User Manual

Web Application IR PLUS AGM

Electronic Shareholders' Meeting System (E-AGM)

ONL-MN-004

Revision: 01

Effective Date: 17 February 2025
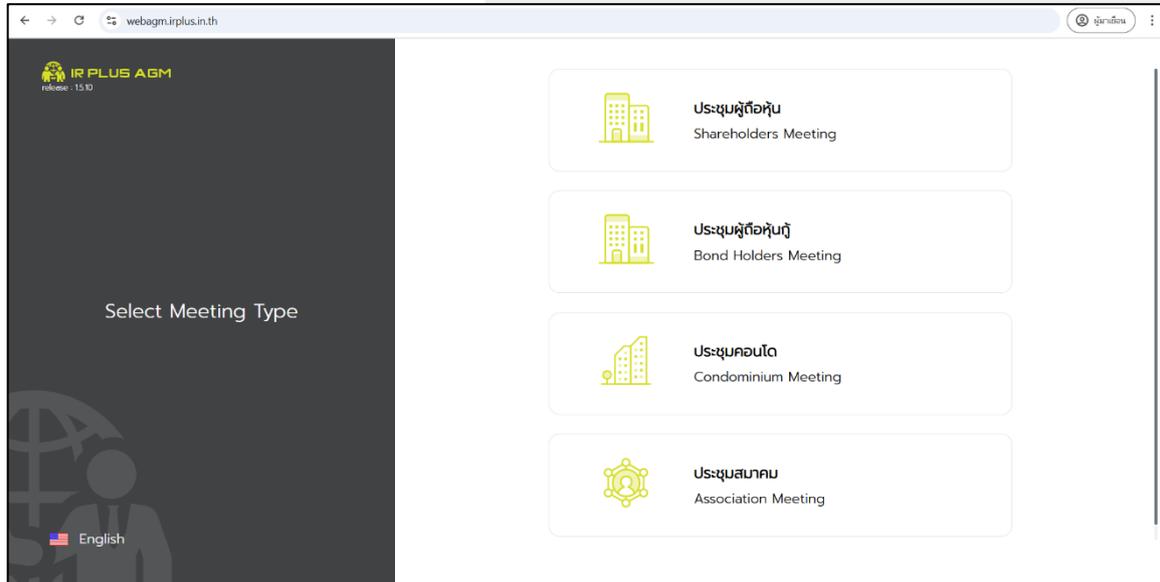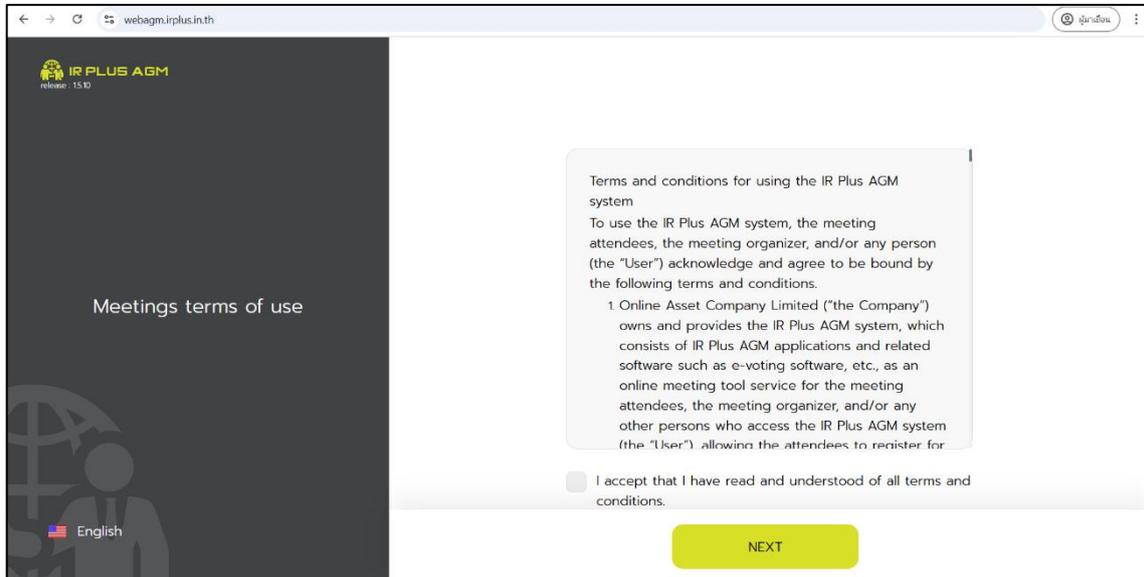
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Accessing the Web Application IR PLUS AGM

Users can access the system through the Google Chrome browser by visiting the following URL: https://webagm.irplus.in.th. Upon accessing the site, users must accept the terms and conditions for using the IR PLUS AGM system and select the meeting type: **Shareholders' Meeting.**


Tip: To accept the terms and conditions for access, users must scroll through the entire agreement until they reach the last line before they can click "Accept."

Using the Electronic Shareholders' Meeting System (E-AGM)

After selecting the type of shareholders' meeting, the system will navigate to the page where shareholders can choose the company they wish to join for the meeting.

Selecting the Shareholders' Meeting

To access the IR PLUS AGM Web Application and participate in the AGM, there are two types of users who can log in:
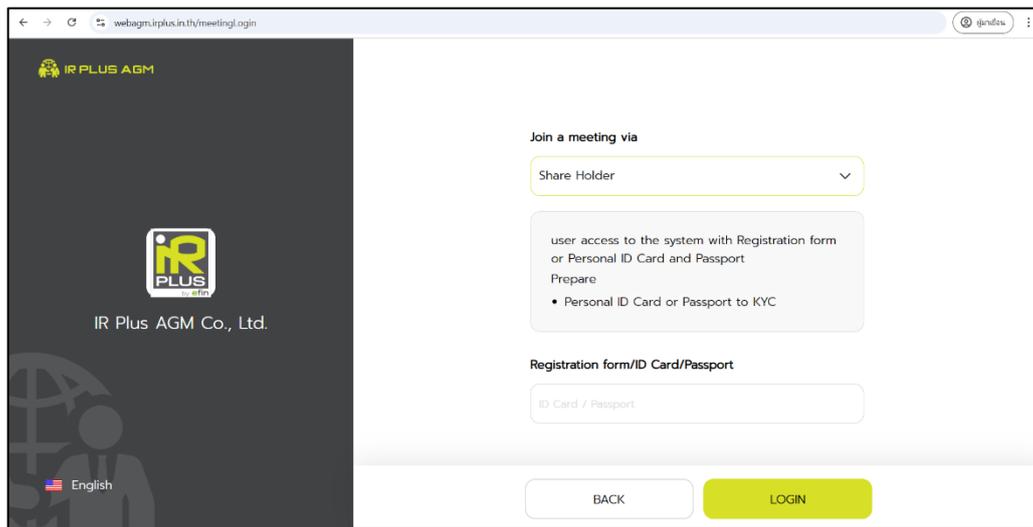
1. **Shareholders Attending in Person (Shareholder)**

   To verify their identity, shareholders attending in person (Shareholder) can use one of two methods:

   - Shareholders can log in using their Registration Form, National ID number, or Passport number.

     - **Requirements to Start Using the Web Application**

       - National ID card for identity verification (KYC)

   - Shareholders can log in using the ThaiD Application.

     - **Requirements to Start Using the Web Application (via ThaiD Application)**

       - The ThaiD Application

Note: Shareholders must be registered with ThaiD to verify their identity. If they are not registered, identity verification will not be possible.

2. Proxy Holders Attending in Person (Proxy - Direct)

- Proxy holders can log in using the principal's National ID number and prepare a scanned document for verification.

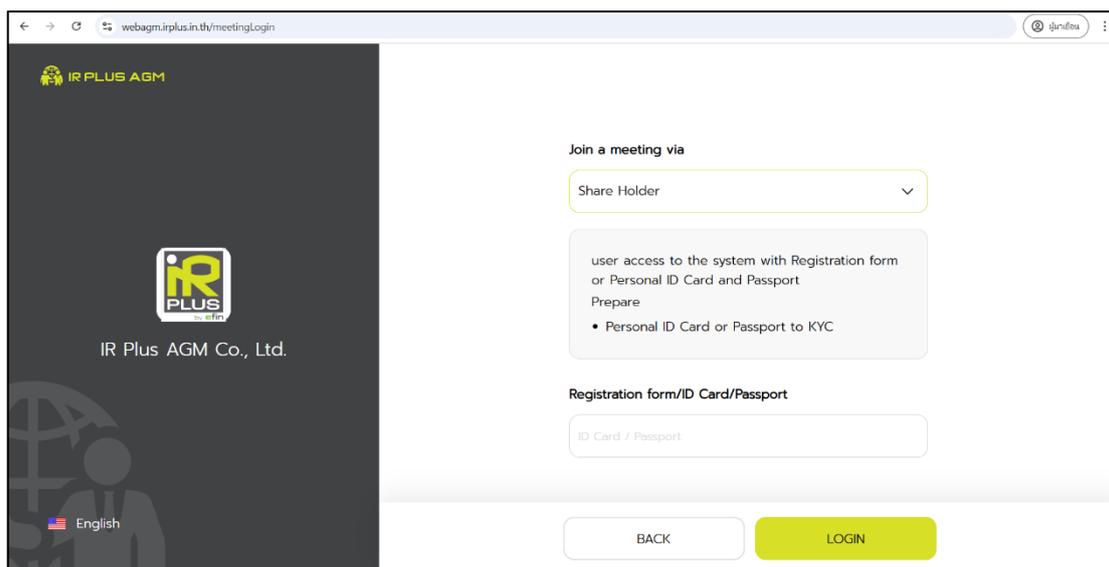- **Requirements to Start Using the Web Application**

    - A copy of the principal's National ID card with the signature

    - The proxy appointment document

Summary of Login Types There are two types of users who can log in to the system:

Type 1: Shareholders Attending in Person (Shareholder)

Shareholders can verify their identity using one of two methods:

1. Identity Verification via AGM System: Shareholders attending in person (Shareholder) can log in using their 13-digit National ID number or Passport number. Before logging in, shareholders must select the company they wish to join for the meeting to access the Electronic Shareholders' Meeting (E-AGM / E-EGM) system, as shown in Figure 1.1: Login for Shareholders Attending in Person (Shareholder).

Figure 1.1 Login Page for Shareholders Attending in Person (Shareholder) using National ID number or Passport number

1.2 Terms and Conditions for Using the Electronic Meeting System (E-AGM / E-EGM): Once the user has reviewed the terms and conditions, they can click "Accept" to proceed to the next page, as shown in Figure 1.2.
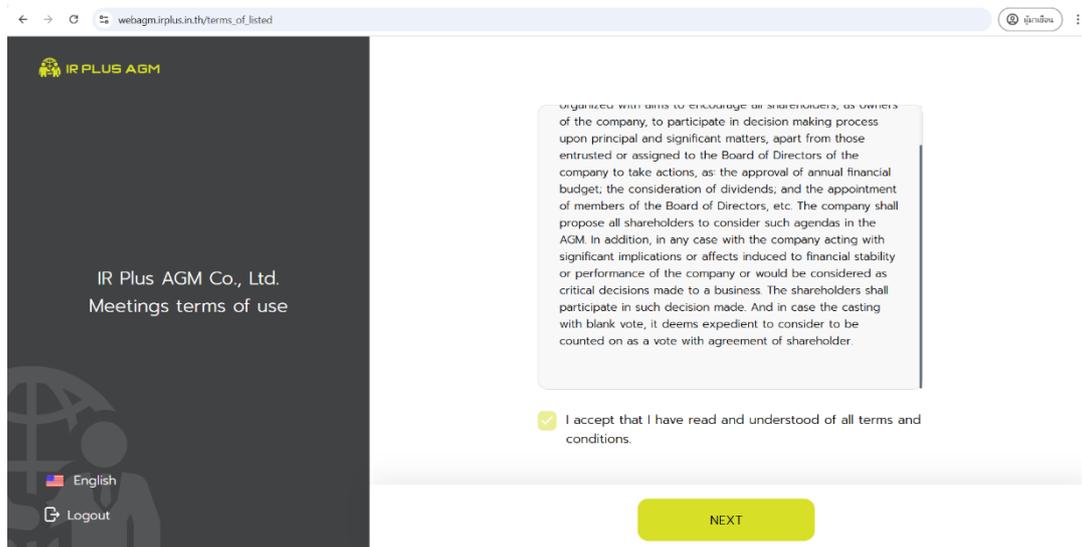

Figure 1.2 Accept Terms and Conditions Page

1.3 Once the terms and conditions are accepted, the system will navigate to the page where shareholders can select their identity verification method. Choose the AGM system for identity verification and click "Next," as shown in Figure 1.3.
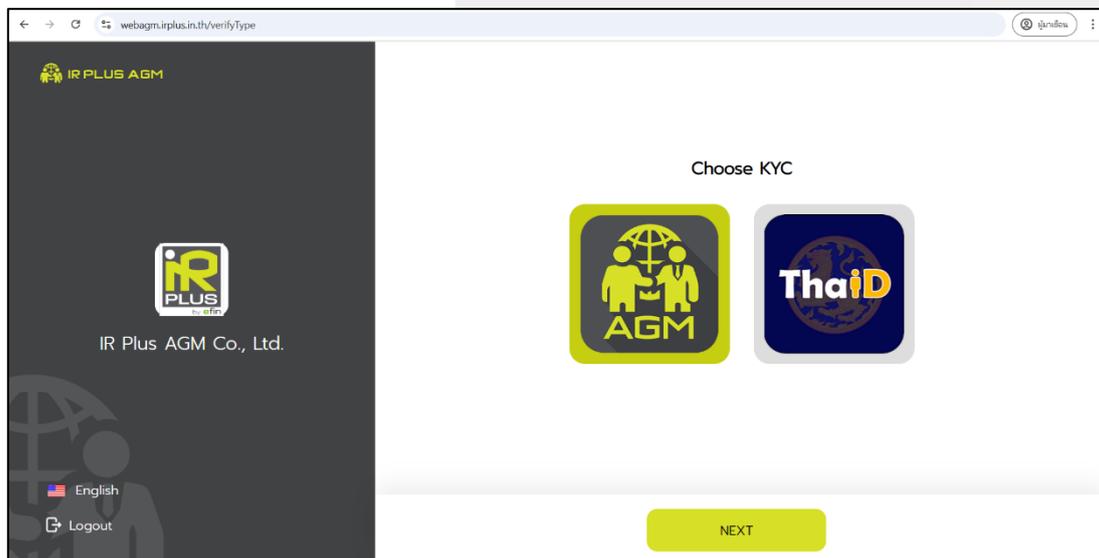

Figure 1.3 Shareholder Identity Verification Method Selection Page

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1.4 After selecting identity verification through the AGM system, the system will proceed to the identity verification page.

    1.4.1 Enter the identity verification details, as shown in Figure 1.4:

      - Enter the 13-digit National ID number or Passport number.

      - Enter the phone number.

    - Enter the email address.

