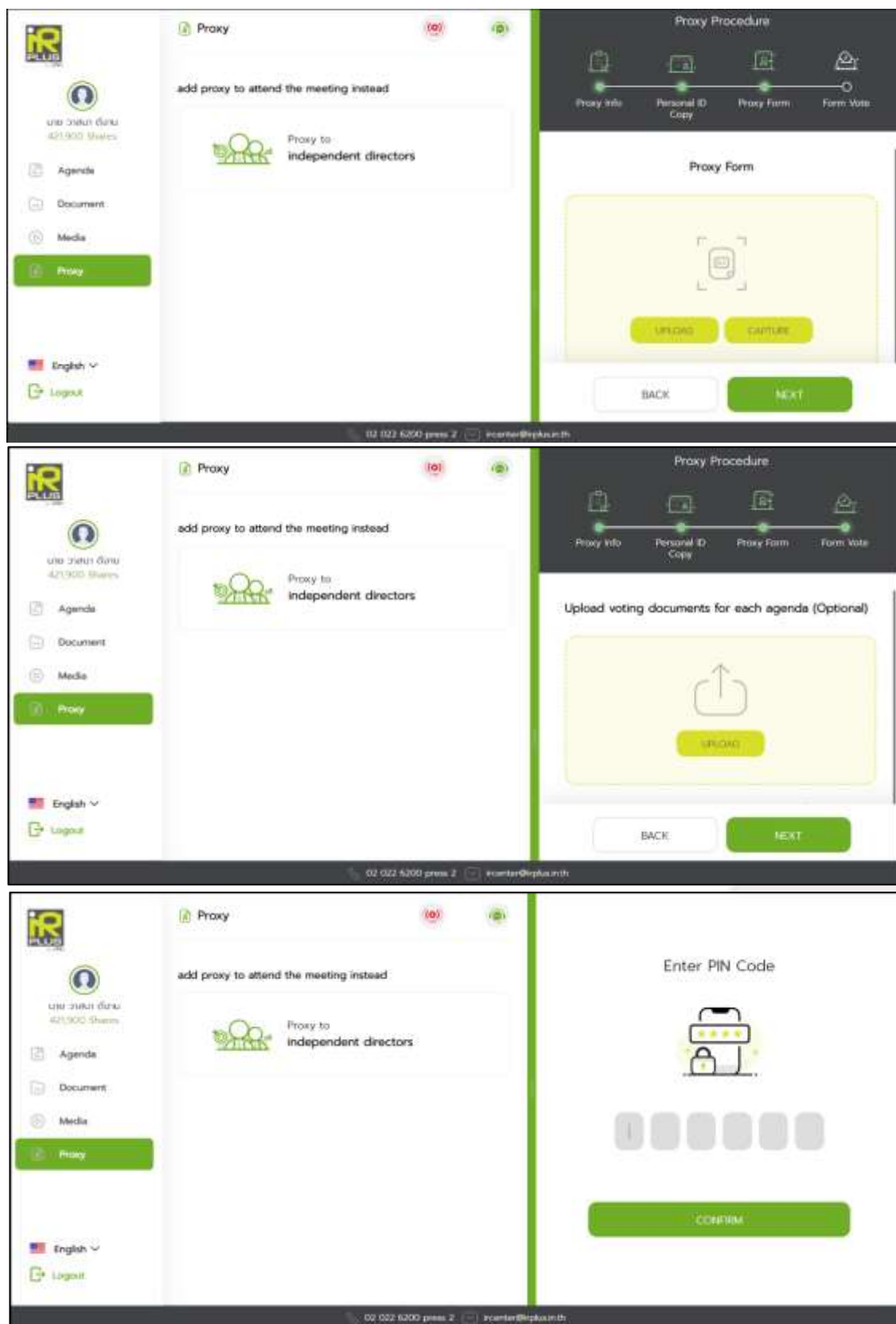
- Process of right assignment to the independent director by the use of Form Khor.



The screenshot shows the 'Proxy Procedure' interface. On the left, a sidebar contains the 'IR PLUS' logo, a user profile with '423,903 Shares', and a menu with 'Agenda', 'Document', 'Media', and 'Proxy' (highlighted in green). Below the menu are 'English' and 'Logout' links. The main content area is titled 'Proxy' and includes the instruction 'add proxy to attend the meeting instead'. A box labeled 'Proxy to independent directors' is visible. On the right, a progress bar shows four steps: 'Proxy Info', 'Personal ID Copy', 'Proxy Form', and 'Form Vote'. The 'Proxy Form' step is currently active. Below the progress bar, the text 'Proxy to independent directors' is followed by a 'Proxy Type' section with two radio buttons: 'Proxy From A' and 'Proxy From B'. The 'Proxy From B' option is selected and highlighted with a red rectangle. Below this, the text 'Select the independent director who wishes to appoint a proxy.' is followed by a 'NEXT' button. At the bottom, contact information '02 022 6200 press 2' and 'incenter@irplus.in.th' is displayed.



The screenshot shows the 'Share Holder Personal ID Copy' step of the 'Proxy Procedure'. The left sidebar is identical to the previous screenshot. The main content area shows the 'Proxy to independent directors' box. The progress bar on the right indicates that the 'Personal ID Copy' step is the current active step. Below the progress bar, the text 'Share Holder Personal ID Copy' is followed by a large yellow box containing a camera icon and the instruction 'Share Holder Personal ID Copy'. Below this box are two buttons: 'UPLOAD' and 'CAPTURE'. At the bottom of the main content area are 'BACK' and 'NEXT' buttons. The bottom footer with contact information remains the same.



The interface consists of three main sections:

- Left Sidebar:** Contains the IR PLUS logo, a user profile section with 'ชื่อ-นามสกุล (คุณ)' and '421,900 Shares', and a menu with 'Agenda', 'Document', 'Media', and 'Proxy' (highlighted in green). At the bottom are 'English' and 'Logout' links.
- Center Panel:** Titled 'Proxy', it includes the instruction 'add proxy to attend the meeting instead' and a box for 'Proxy to independent directors' with a green icon of three people.
- Right Panel:**
 - Proxy Procedure:** A flowchart showing the steps: Proxy Info, Personal ID Copy, Proxy Form, and Form Vote.
 - Proxy Form:** A yellow box with a camera icon and 'UPLOAD' and 'CAPTURE' buttons.
 - Upload voting documents for each agenda (Optional):** A yellow box with an upload icon and an 'UPLOAD' button.
 - Enter PIN Code:** A section with a keypad of six circles and a 'CONFIRM' button.

At the bottom of each screenshot, there is a footer with the phone number '02 022 6200 press 2' and the email 'incenter@irplus.in.th'.

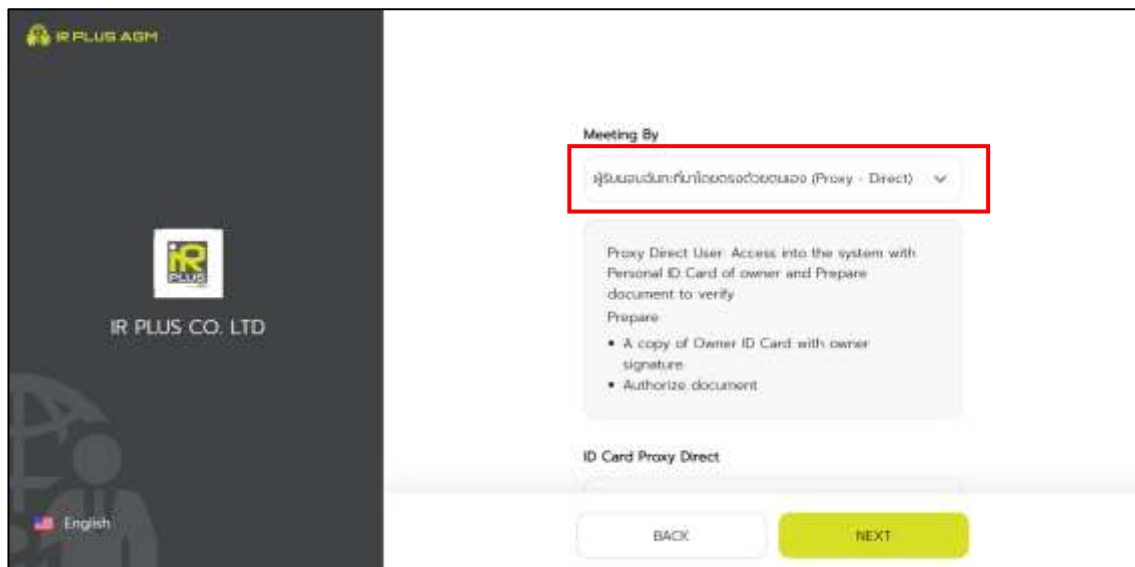
- After completing the process, the administrator shall examine. Meanwhile, there are 3 kinds of statuses during the examination: Pending; Disapproved; Approved both in Form Kor. and Form Khor. When the process of examination is pending, the shareholder may revoke the right assignment anytime.