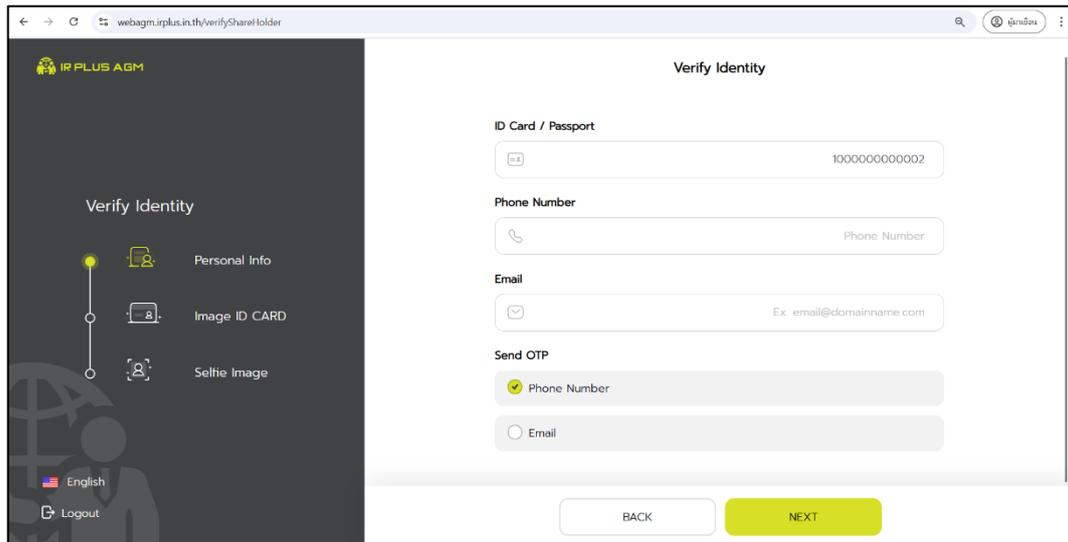   - Choose the preferred method to receive the OTP (via phone number or email).

Figure 1.4 Identity Verification Information Entry Page

If the shareholder wishes to change the device used to access the system, an OTP will be sent to the shareholder's mobile phone for verification. The shareholder must then enter the previously set PIN code.

1.4.2 Upload an image of the National ID card or take a photo for identity verification, as shown in Figure 1.5.

- Take a photo of your National ID card
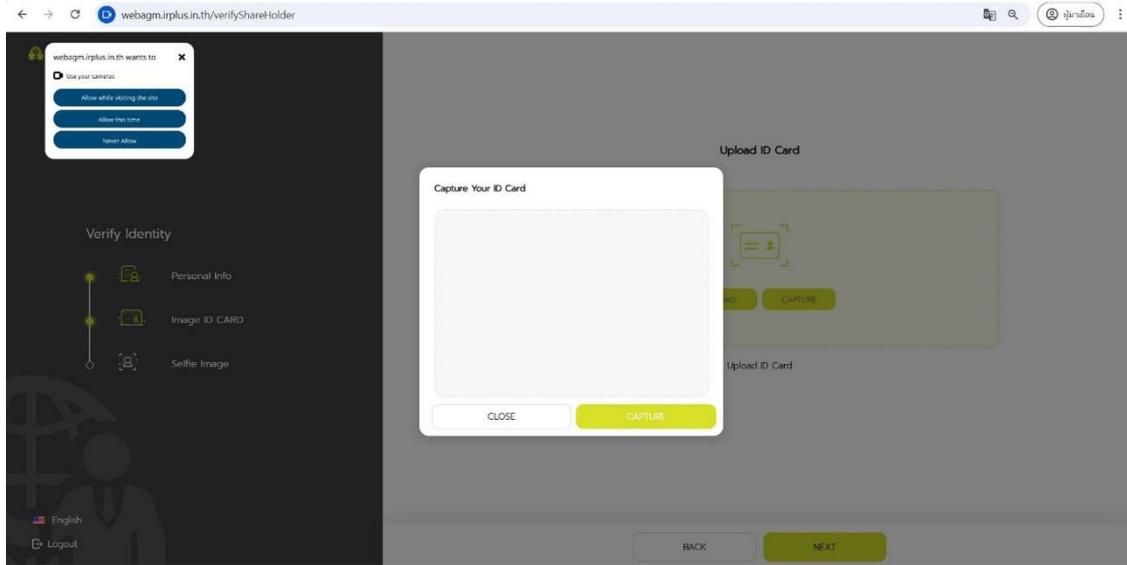
If the shareholder wishes to take a photo using the computer's camera, the system will request permission to access the camera (this will occur only the first time). The shareholder must click "Allow while visiting the site." **If the shareholder does not grant permission, the camera cannot be used on the shareholder's computer.**

- Upload a photo of the shareholder holding the ID card.
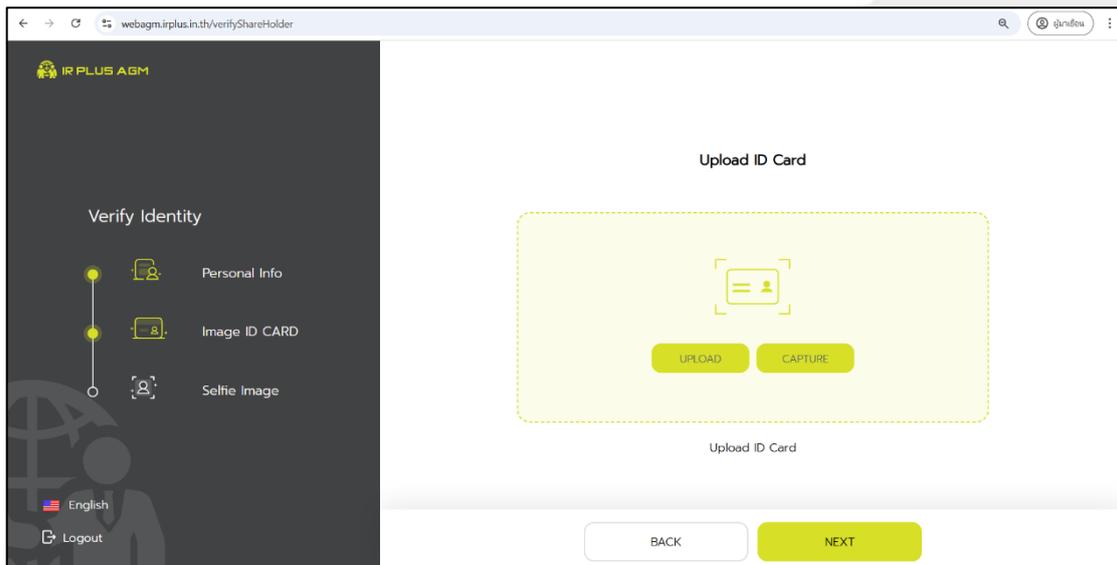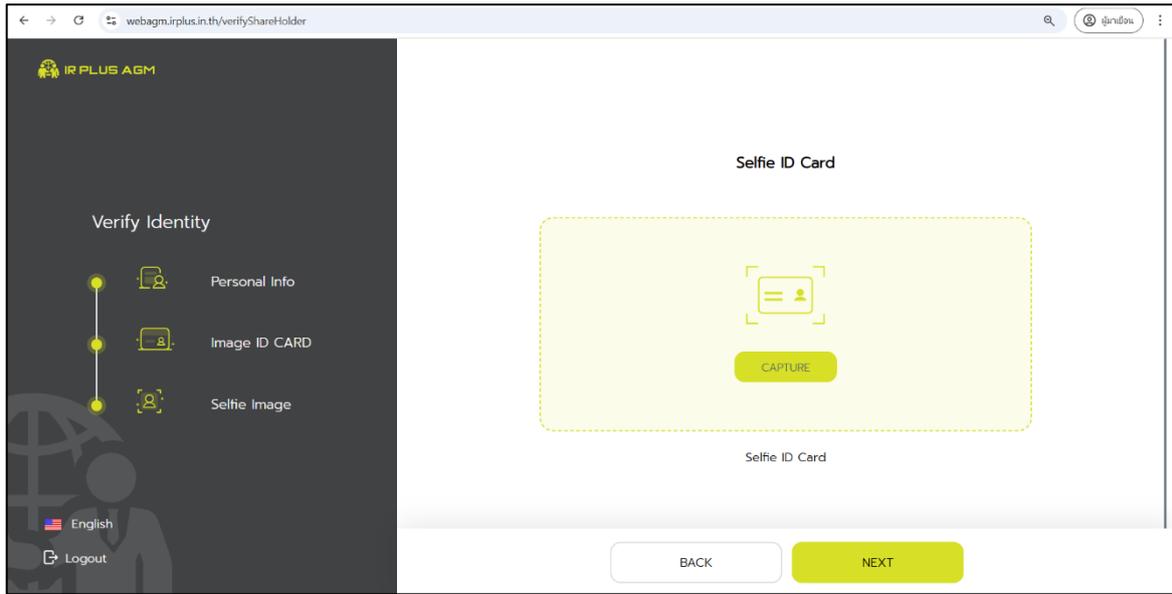
Figure 1.5 Identity Verification Step

"Please click 'Allow' to grant the system access to the camera, microphone, and notifications on your device."

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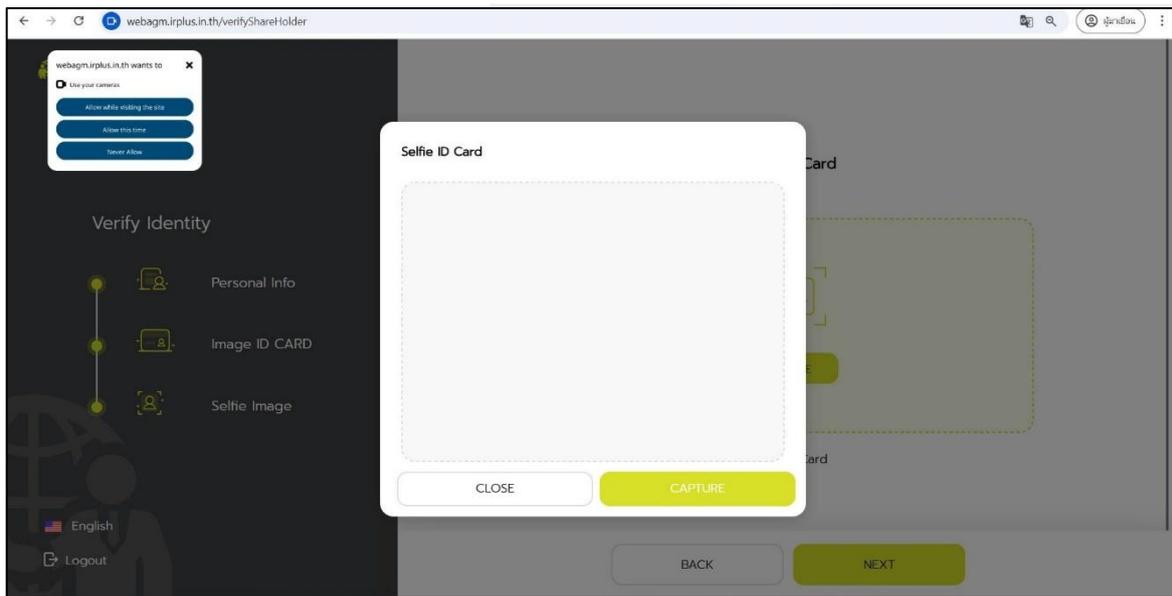
Once the user completes the identity verification process, the system will send an OTP to the selected communication channel for confirmation, as shown in Figure 1.6.
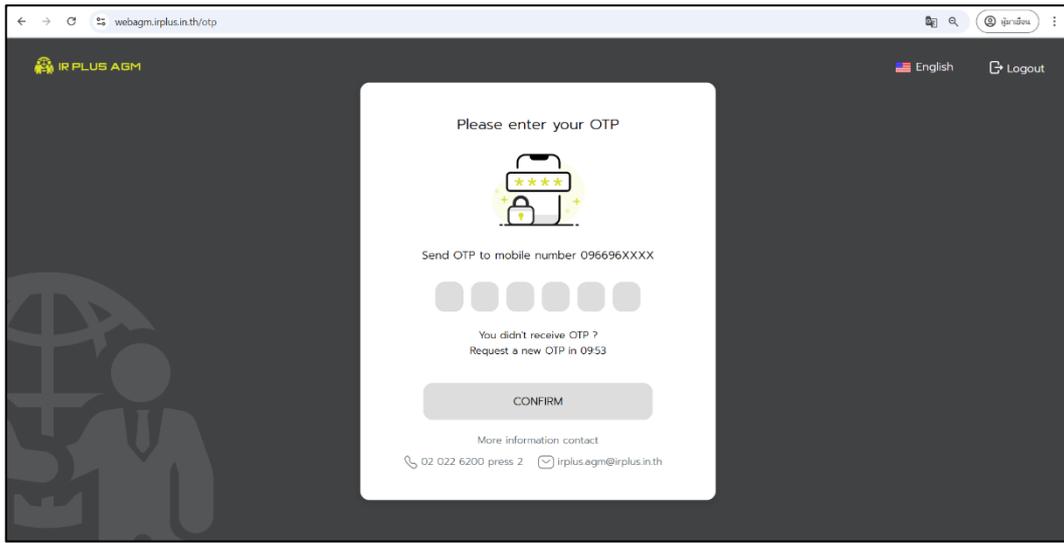

Figure 1.6 OTP Confirmation

1.5 Adding a "Proxy" in the AGM Identity Verification System: If a shareholder has received a proxy from another shareholder, this can be done after the shareholder has completed identity verification through the AGM system. The system will then navigate to the shareholder's identity verification status page, where the shareholder can add a proxy by clicking the "Add Proxy" button, as shown in Figure 1.7: Add Proxy.

Figure 1.7: Add Proxy

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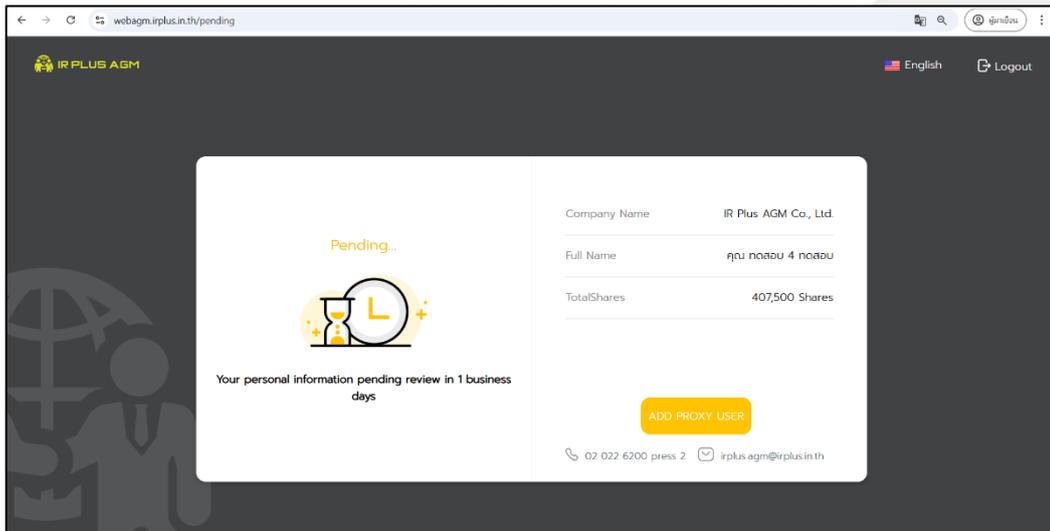
1.5.1 How to Add a Proxy

After clicking the "Add Proxy" button, the system will navigate to the first page for adding a proxy. The shareholder will need to enter the principal's National ID number and click the "Login" button, as shown in Figure 1.8: Login.
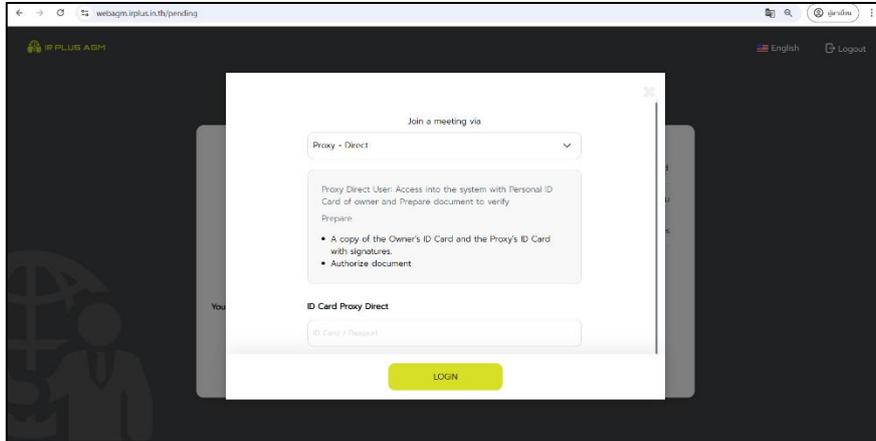

Figure 1.8: Login

After logging in, the system will prompt the shareholder to accept the terms and conditions and click the "Next" button, as shown in Figure 1.9: Accept Terms and Conditions. This will lead to the page where the shareholder can enter the following information, as shown in Figure 1.10: Enter Proxy Information:

- Title
- First Name – Last Name
- Phone Number
- Email Address
- Select Identity Verification Method
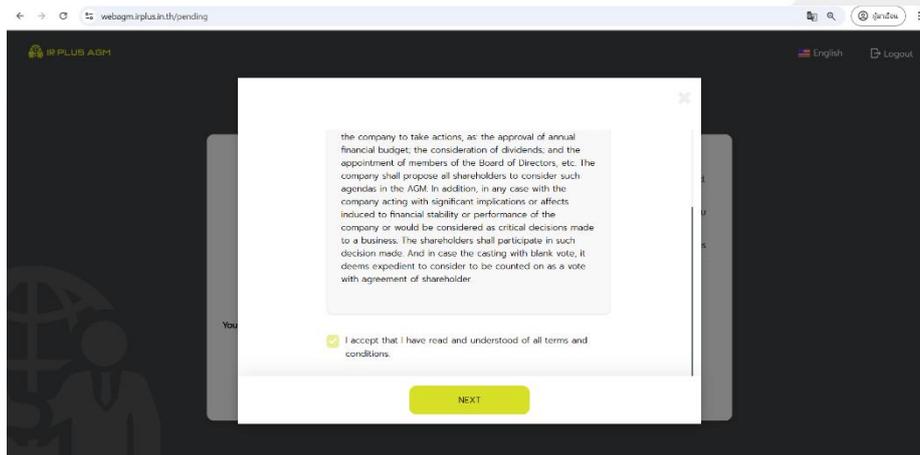
Figure 1.9 Accept Terms and Conditions
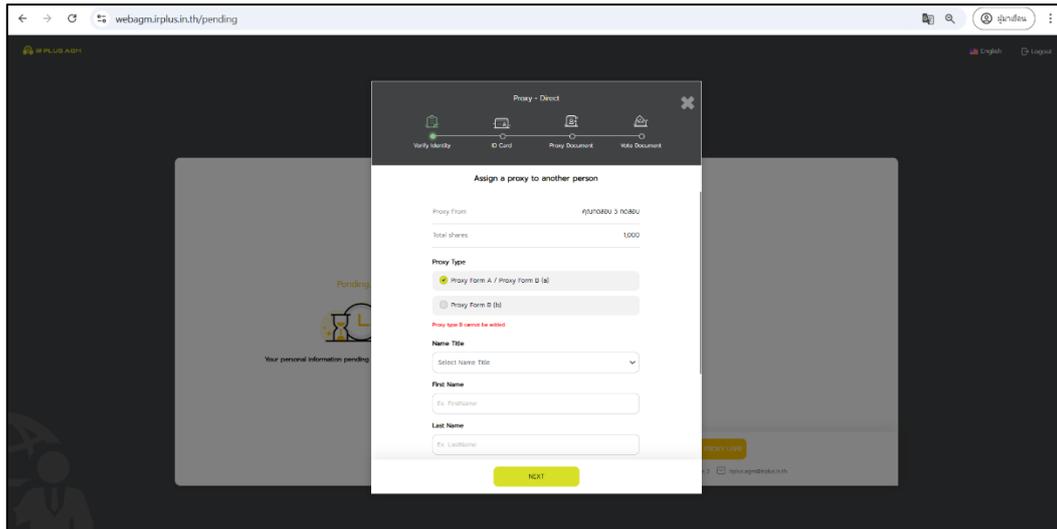
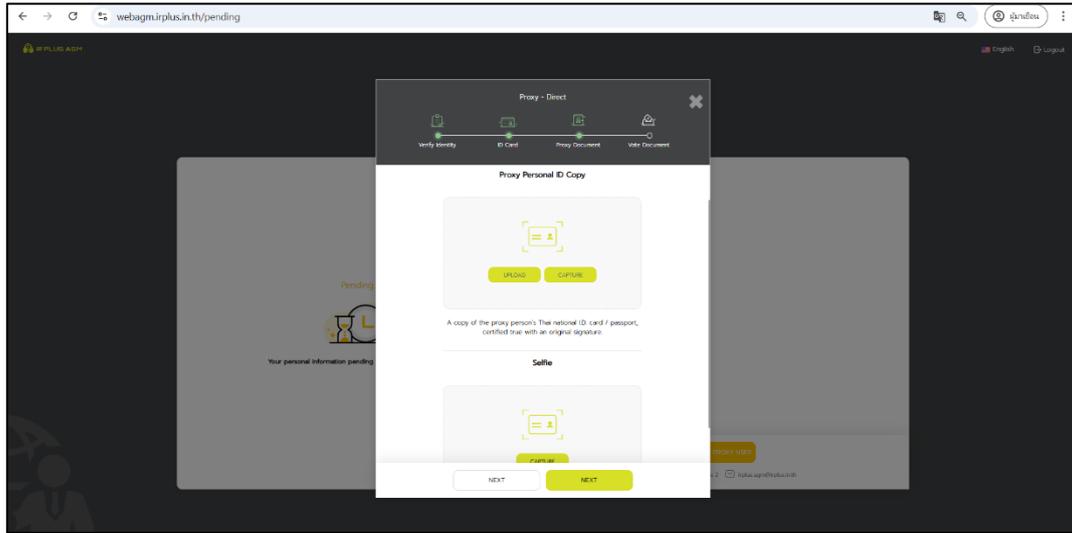Figure 1.10 Enter Proxy Information

In the section "Select Identity Verification Method," the shareholder can choose from two verification methods: upload documents according to the steps or upload all documents together.

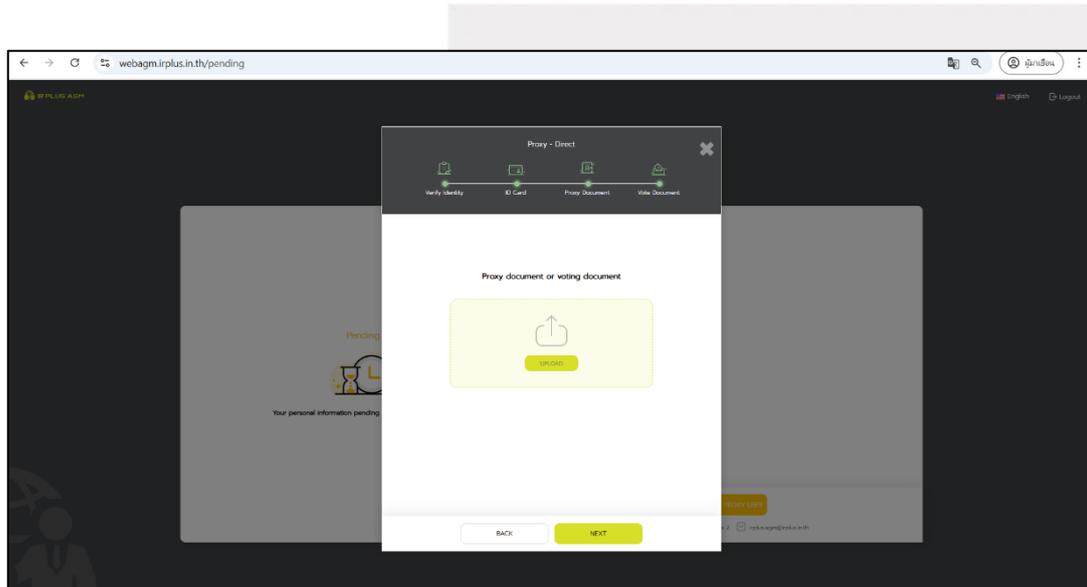- Uploading Documents According to the Steps

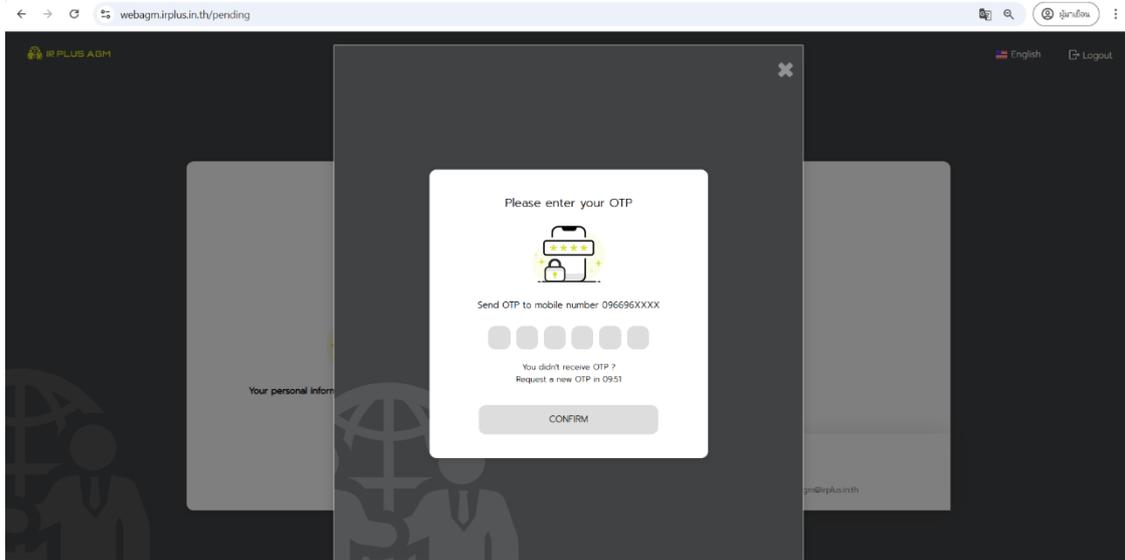Upload or take a photo of the proxy's National ID card.

Upload or take a photo of the proxy's National ID card and a selfie with the proxy's National ID card.
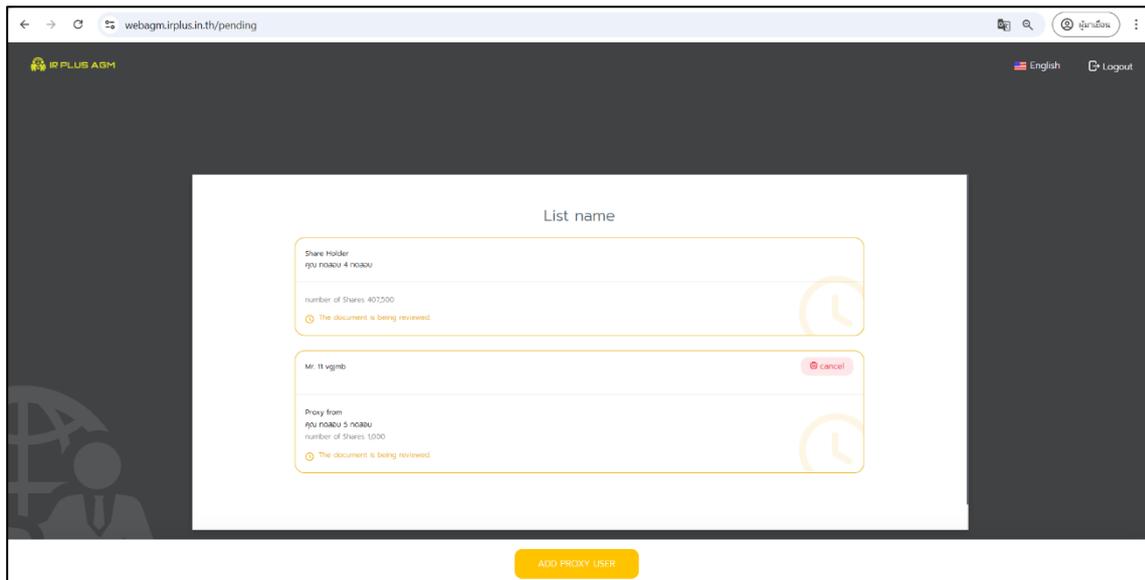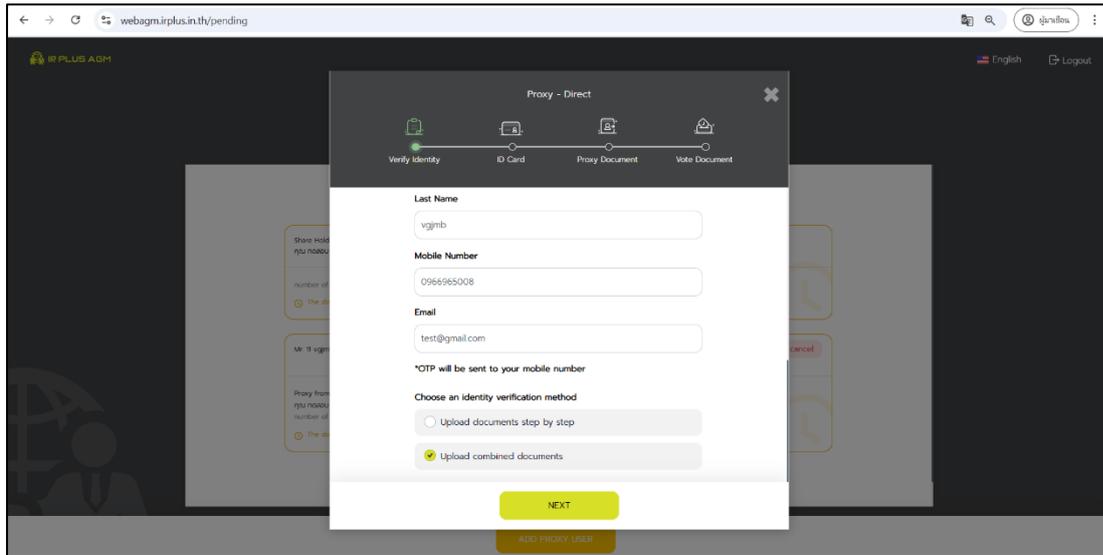

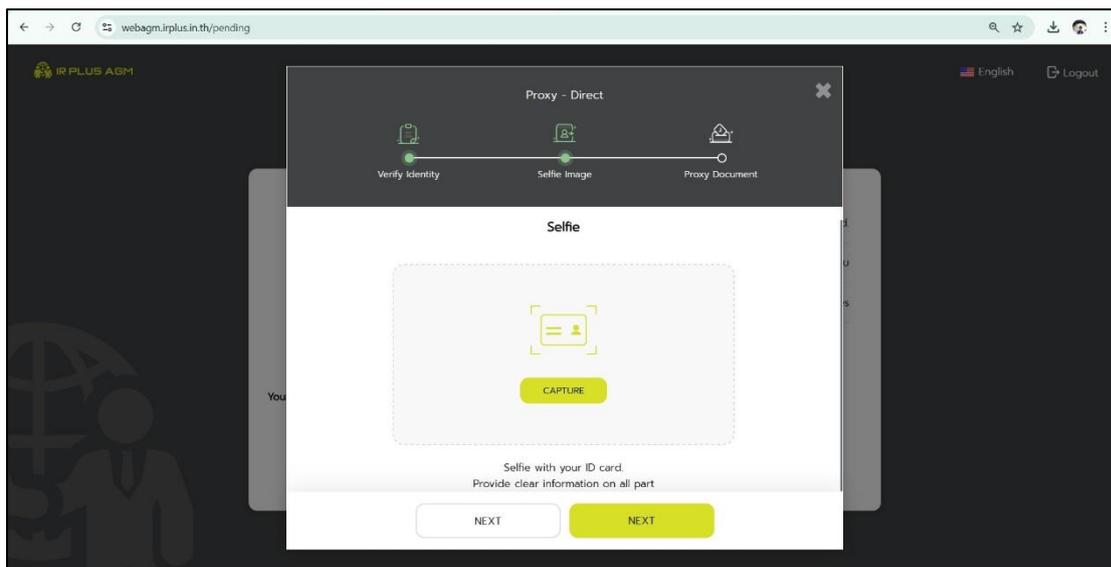Upload the proxy appointment document or the voting document.