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.



Meeting By

ผู้รับมอบอำนาจโดยตรงจากผู้ถือหุ้น (Proxy - Direct) ✓

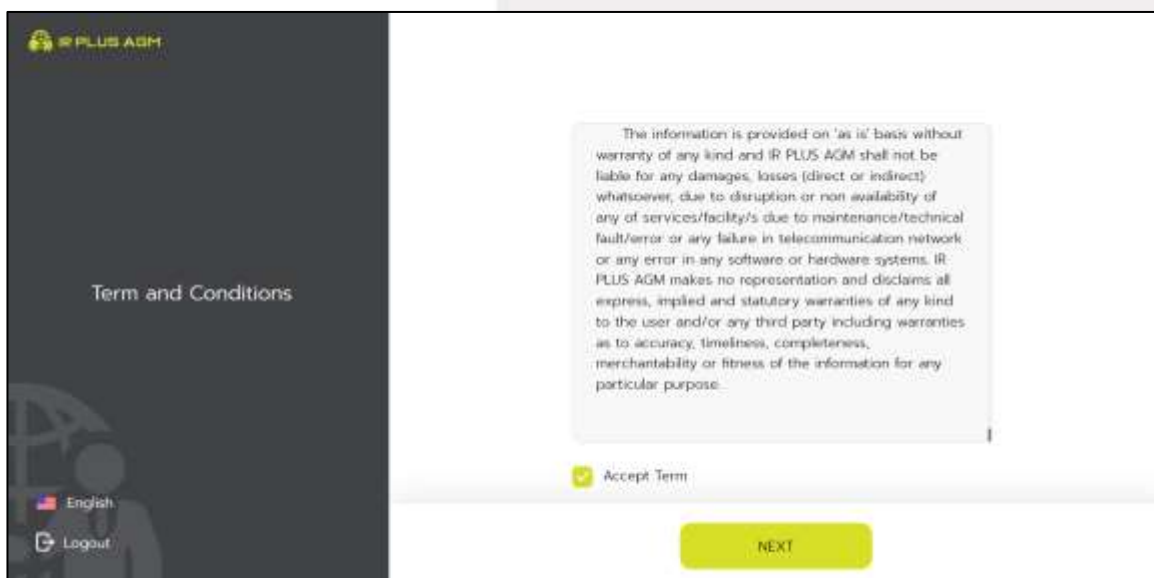
Proxy Direct User: Access into the system with Personal ID Card of owner and Prepare document to verify Prepare:

- A copy of Owner ID Card with owner signature
- Authorize document

ID Card Proxy Direct

BACK NEXT

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.



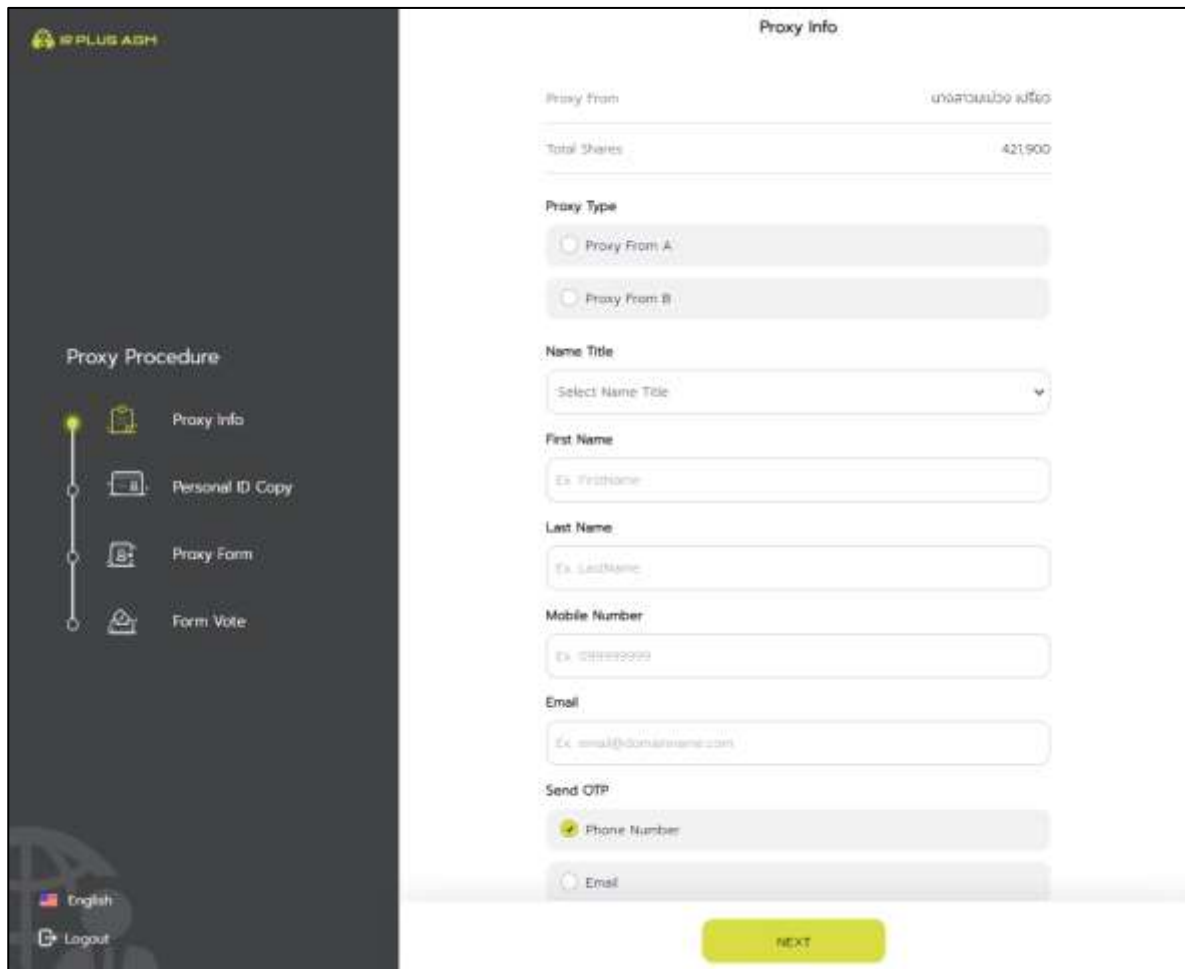
Term and Conditions

The information is provided on 'as is' basis without warranty of any kind and IR PLUS AGM shall not be liable for any damages, losses (direct or indirect) whatsoever, due to disruption or non availability of any of services/facility/s due to maintenance/technical fault/error or any failure in telecommunication network or any error in any software or hardware systems. IR PLUS AGM makes no representation and disclaims all express, implied and statutory warranties of any kind to the user and/or any third party including warranties as to accuracy, timeliness, completeness, merchantability or fitness of the information for any particular purpose.

☒ Accept Term

NEXT

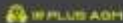
- Below is the process of self-verification of the direct proxy.



The screenshot shows the 'Proxy Info' form in the IR PLUS AGM system. On the left is a dark sidebar with the 'Proxy Procedure' flow: Proxy Info (selected), Personal ID Copy, Proxy Form, and Form Vote. The main form area is titled 'Proxy Info' and contains the following fields:

- Proxy from:** มั่งคั่งสมบูรณ์ จำกัด (Mang Chuan Buri Co., Ltd.)
- Total Shares:** 421,900
- Proxy Type:** Two radio button options: ☐ Proxy From A and ☐ Proxy From B.
- Name Title:** A dropdown menu with 'Select Name Title'.
- First Name:** A text input field with placeholder 'Ex: Firstname'.
- Last Name:** A text input field with placeholder 'Ex: Surname'.
- Mobile Number:** A text input field with placeholder 'Ex: 0812345678'.
- Email:** A text input field with placeholder 'Ex: email@domainname.com'.
- Send OTP:** Two radio button options: ☒ Phone Number and ☐ Email.

At the bottom right of the form is a yellow 'NEXT' button. The sidebar also includes a language selector (English) and a 'Logout' button.



IR PLUS AGM

Proxy Procedure

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

English

Logout

Share Holder Personal ID Copy



UPLOAD

CAPTURE

ภาพทำเนียบผู้ถือหุ้นระบบออนไลน์: กรุณาอัปโหลดสำเนาบัตรประชาชน

BACK

NEXT



IR PLUS AGM

Proxy Procedure

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

English

Logout

Proxy Form



UPLOAD

CAPTURE

A copy Proxy Form A or B (Depending on the type)

BACK

NEXT



IR PLUS AGM

Proxy Procedure

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

English

Logout

Selfie

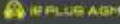


CAPTURE

กรุณาถ่ายภาพบัตรประชาชนของคุณ
ที่มีอยู่ทุกตัวด้วยตนเอง

BACK

NEXT



Proxy Procedure

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

English

Logout

Upload voting documents for each agenda (Optional)

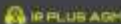


UPLOAD

** Proxy Document type A or type B (Depending on type) Specific agenda and votes

BACK

NEXT



English

Logout

Verify OTP



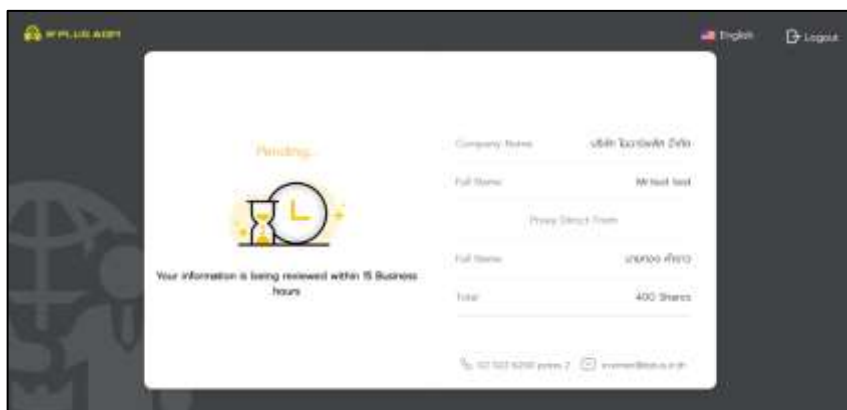
Send OTP to Mobile Number 06477XXXX

You didn't receive OTP ?
Request a new OTP in [my OTP History](#)

CONFIRM

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

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

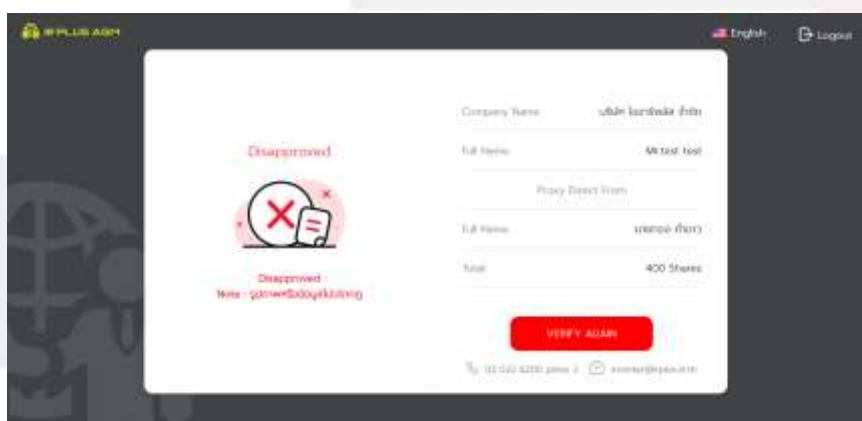


Once the self-verification is complete, the status will be pending. The system will transfer the information to the administrator for examination so that s/he will verify the user prior the online vote.

***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.

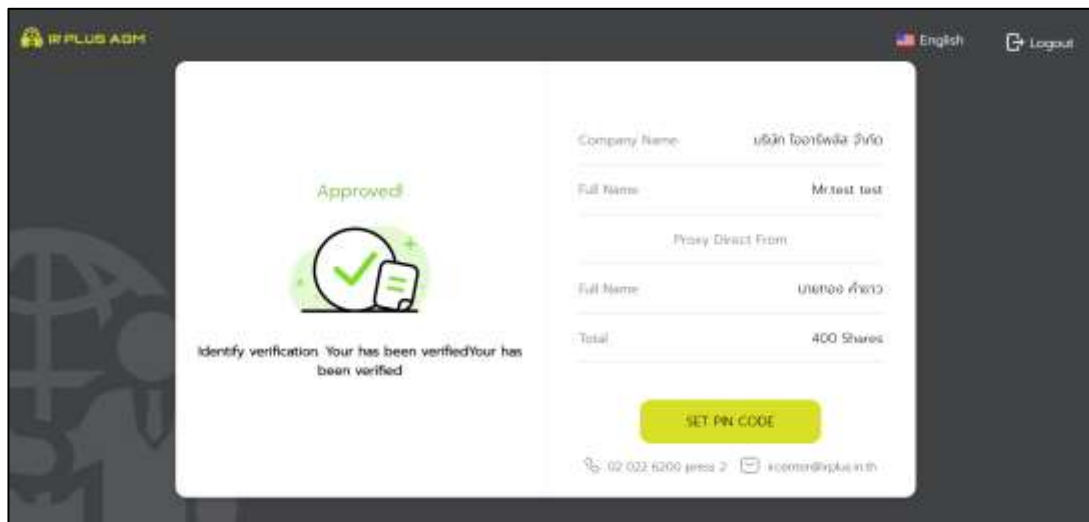


Self-verification : Disapproved / Remark: Clearer picture must upload.

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.

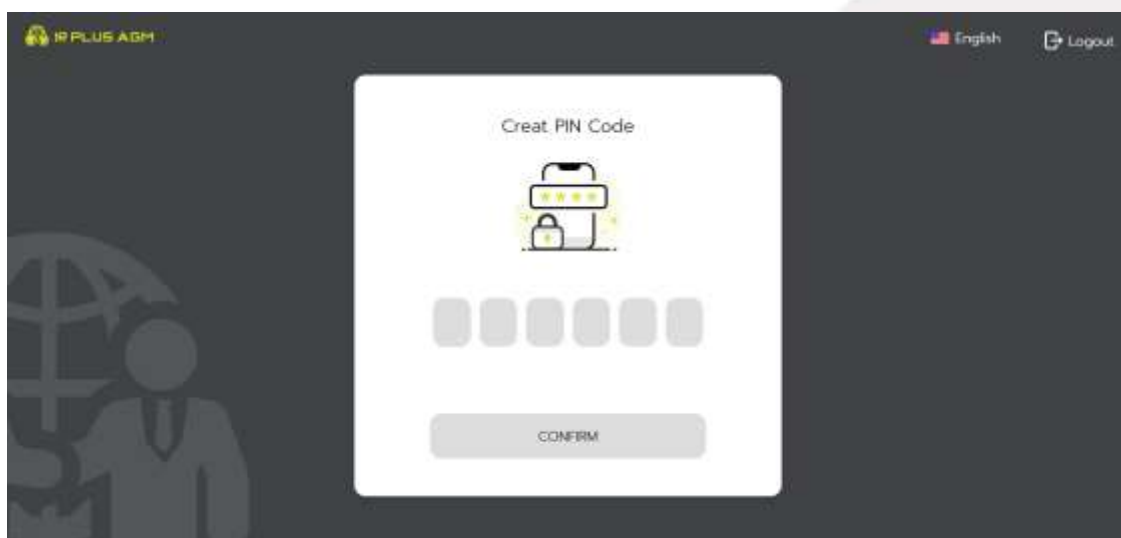
- Once the administrator examines the self-verification of the user, s/he will inform the approved result to the user promptly with the notification stating that “Self-verification: Approved.



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.

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



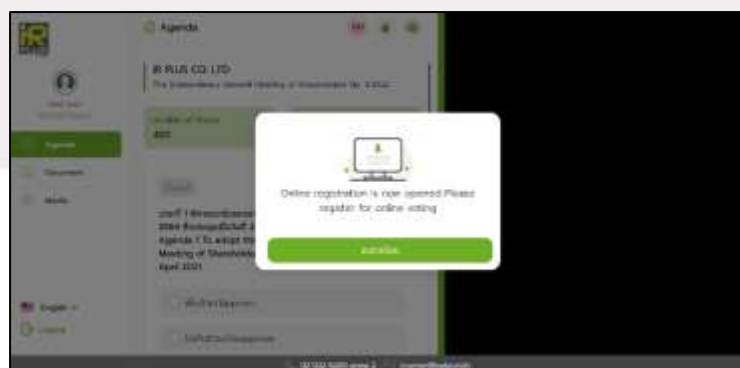
In case the user has approved the term and conditions but yet access the application at the date of the meeting, the user shall press the button to confirm his or her meeting attendance.