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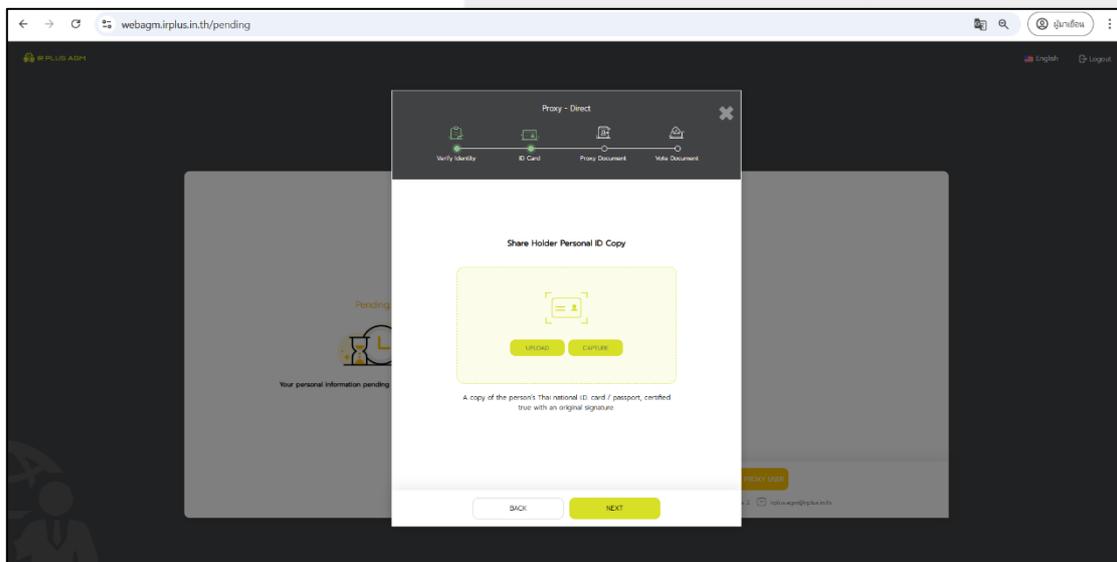
Enter the 6-digit OTP code.

Identity Verification Status Page.

Uploading All Documents Together.

Take a selfie with the National ID card.

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Upload the proxy appointment documents, which include the following:

- A photo of the principal's National ID card with the certified true copy signature

- A photo of the proxy's National ID card with the certified true copy signature

- The proxy appointment letter (Form A or B)

- The voting documents for each agenda item

- Other relevant documents

Enter the OTP to confirm the addition of the proxy.

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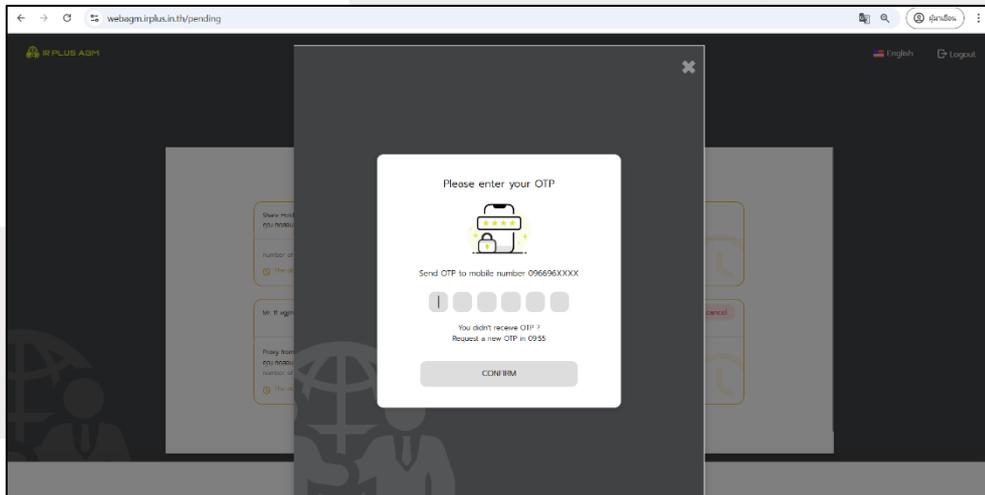
2.   Identity Verification Using the ThaiD System: Shareholders attending in person (Shareholder) can log in by using their 13-digit National ID number or Passport number. They must first select the company they wish to join for the meeting in order to access the Electronic Shareholders' Meeting (E-AGM / E-EGM) system, as shown in Figure 2.1: Login for Shareholders Attending in Person (Shareholder).
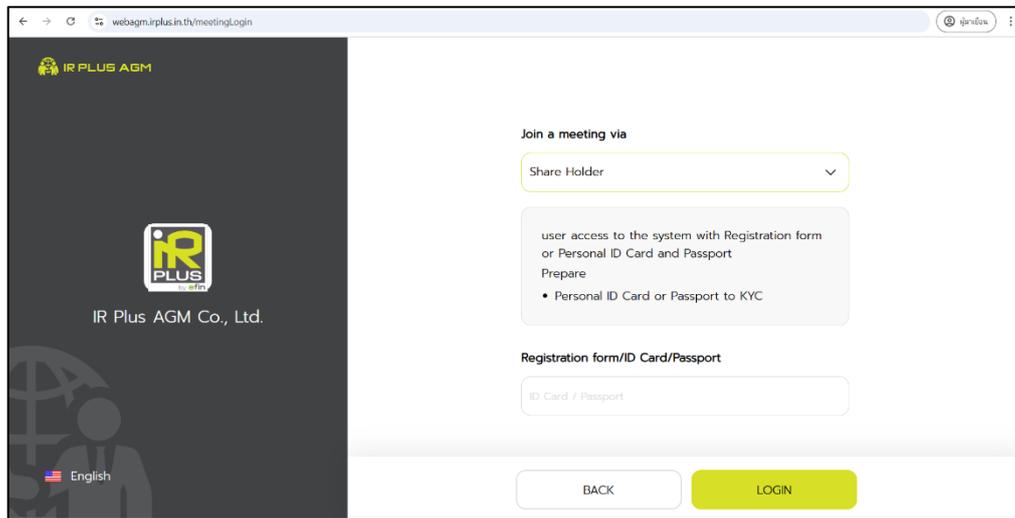

Figure 2.1 Login Page for Shareholders Attending in Person (Shareholder) Using National ID Number or Passport Number

2.1 Terms and Conditions for Using the Electronic Shareholders' Meeting System (E-AGM / E-EGM). Once the user has reviewed the terms and conditions, they can click "Accept" to proceed to the next page, as shown in Figure 2.2.
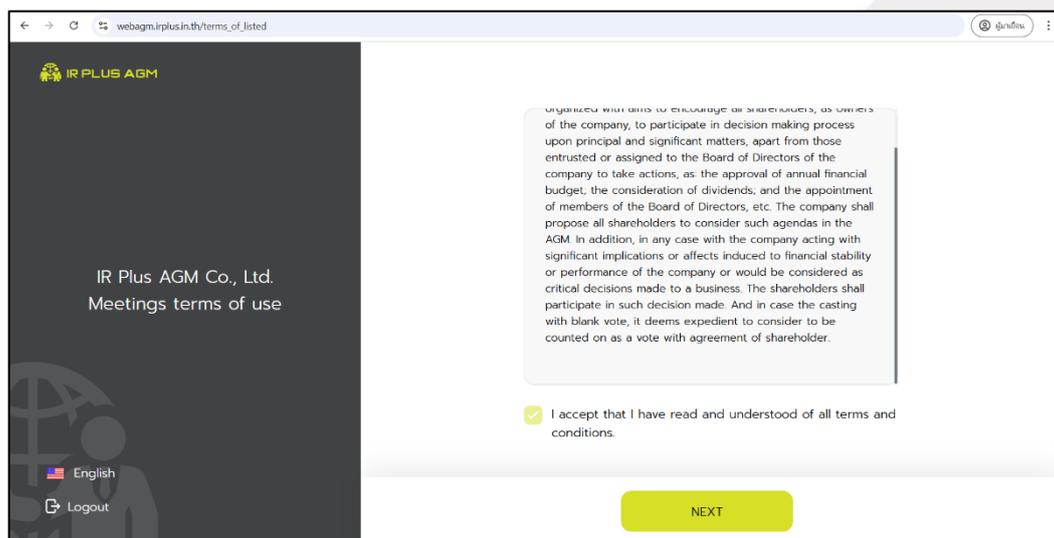
Figure 2.2 Accept Terms and Conditions Page

2.2 2.2 Once the terms and conditions are accepted, the system will navigate to the page where the shareholder can select the identity verification method using the ThaiD system.

- Enter the phone number

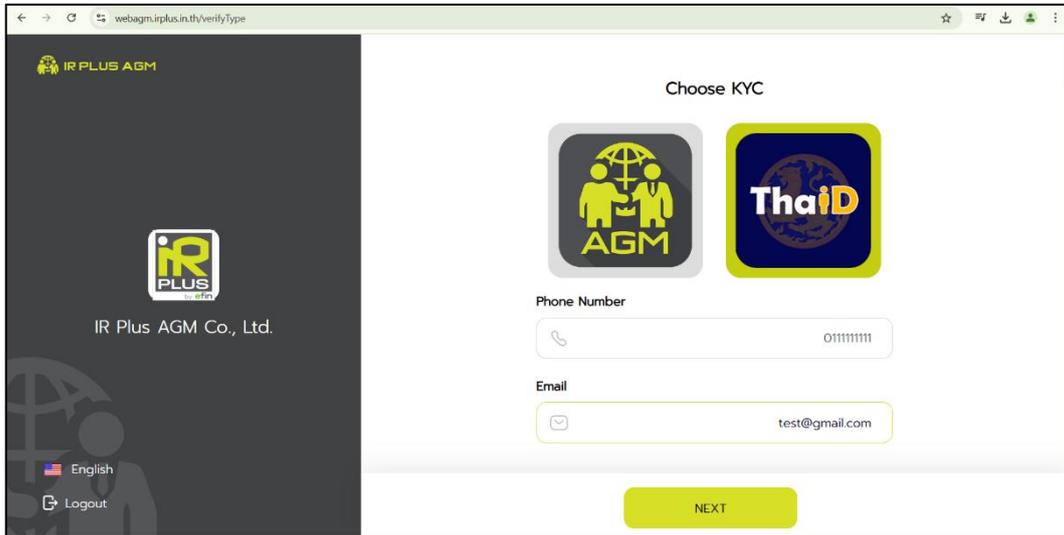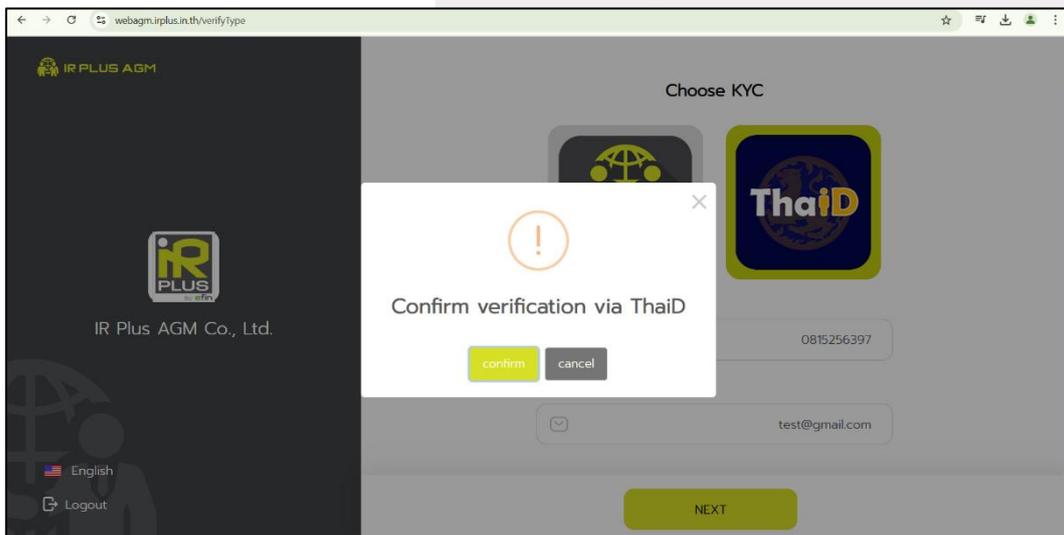- Enter the email address

Then click "Next," as shown in Figure 2.3.

Figure 2.3 Shareholder Identity Verification Method Selection Page

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2.3 The system will redirect to the QRCode page of the ThaiD system so that shareholders can use the ThaiD application to scan the QRCode for identity verification, as shown in Figure 2.4 for identity confirmation.
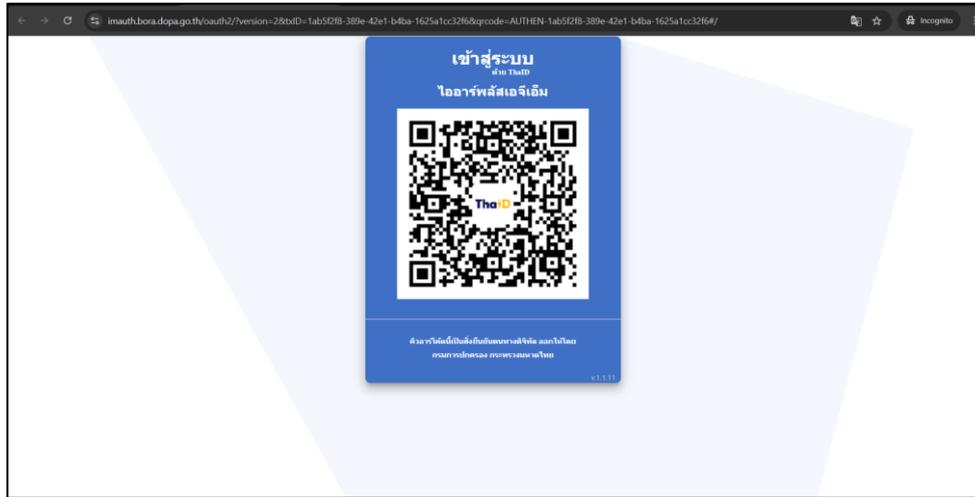
Figure 2.4 Identity Confirmation

Note: In the case where shareholders wish to cancel the identity verification through the ThaiD system, they can do so by pressing the "Cancel Identity Verification" button on the pending verification page at any time.

2.4 After scanning the QRCode with the ThaiD application, the system will direct to the password input page to log into the ThaiD application. Then, the system will prompt the user to click "Agree" to share personal information. In the final step, the system will ask the shareholder to confirm the ThaiD password once again, as shown in Figure 2.5 for ThaiD identity verification.
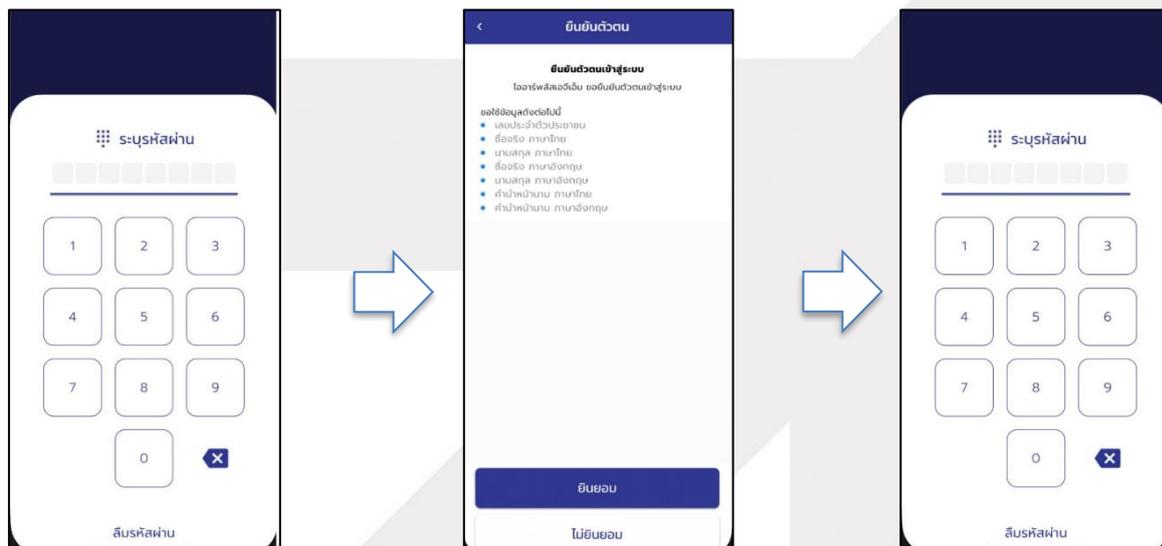
Figure 2.5 ThaiD Identity Verification

2.5 The addition of a "Proxy" in the ThaiD identity verification system can be done in cases where a shareholder has been granted a proxy by another shareholder. This can be done after the shareholder has successfully completed the identity verification through the ThaiD system. Afterward, the system will direct to the shareholder's identity verification status page, where the shareholder can add a proxy by pressing the "Add Proxy" button, as shown in Figure 2.6 for adding a proxy.
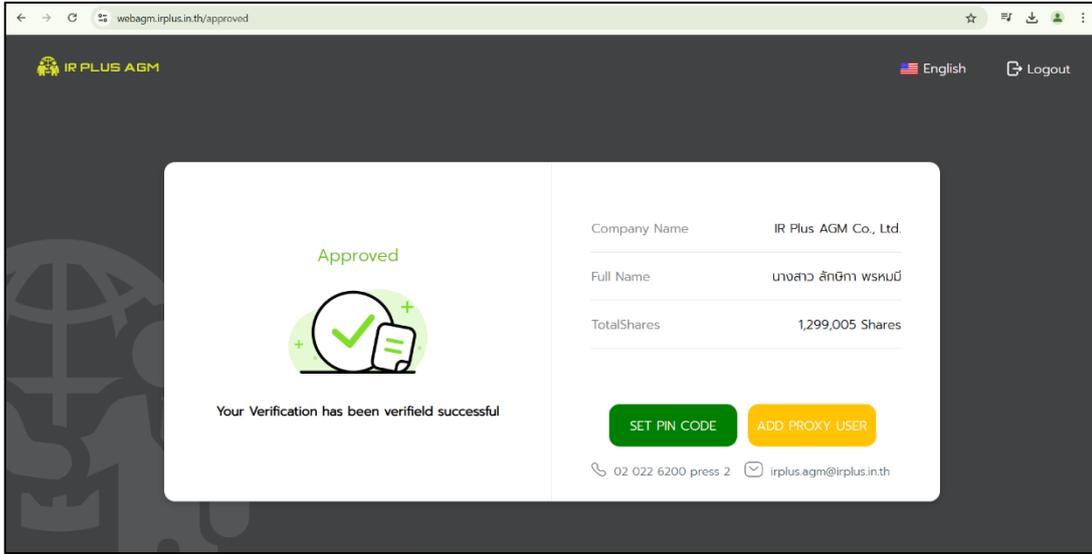

Figure 2.6 Adding a Proxy

2.5.1 How to Add a Proxy

After pressing the "Add Proxy" button, the system will direct to the first page of adding a proxy. The shareholder will need to enter the ID card information of the proxy and then press the "Login" button, as shown in Figure 2.7 for logging in.

Figure 2.7 Logging In

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466 Ratchadapisek Rd., Samsen-Nok, Huay Kwang, Bangkok 10310 THAILAND
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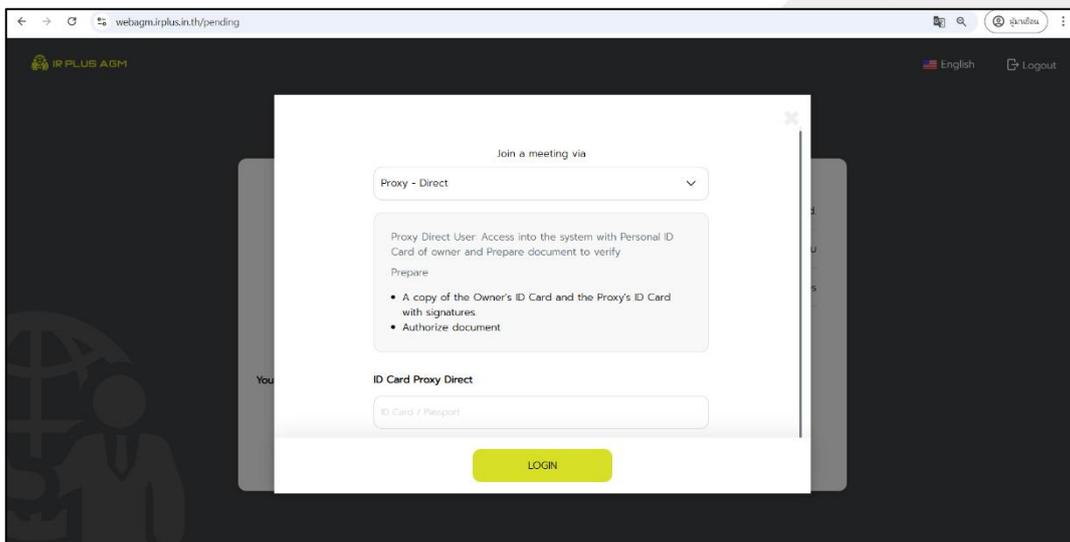
After logging in, the system will prompt the shareholder to accept the agreement and press the "Next" button, as shown in Figure 2.8 for accepting the agreement, in order to proceed with entering the following information, as shown in Figure 2.9 for entering proxy details:

- Title

- First name - Last name

- Phone number

- Email

- Select the method of identity verification
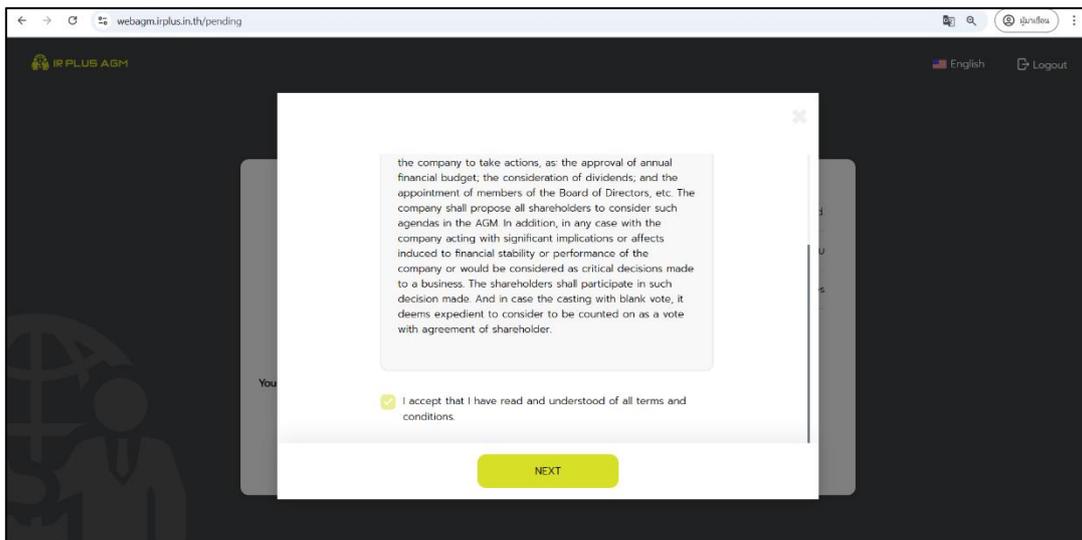
Figure 2.8 Accepting the Agreement
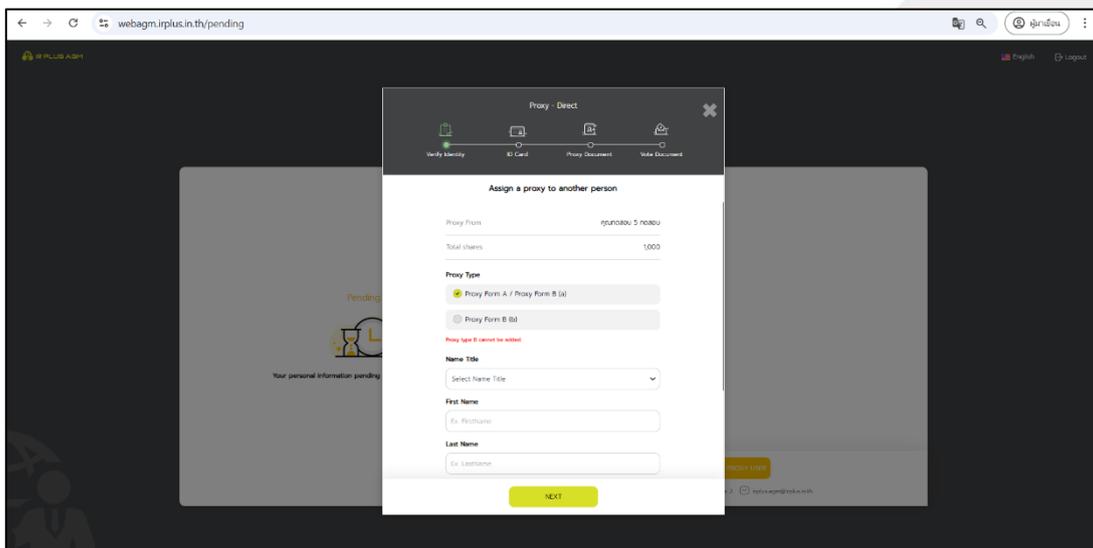
Figure 2.9 Entering Proxy Details

In the section "Select Method of Identity Verification," the shareholder can choose from two methods of identity verification: upload documents according to the steps or upload all documents together.

- Uploading Documents According to the Steps

Upload or take a photo of the proxy's National ID card.
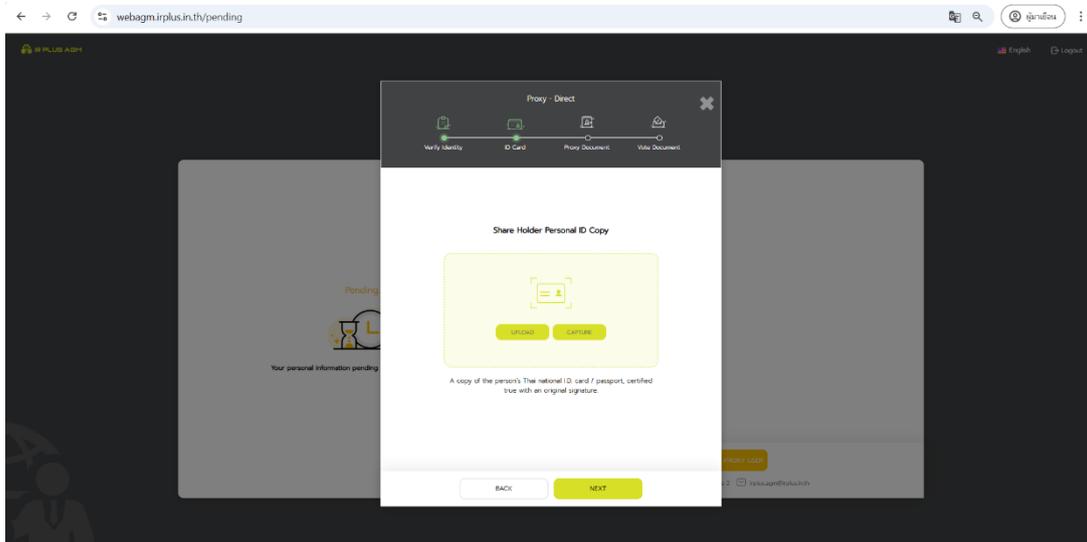
Upload or take a photo of the proxy's National ID card and a selfie with the proxy's National ID card.
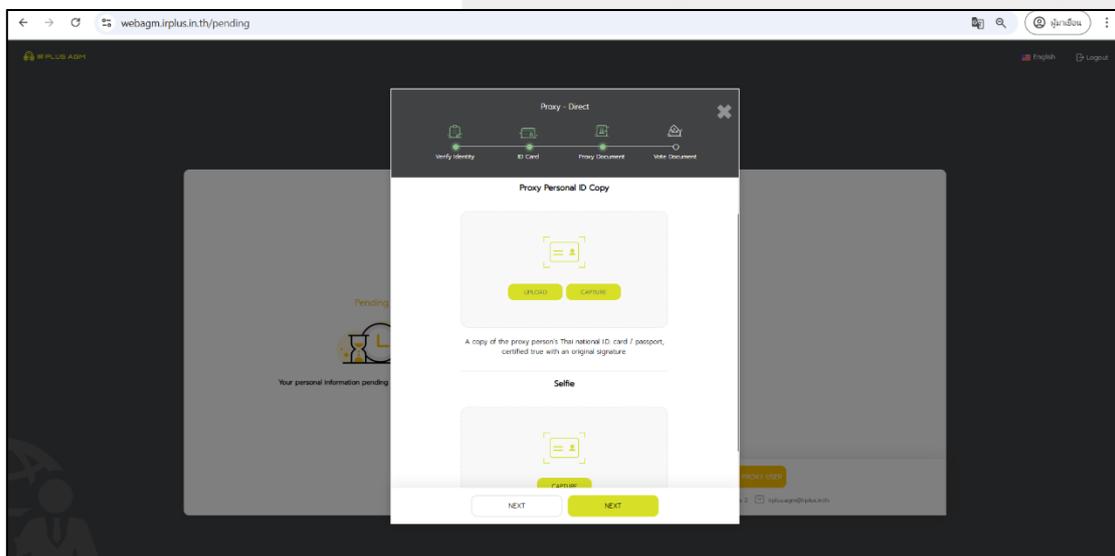
Upload the proxy appointment document or the voting document.