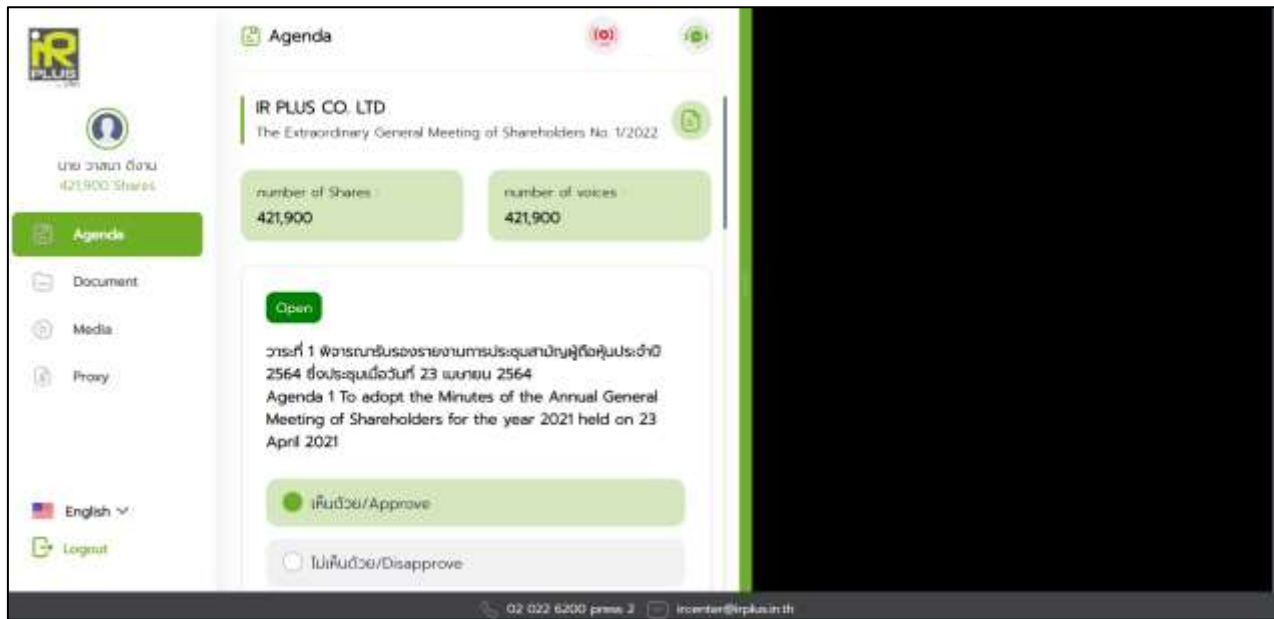
The registration time shall be notified prior the registration.



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



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

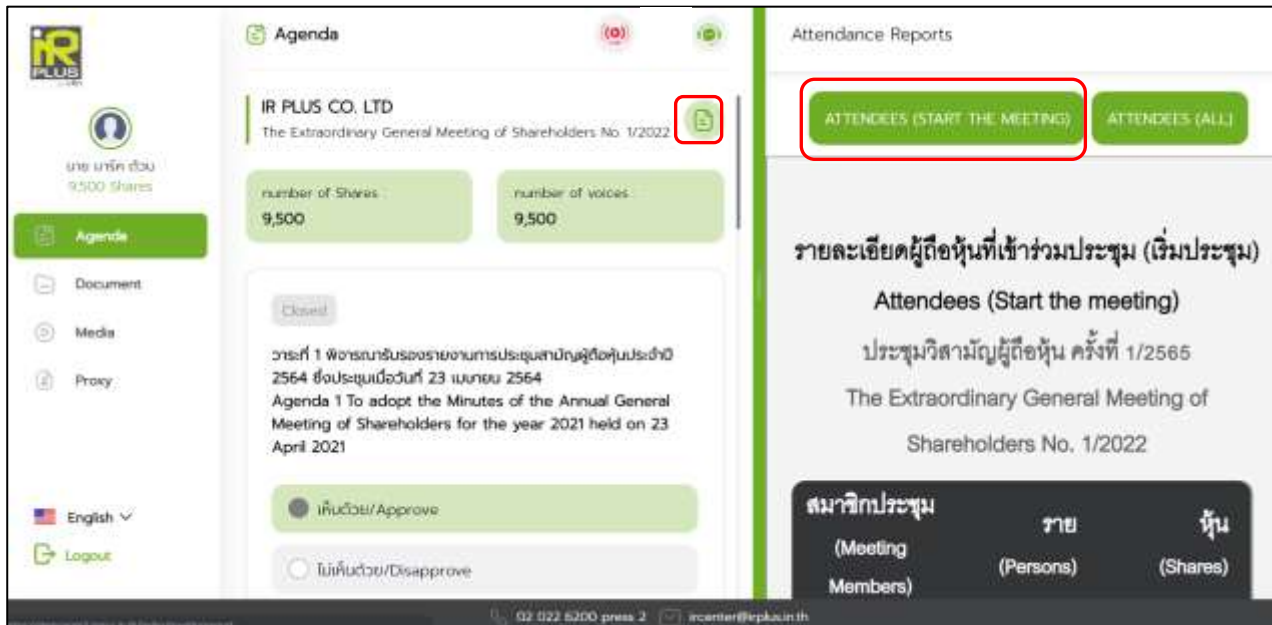


Usage Menu of Mobile Application

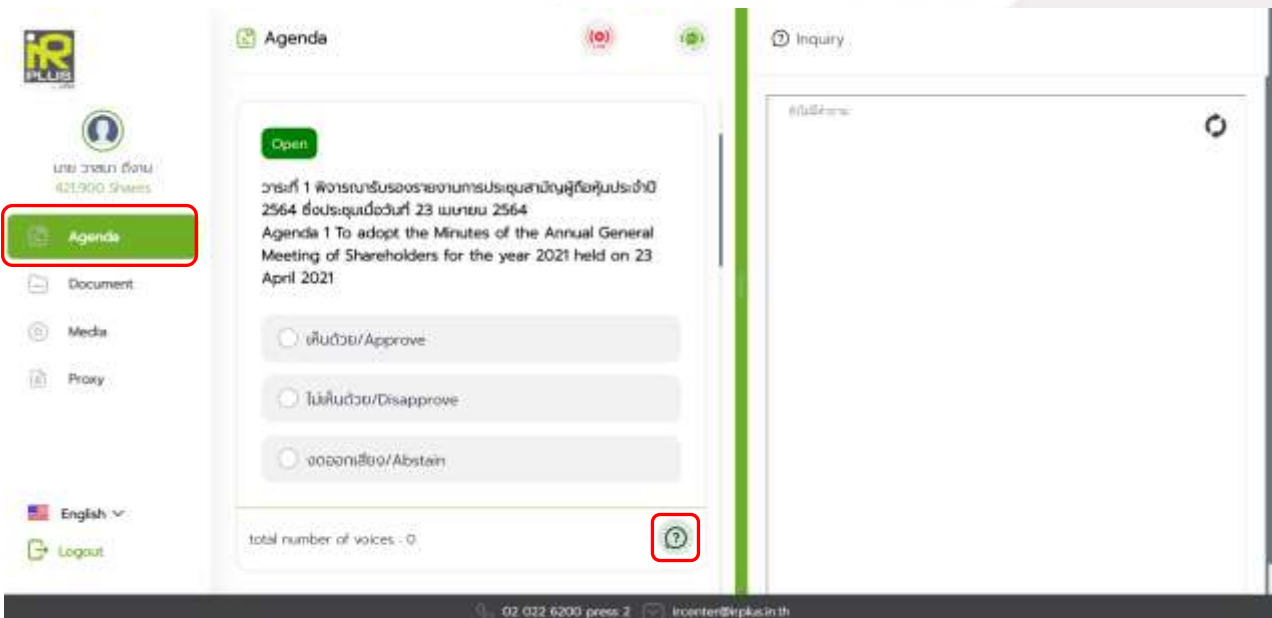
*Remark : The usage menu of mobile application shall be reserved only for those who is successfully self-verified.