Enter the 6-digit OTP code.
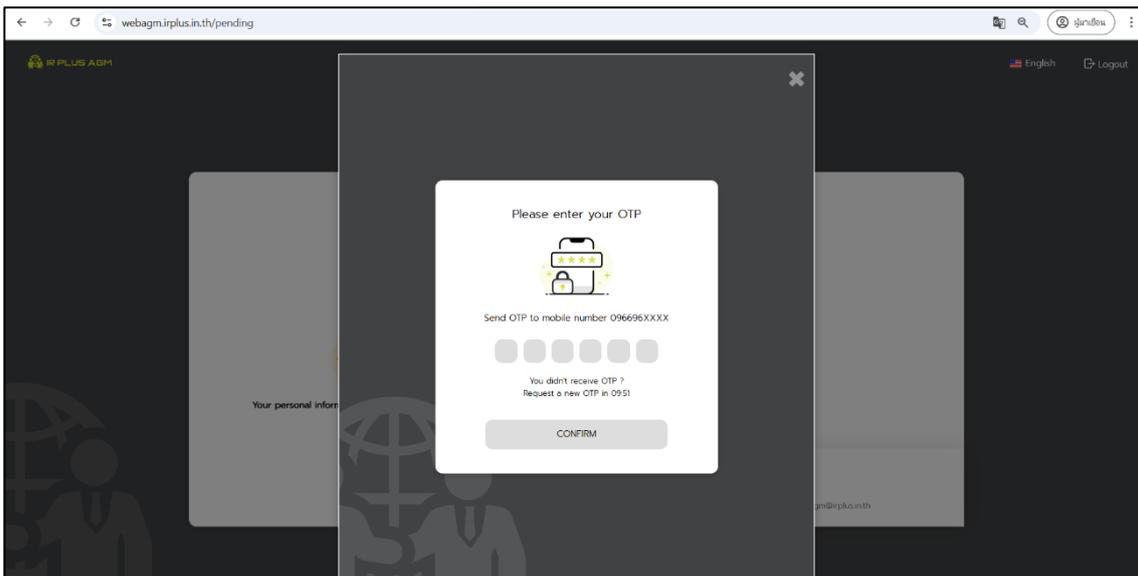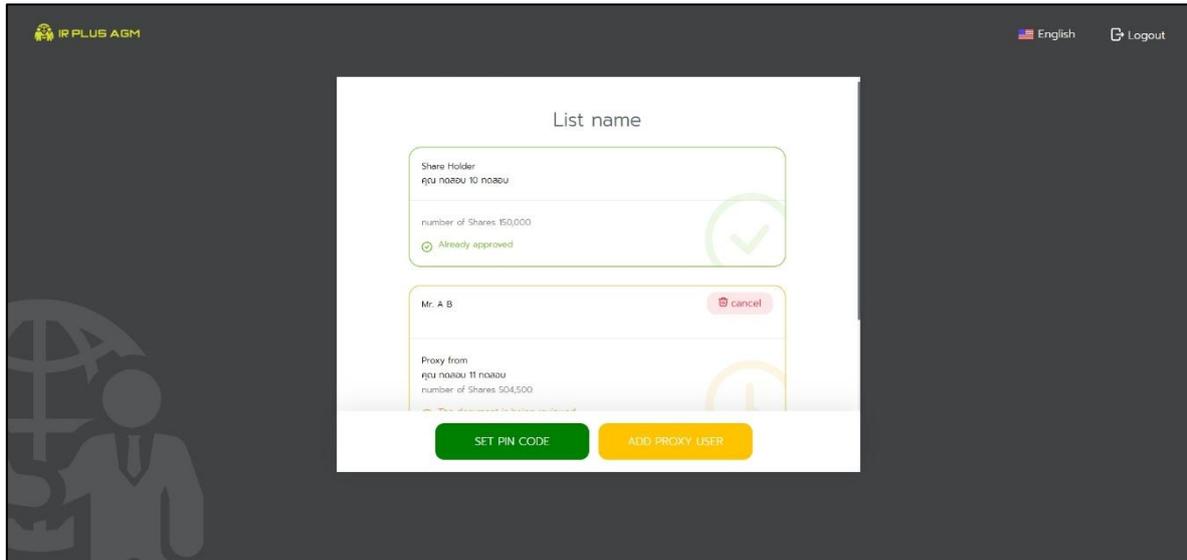
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Identity Verification Status Page.

Uploading All Documents Together.

Take a selfie with the National ID card.

Upload the proxy appointment documents, which include the following:

- A photo of the principal's National ID card with the certified true copy signature

- A photo of the proxy's National ID card with the certified true copy signature

- The proxy appointment letter (Form A or B)

- The voting documents for each agenda item

- Other relevant documents

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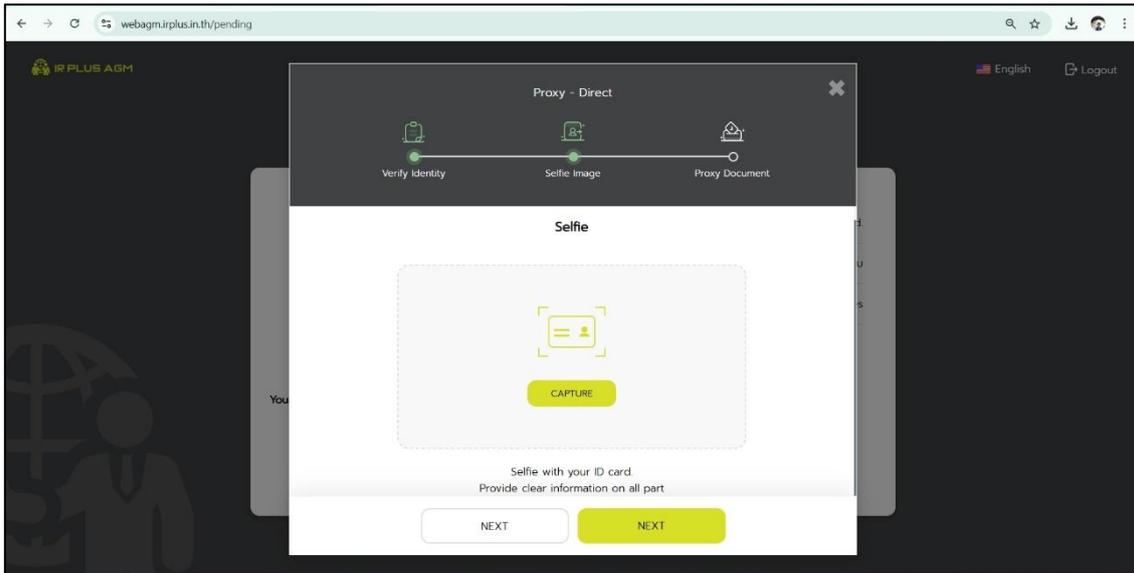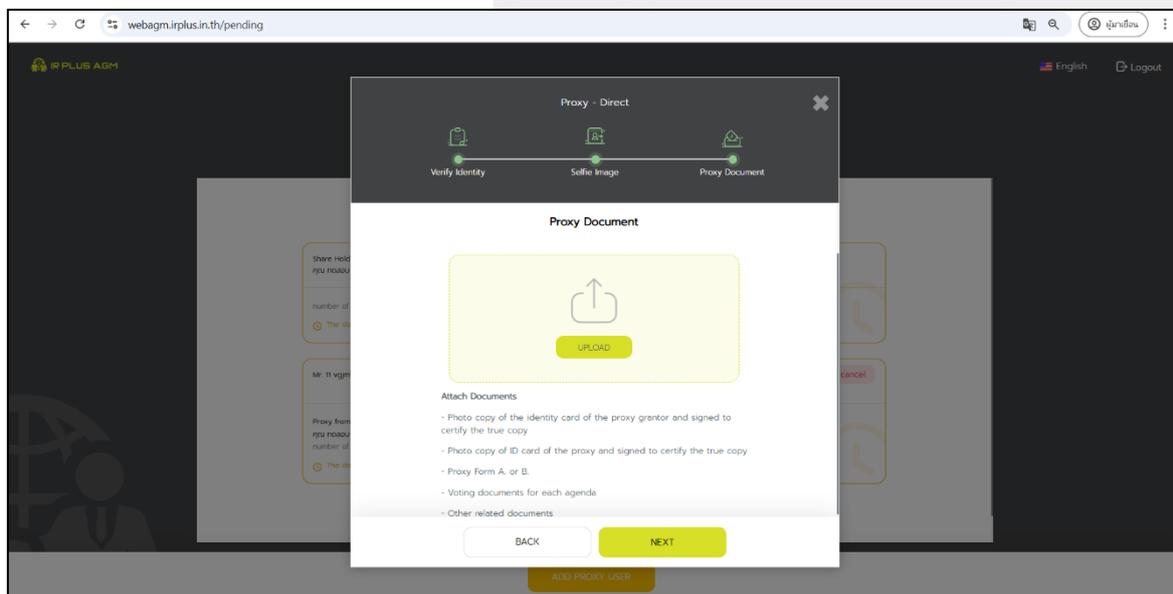
Enter the OTP number.
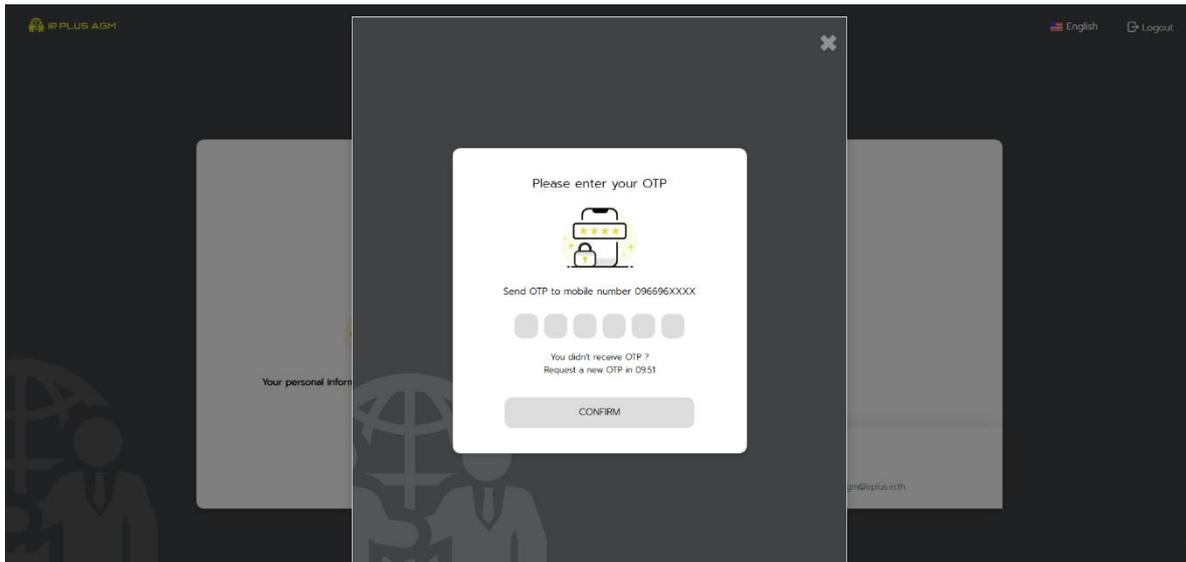
3. There are 3 identity verification statuses for the user:

1. Pending: This status indicates that the verification is waiting for review.

- Once the user has completed the identity verification process, the status will be "Pending," meaning the system will send the user's verification data for review by the administrator. The result of the verification will be provided before the online voting opens.

* In the case where the user has not passed the verification, they will not be able to use any features in the application.

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2. Disapproved: This status indicates that the identity verification has failed.

- When the administrator reviews the user's identity verification and finds it unsuccessful, the administrator will immediately notify the user. The user will receive a notification with the message "Identity Verification: Failed" along with the reason for the failure.


In the case where the identity verification is not approved, the system will notify the user of the error and prompt them to reattempt the verification.

* In the case where the user has not passed the verification, they will not be able to use any features in the application.

3. Approve: This status indicates that the identity verification has been approved.

- When the administrator reviews the user's identity verification and it is successful, the administrator will immediately notify the user. The user will receive a notification with the message "Identity Verification: Successful.

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After successfully completing the identity verification, the shareholder should press the "Create PIN CODE" button. The system will direct to the PIN code setup page for added security when using the application.

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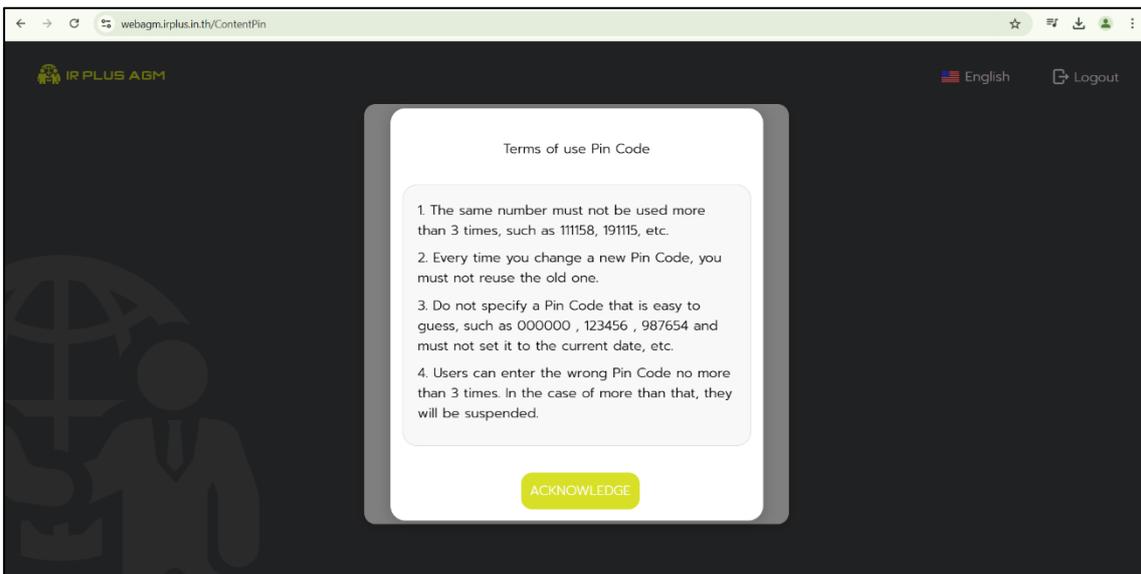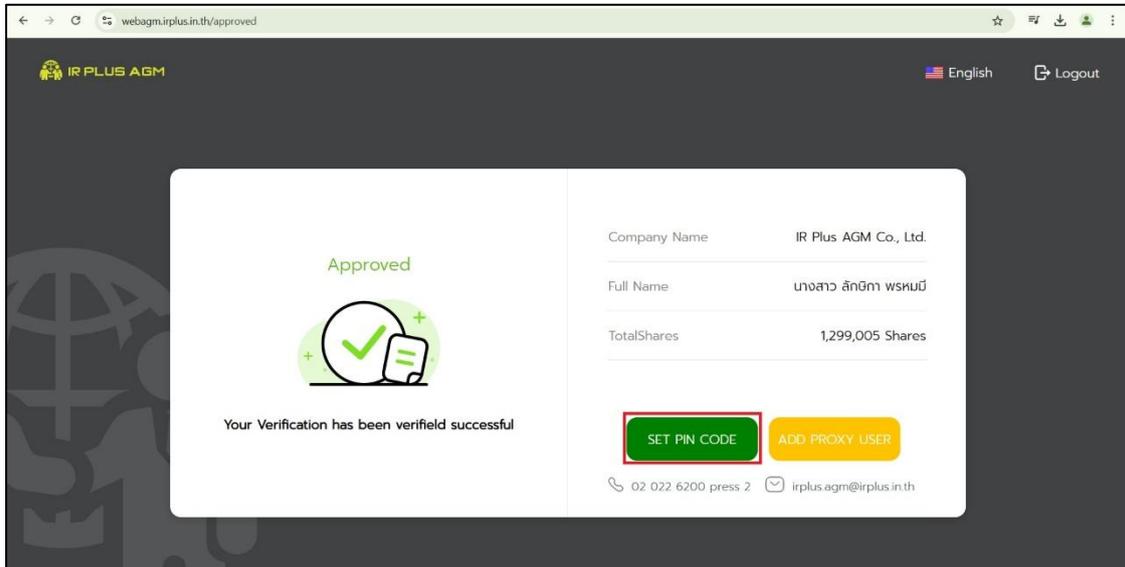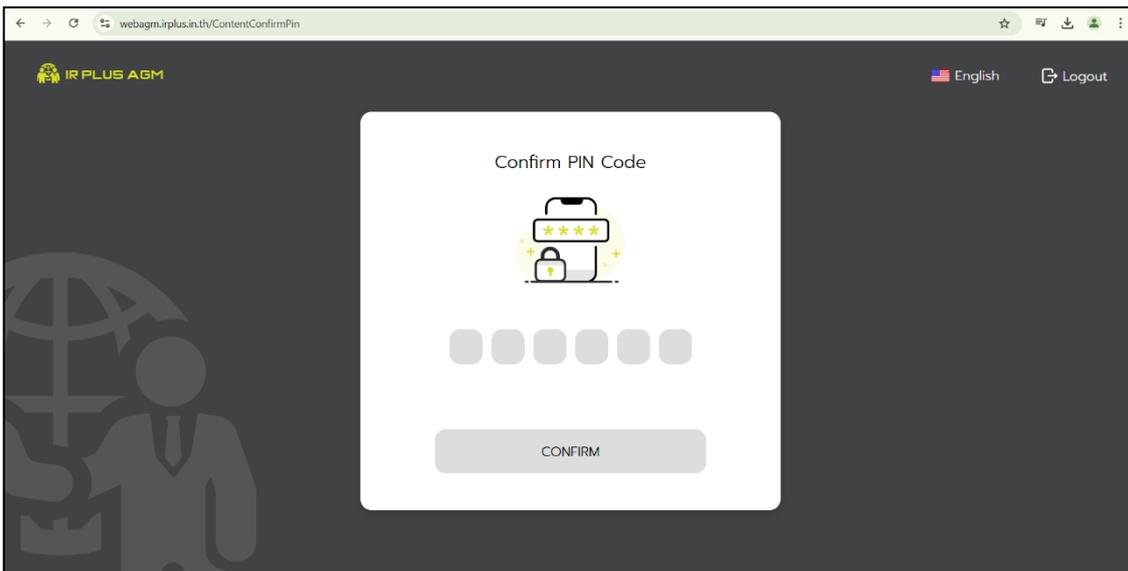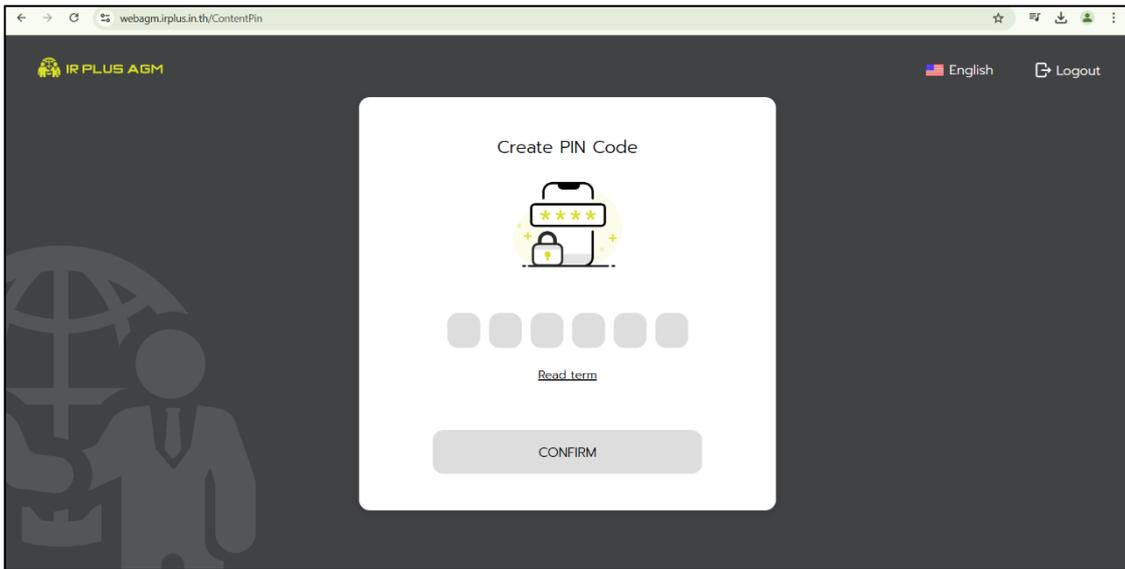
Joining the Meeting