1. Agenda menu

- Summary of participants

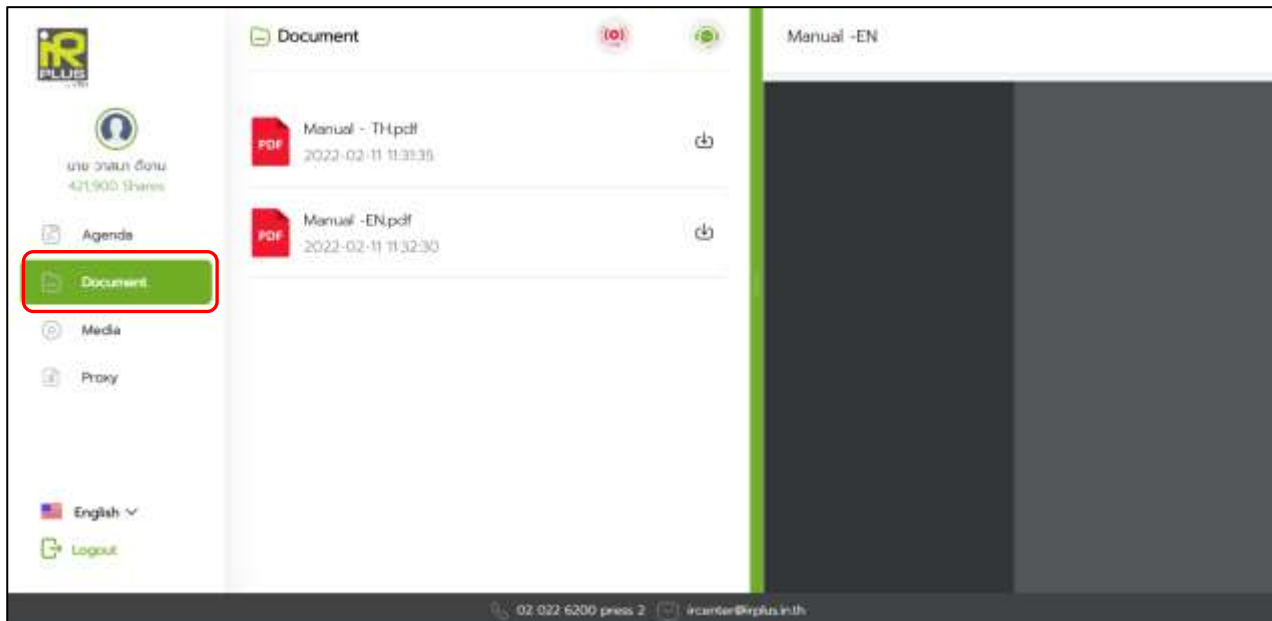


- Question to be asked regarding the agenda



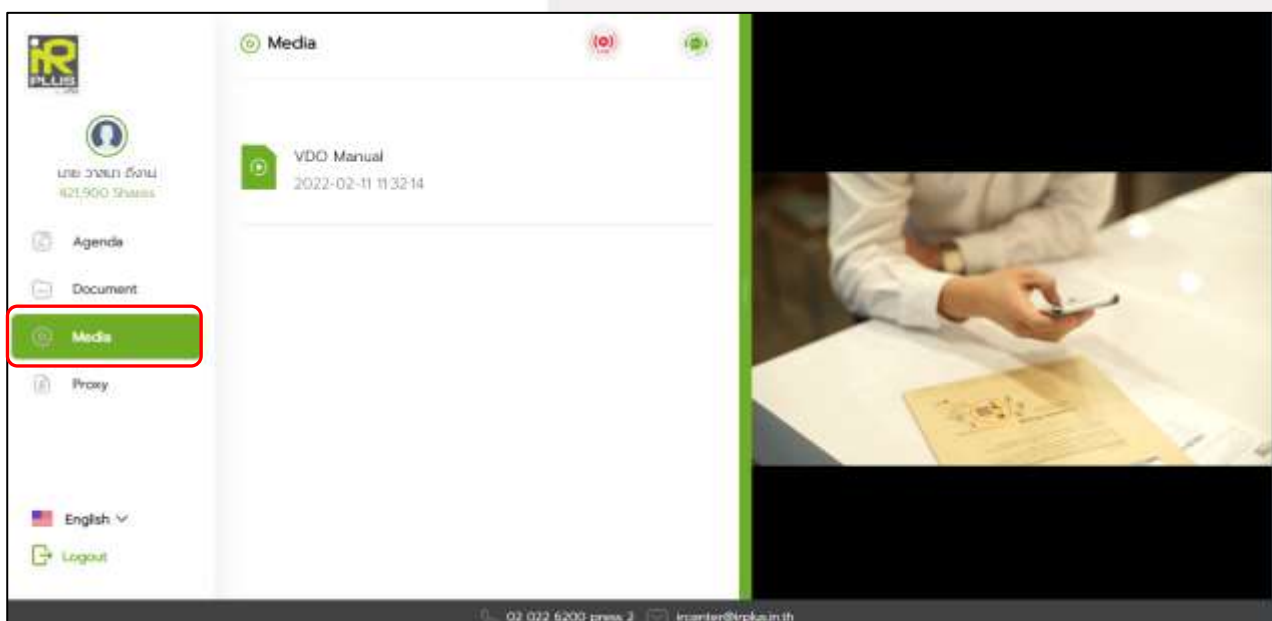
2. Document menu

- For the user to study during the meeting



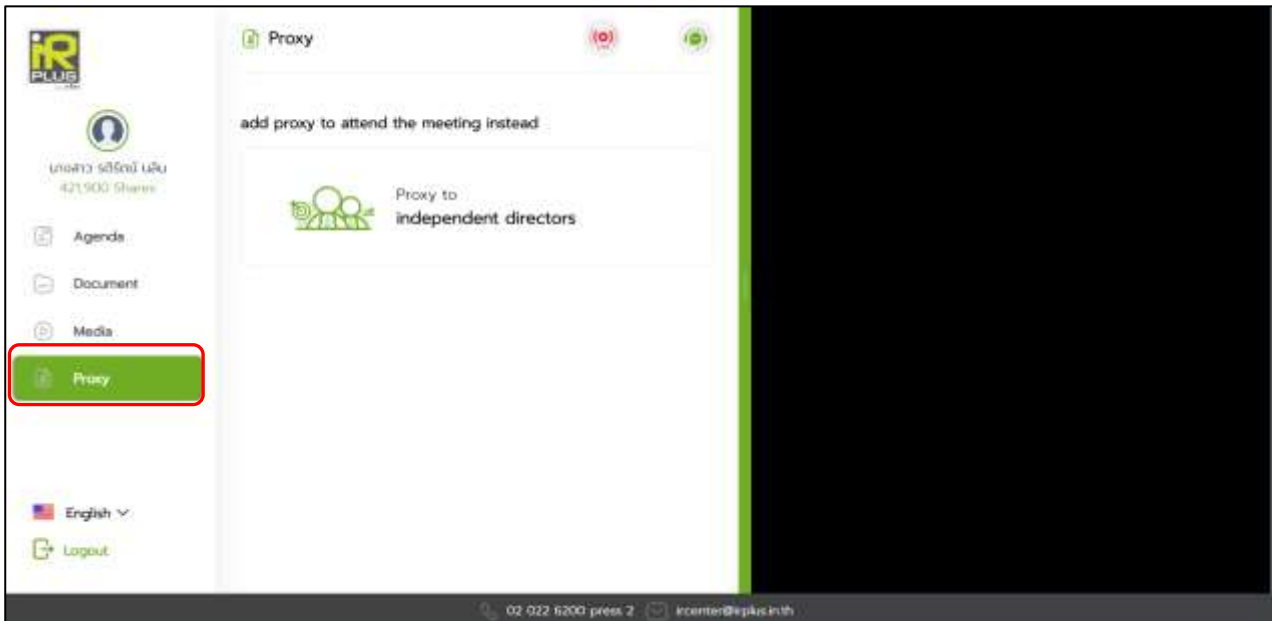
3. Media menu

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



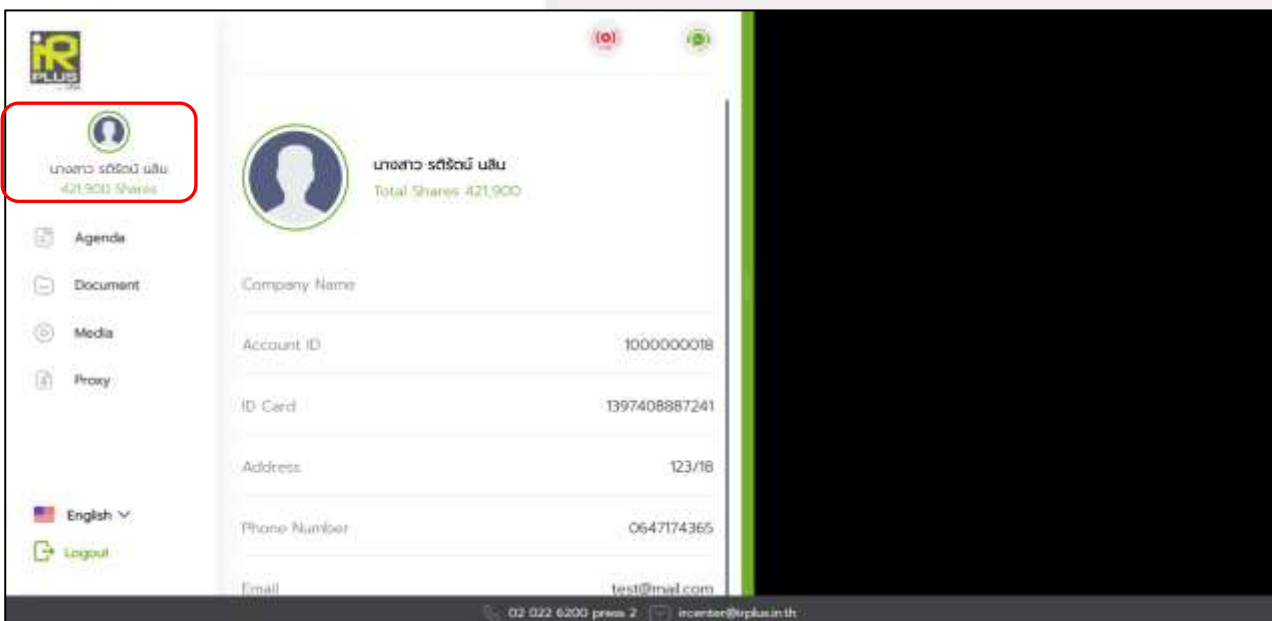
4. Proxy menu

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



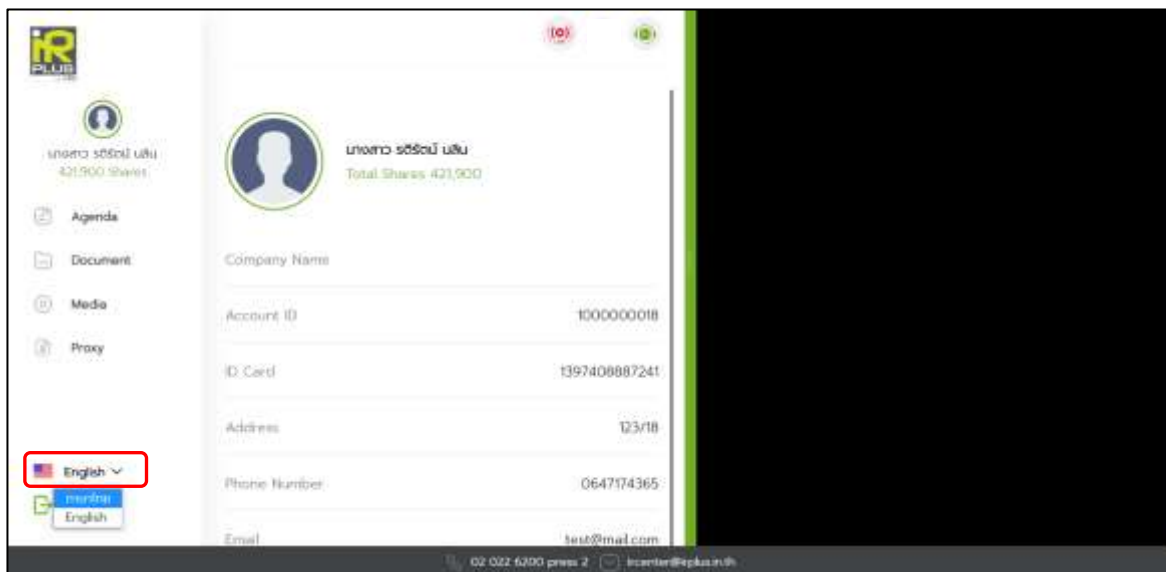