If it is not yet time to register, a notification will appear indicating the time when registration will be available.
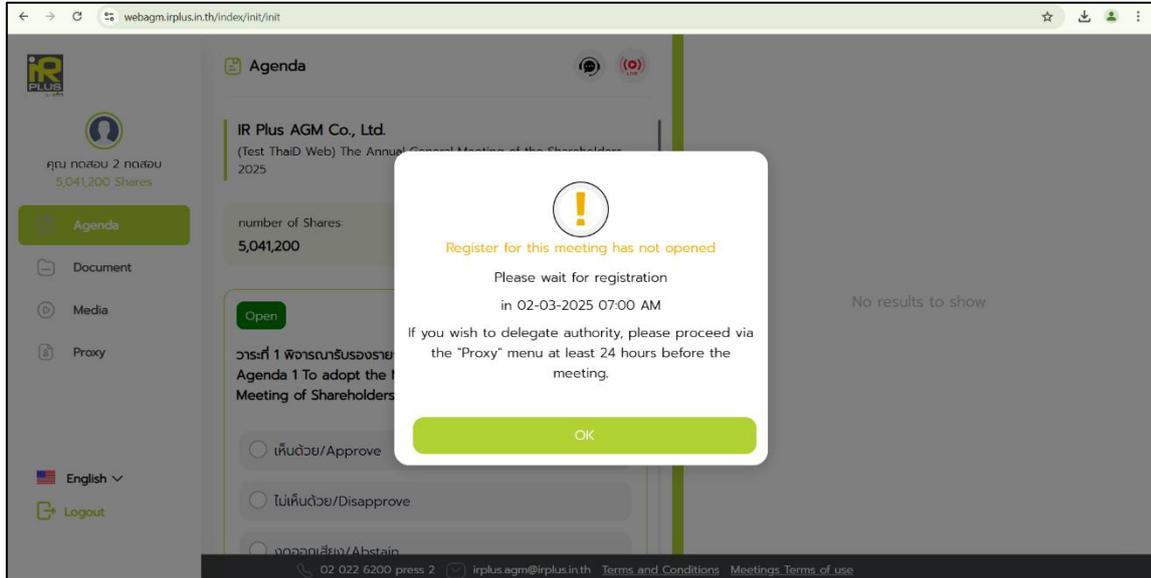
When the meeting time arrives, a notification will appear prompting the user to click "Register" to join the meeting.
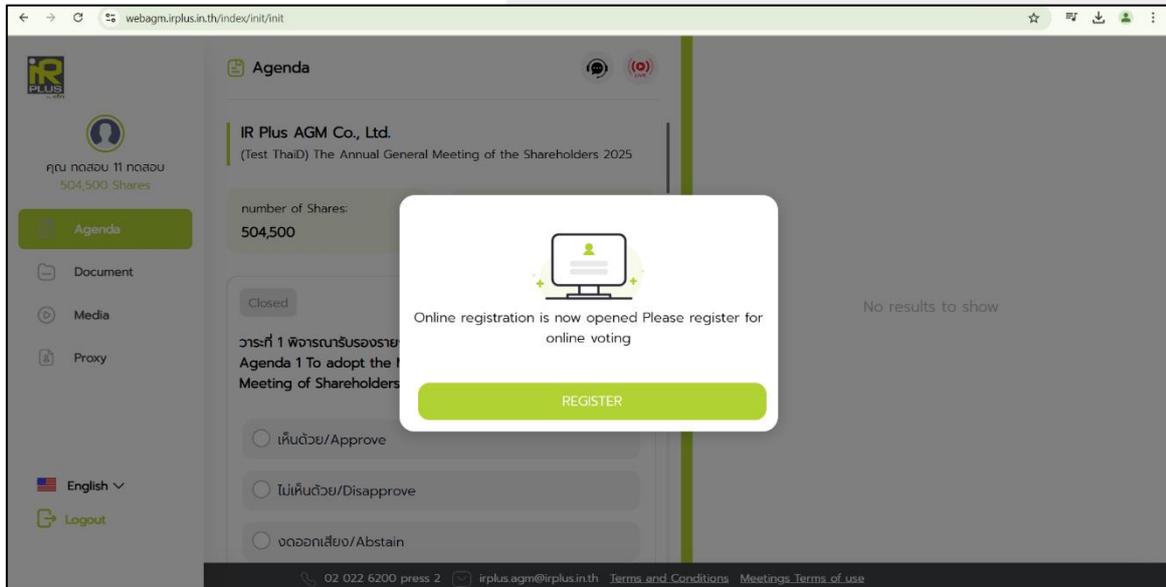
When the user clicks "Register," the system will immediately allow them to start voting online.
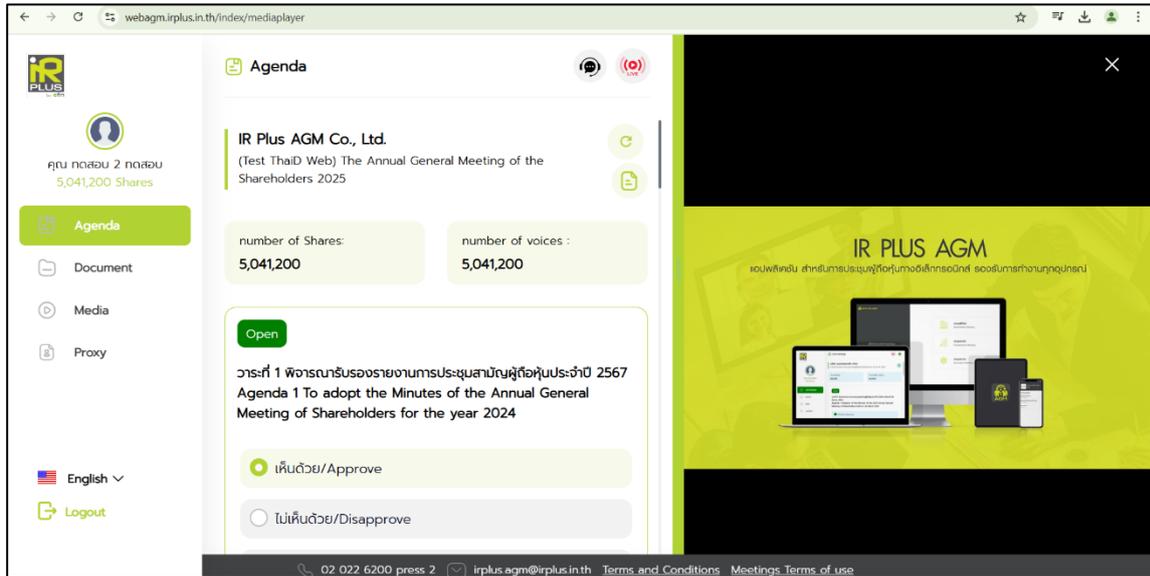
The user will be able to vote by selecting one of the following options: Agree, Disagree, or Abstain.

Once the vote is selected, the system will display a message box, and the user must click the "Confirm Vote" button to finalize their vote.

For online voting, the user can modify their vote at any time until the voting for that agenda item is closed.

ระดับความลับ: ลับ

ONL-MN-004 คู่มือการใช้งาน Web Application IR PLUS AGM - TH
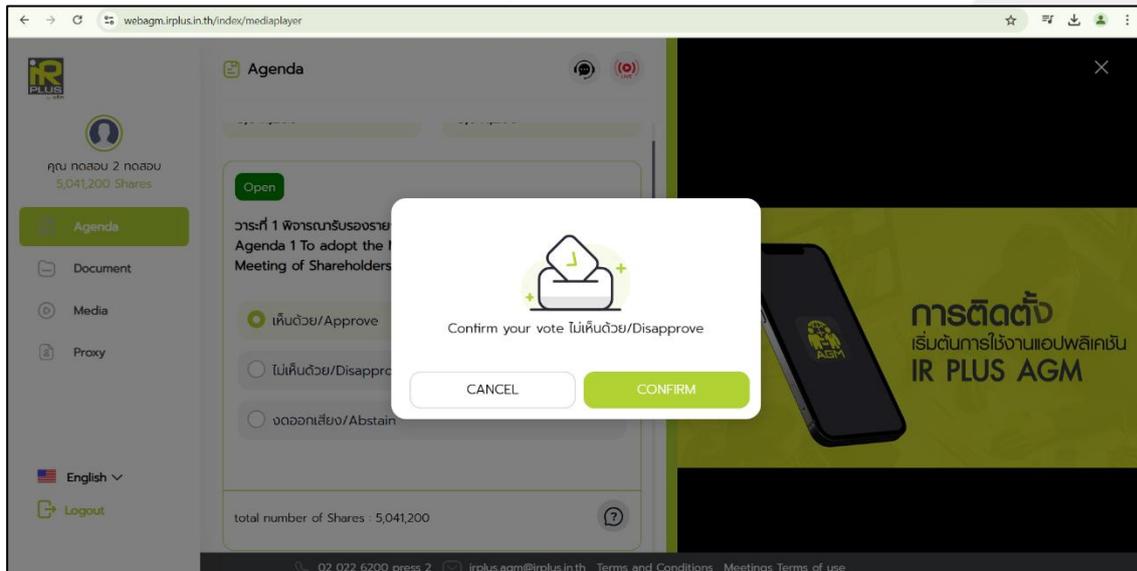
Once the user confirms their vote, the system will record the vote as submitted.
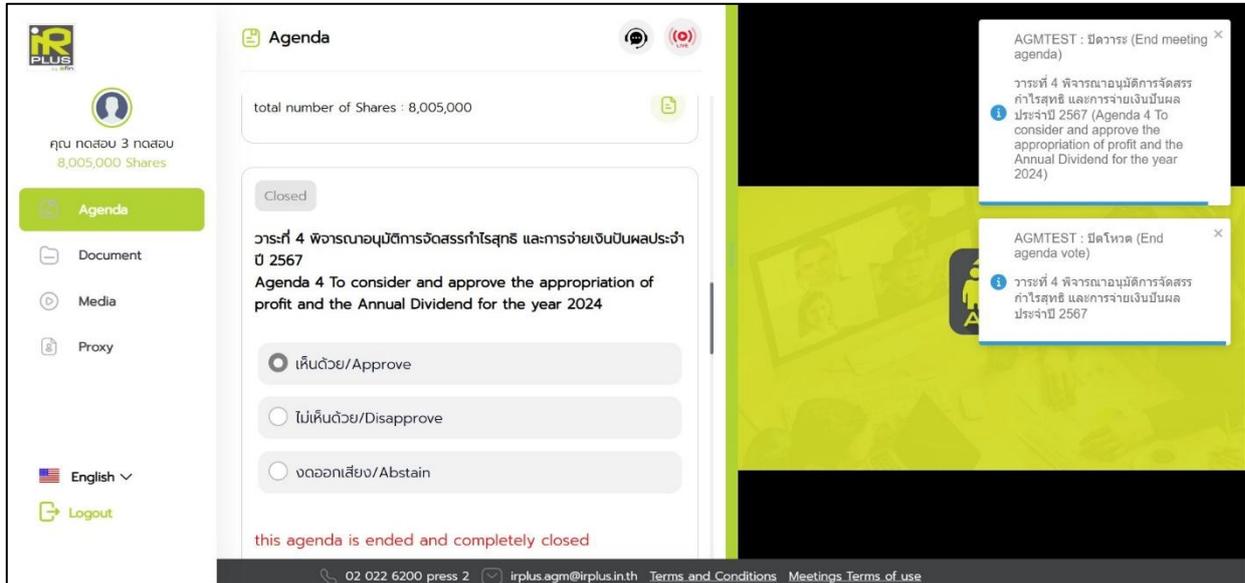
- Closing Online Voting: The system will send a notification to inform users when the online voting has been

closed.

Once the online voting is closed, the system will no longer allow any changes to the vote.