5. Profile menu

- Personal information of the user



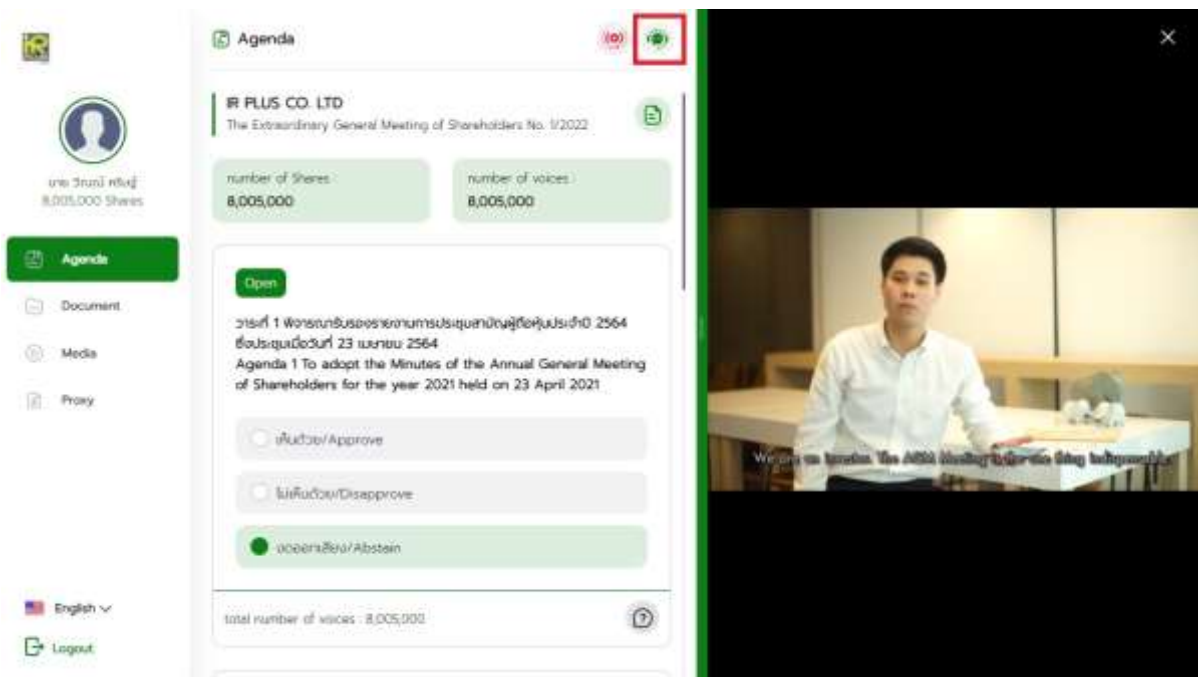
6. Setup menu

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

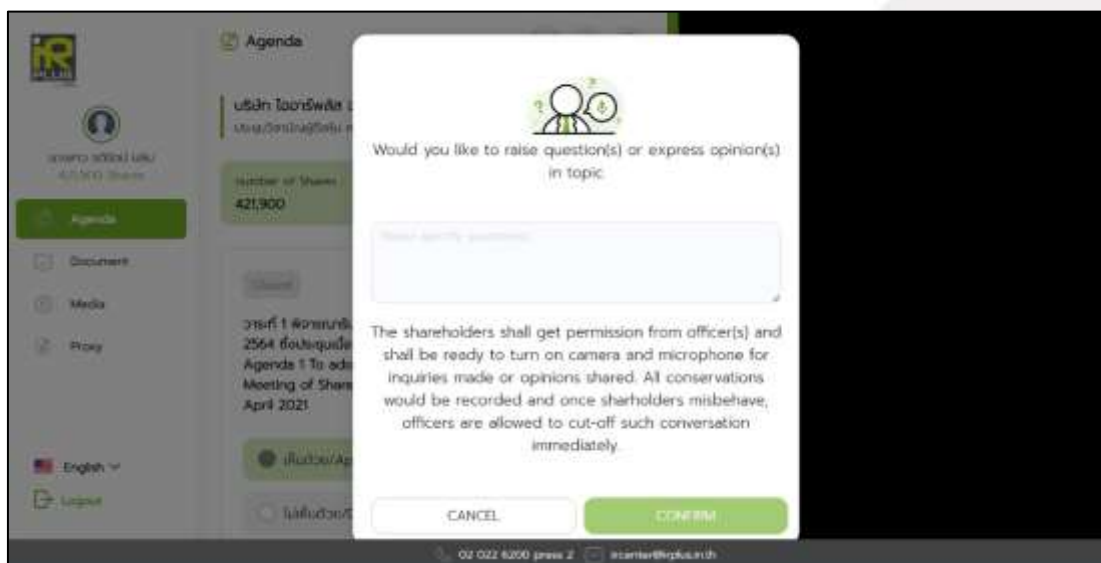


7. Enquiry or comment during the meeting menu

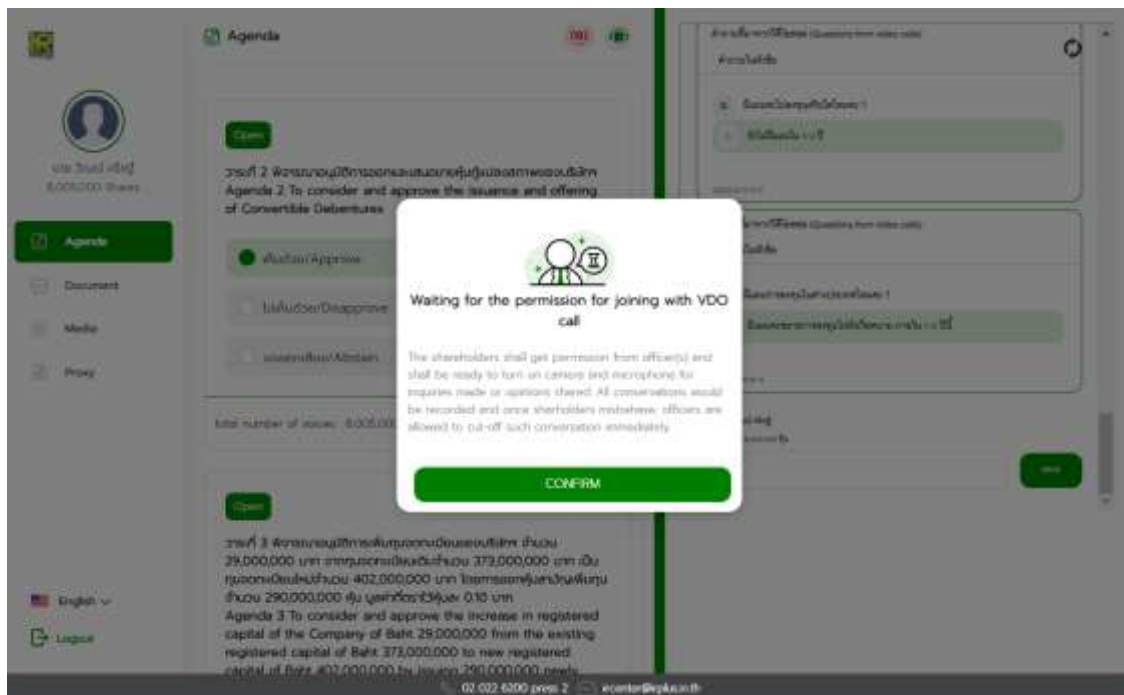
7.1 How to comment or raise the question to the Committee during the meeting through a VDO call. The user may request to do so via this menu of the Web application.



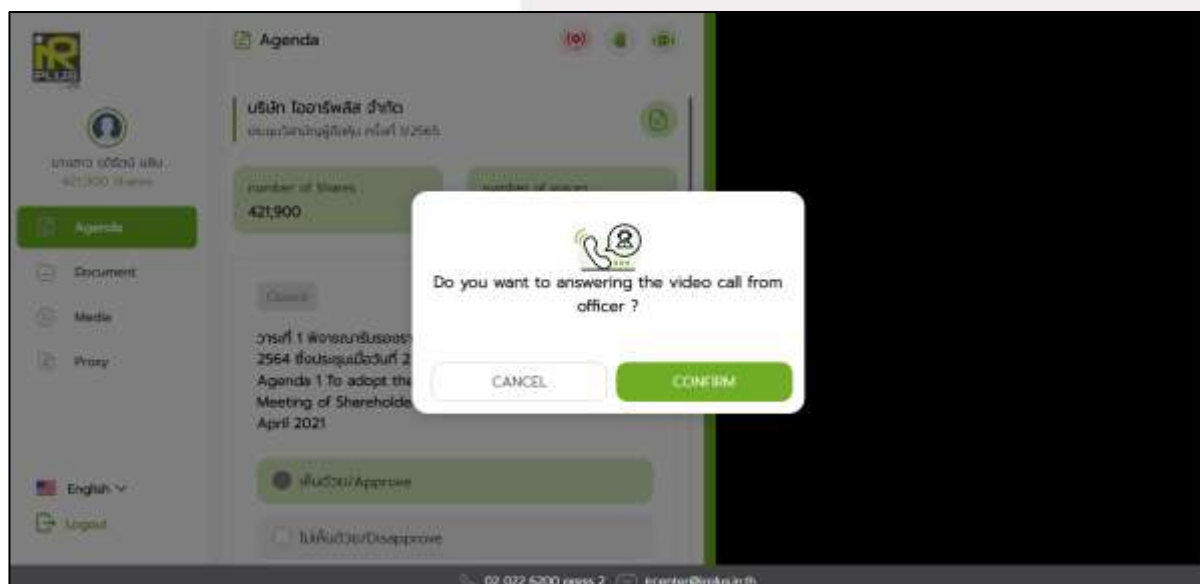
Once the user selects the comment menu during the meeting, confirmation is prerequisite. After confirmation, the administrator will manage the queue for the user to ask or to comment.



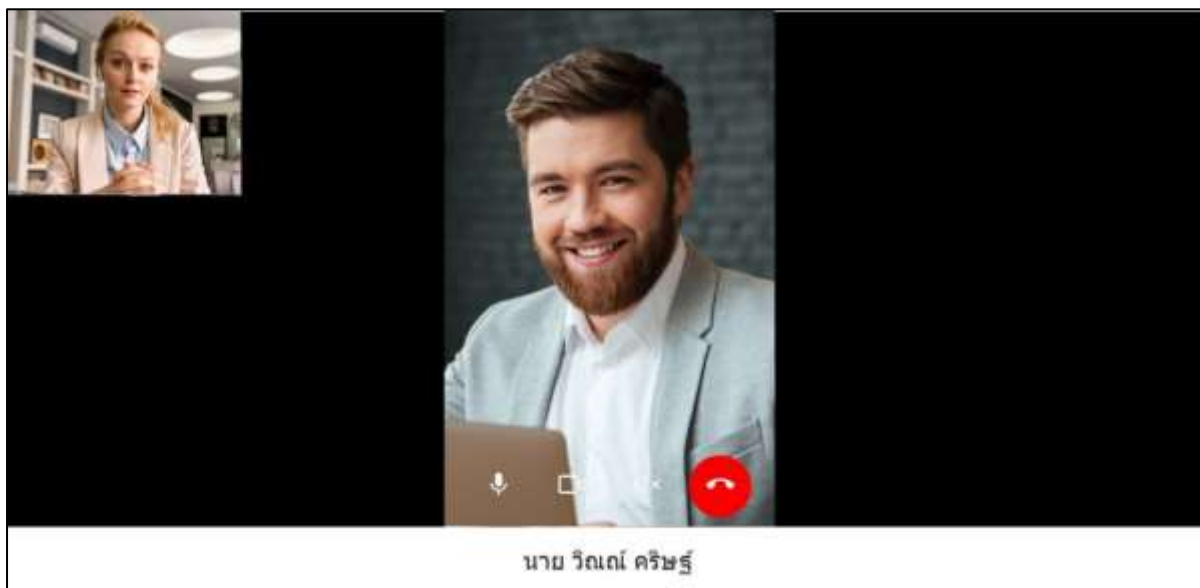
- When the user requests to ask the question via a VDO call, the administrator shall examine such request and contact the user accordingly.



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.



- 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.



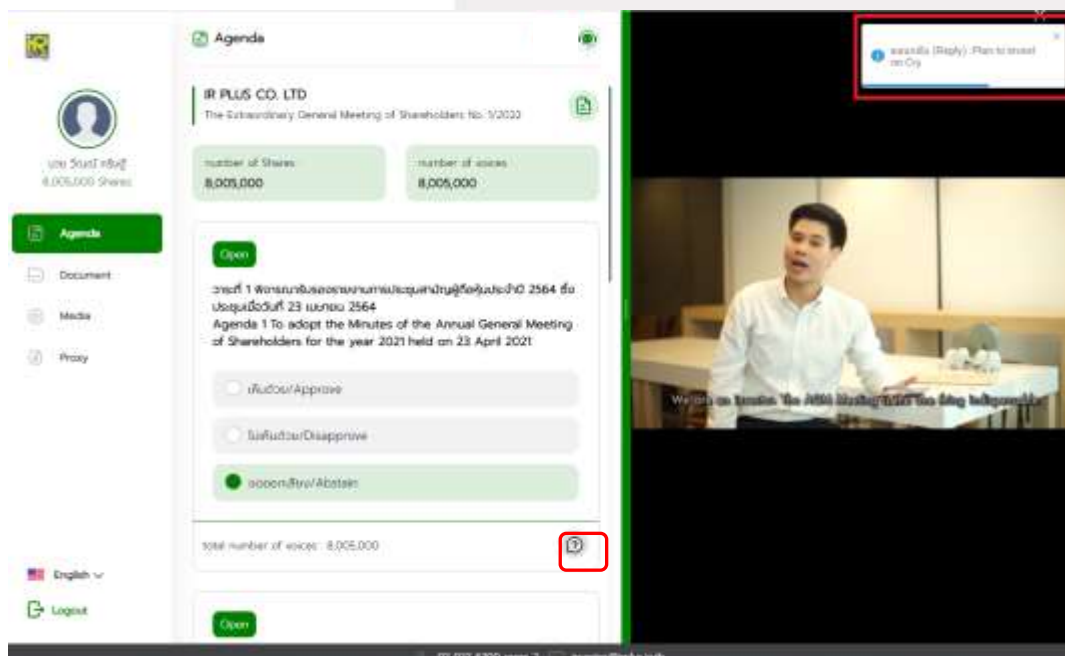
- Once the administrator finishes running the test, s/he shall switch the camera to the Committee so that the enquiry or comment can be raised by the user.



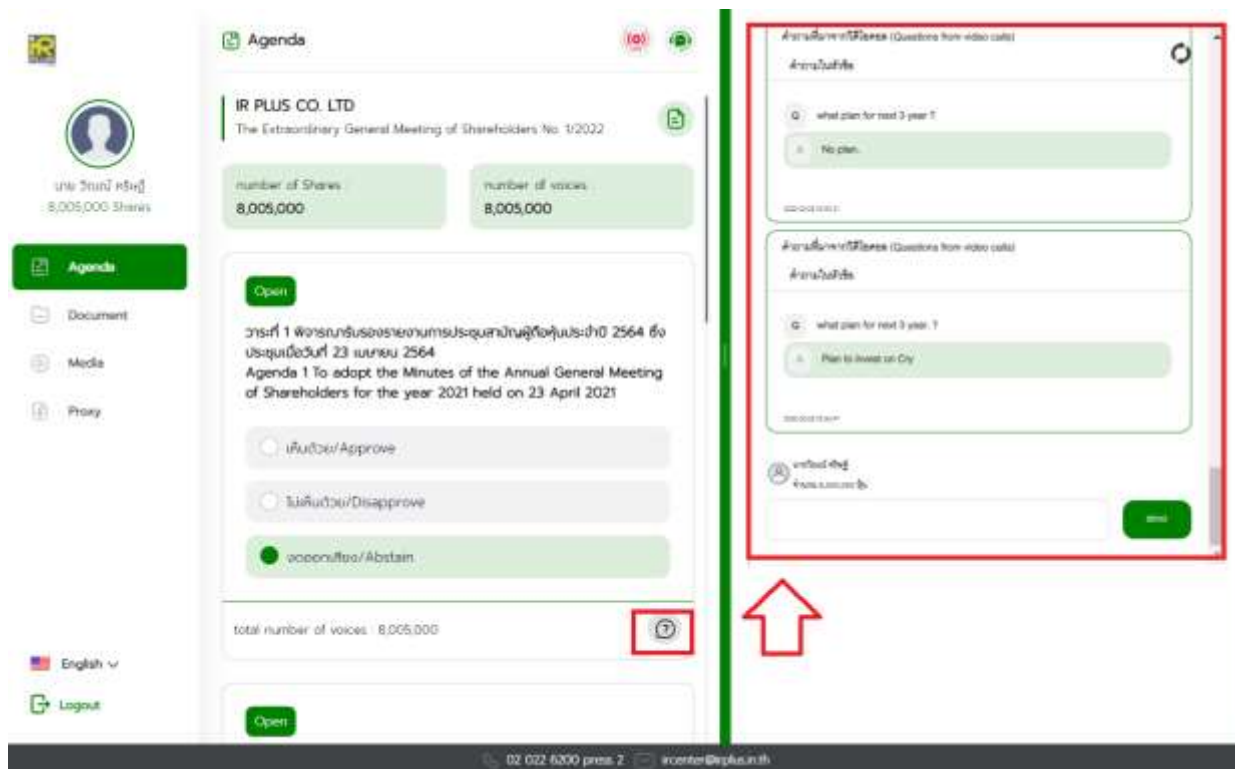
When the participant finished asking or receives the answer from the Committee, the Committee shall hang up to end the conversation.



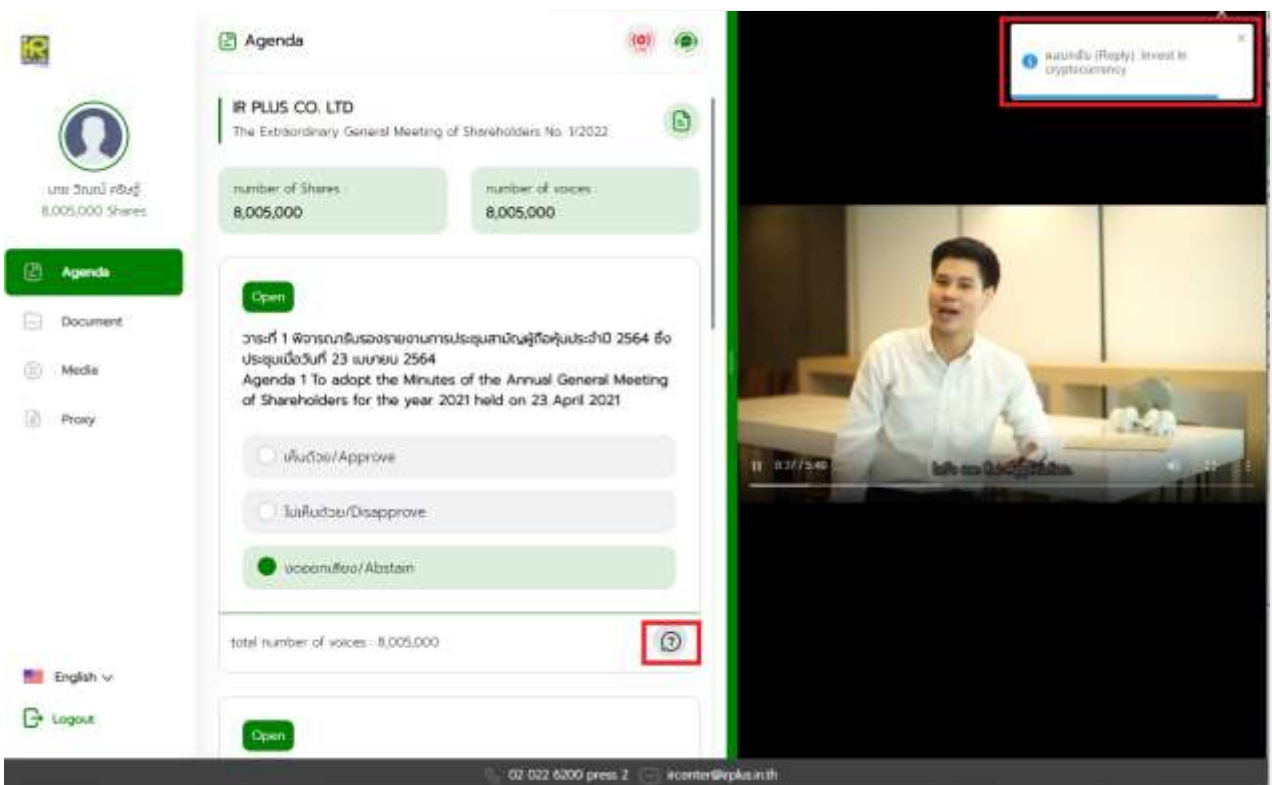
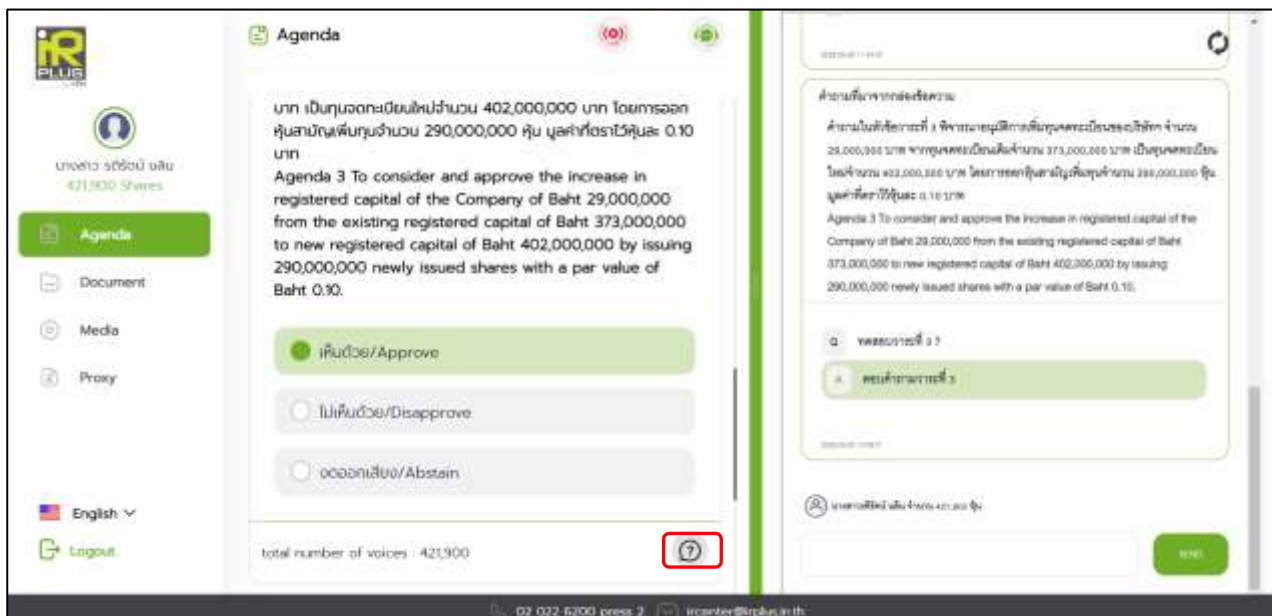
In case the participants ask the question via a VDO call and don't get a video call response, the administrator shall reply with text instead. The participants will receive a notification message. As displayed in the picture.



- 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



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.



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