ระดับความลับ: ลับ

ONL-MN-004 คู่มือการใช้งาน Web Application IR PLUS AGM - TH
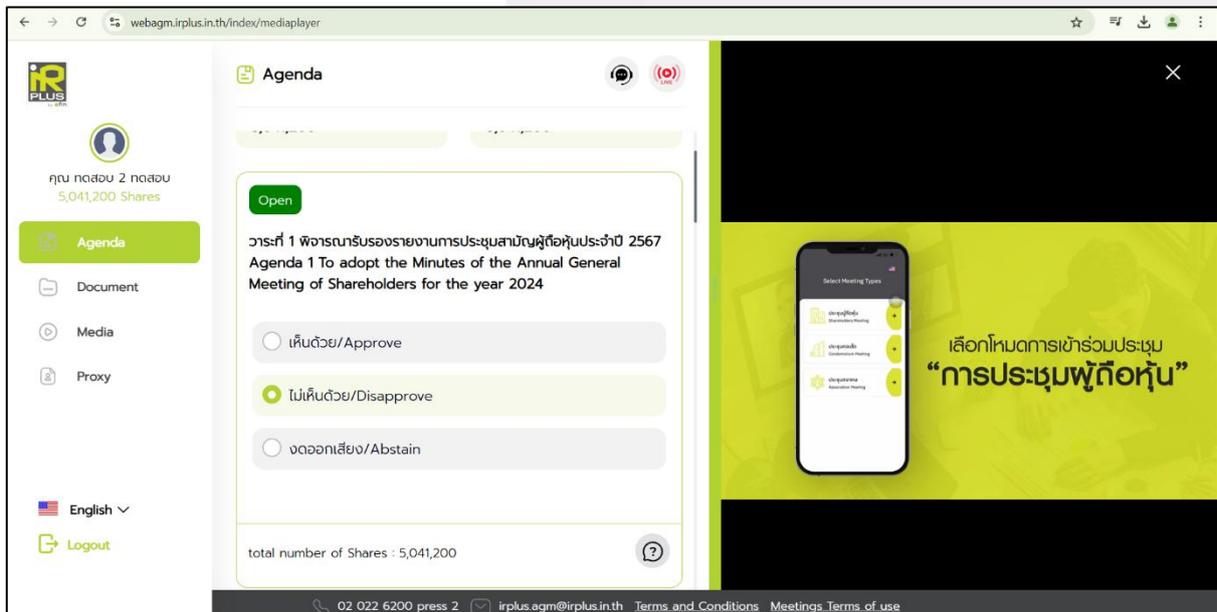
Once the agenda item has been closed, the user will be able to view the summary report for that agenda immediately.
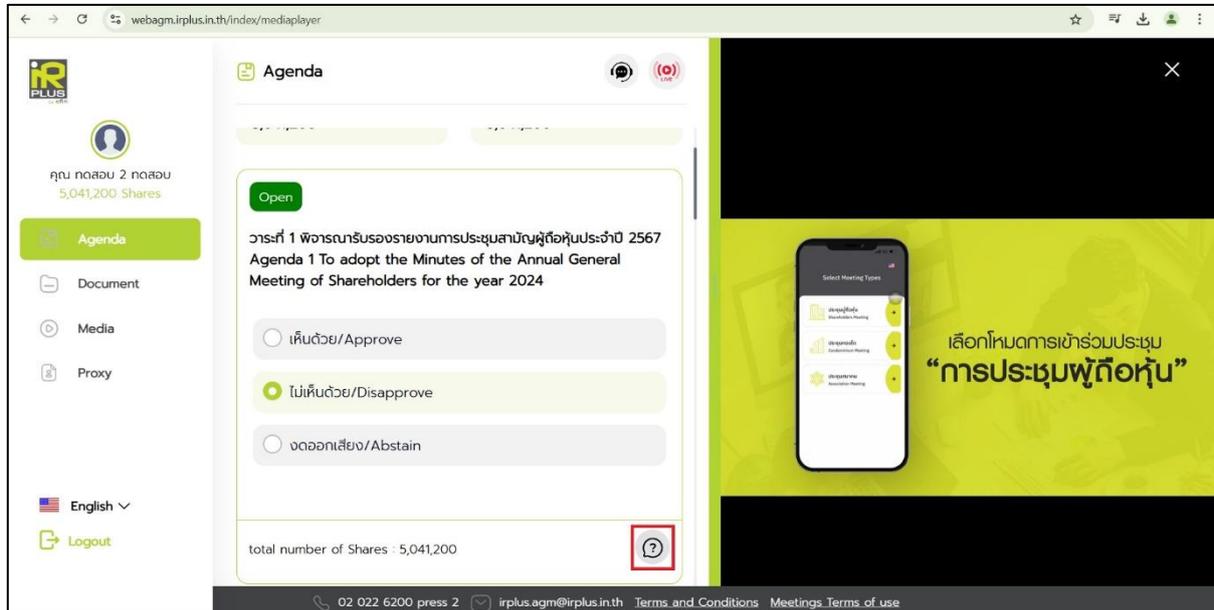
In the case where a shareholder wishes to grant a proxy to an independent director, the proxy can be granted in two types: Form A and Form B.

When the proxy menu is selected, the system will display the proxy terms and conditions page for the user to accept the terms and conditions.
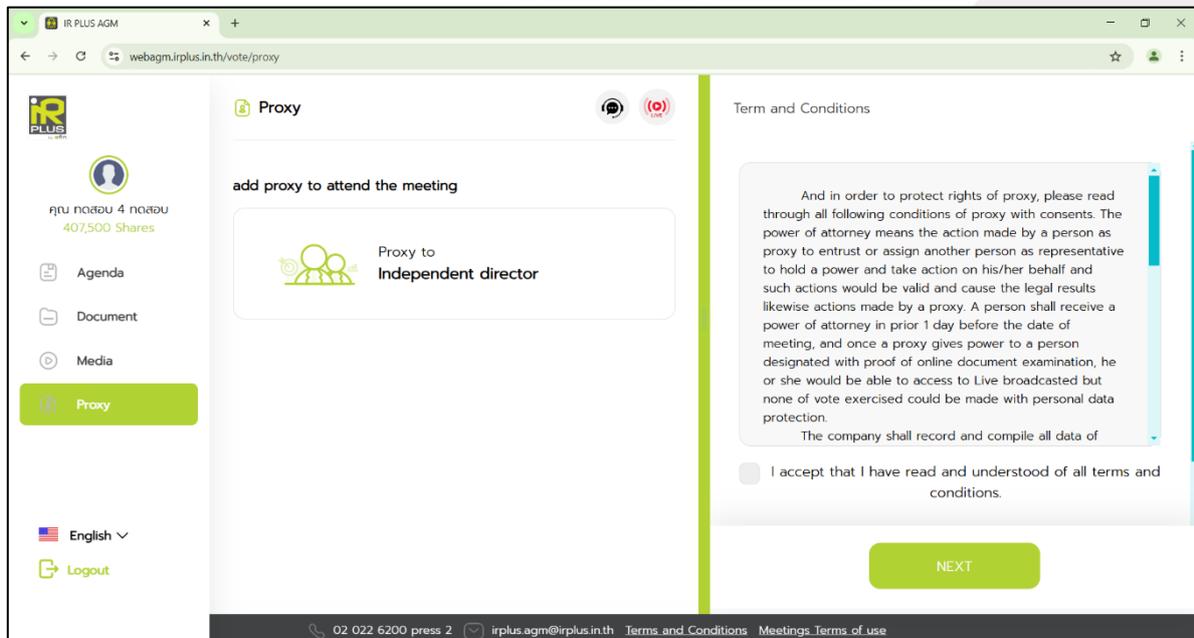
Proxy Appointment to Independent Director - Form A

- Upload a photo of the principal's ID card copy and the proxy appointment document.
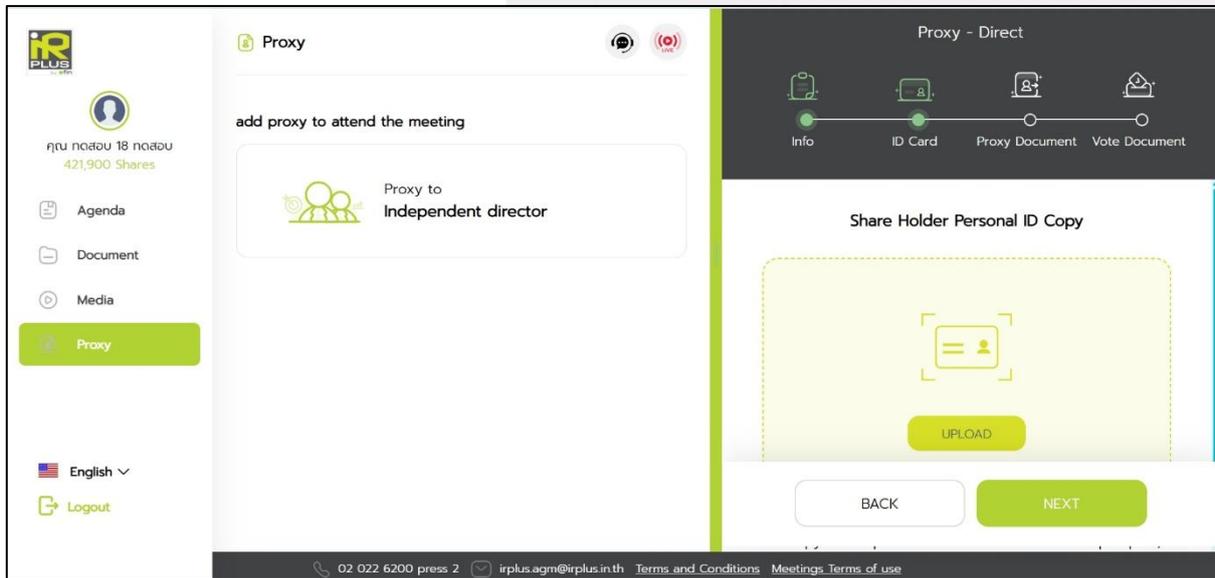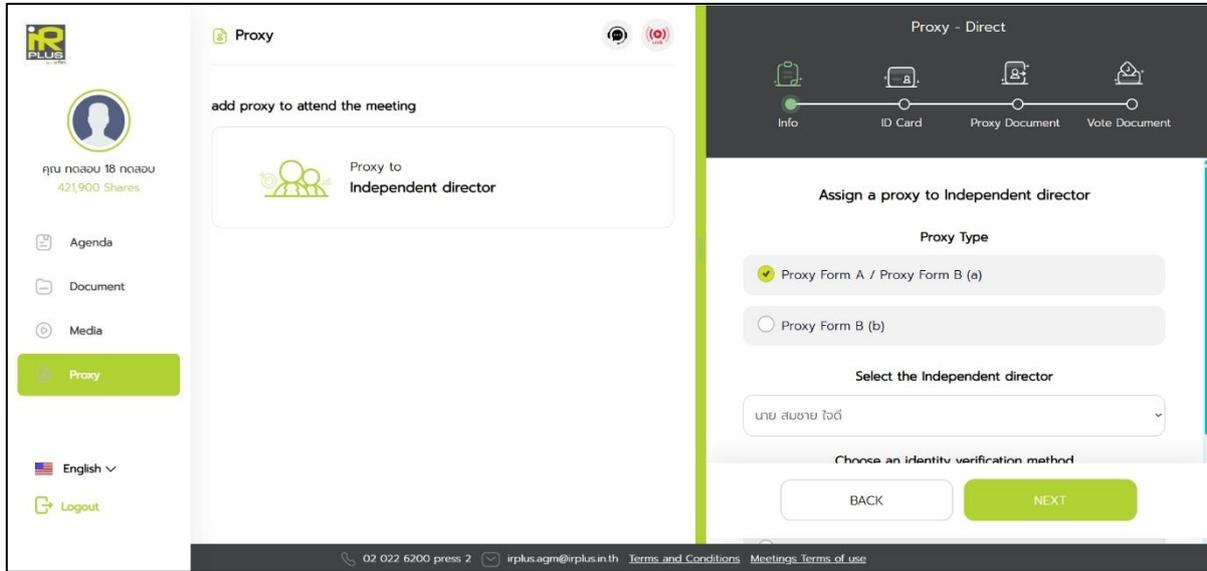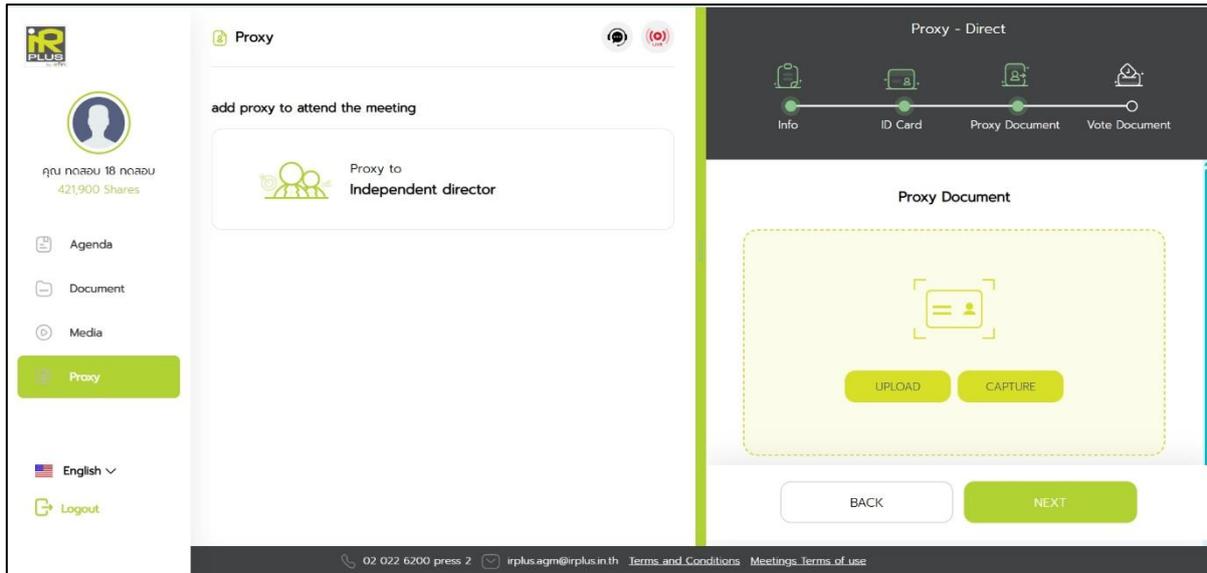
- After completing the steps for granting a proxy to an independent director using Form A, the shareholder can click "Next" to enter the PIN Code to confirm the proxy appointment. Since Form A does not require uploading voting documents, this step is the final confirmation.
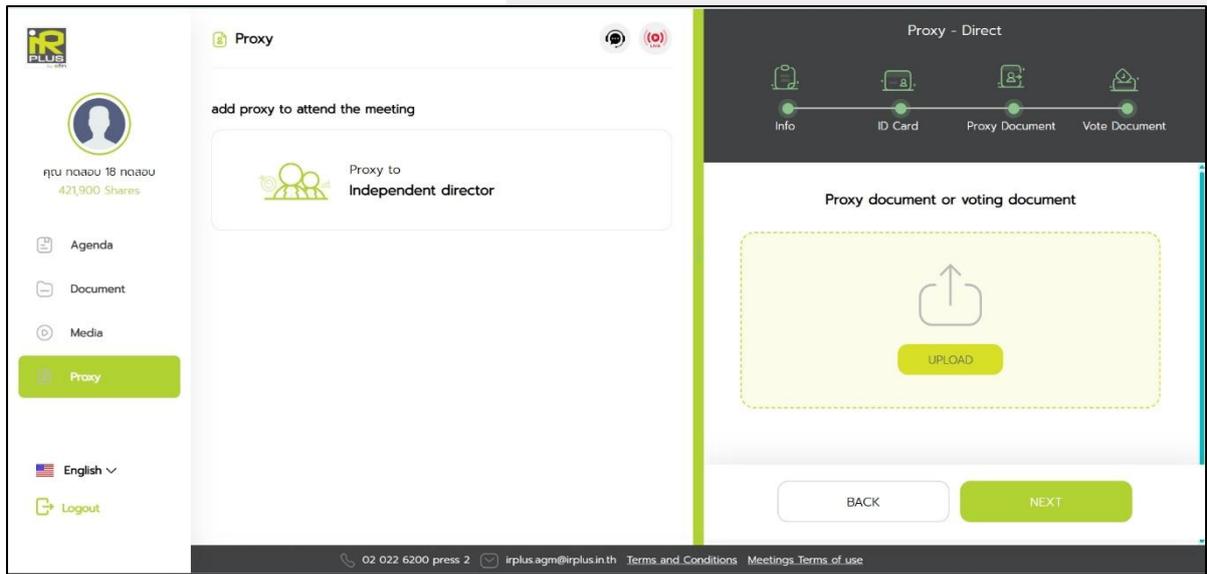
Enter the PIN Code to confirm the proxy appointment.
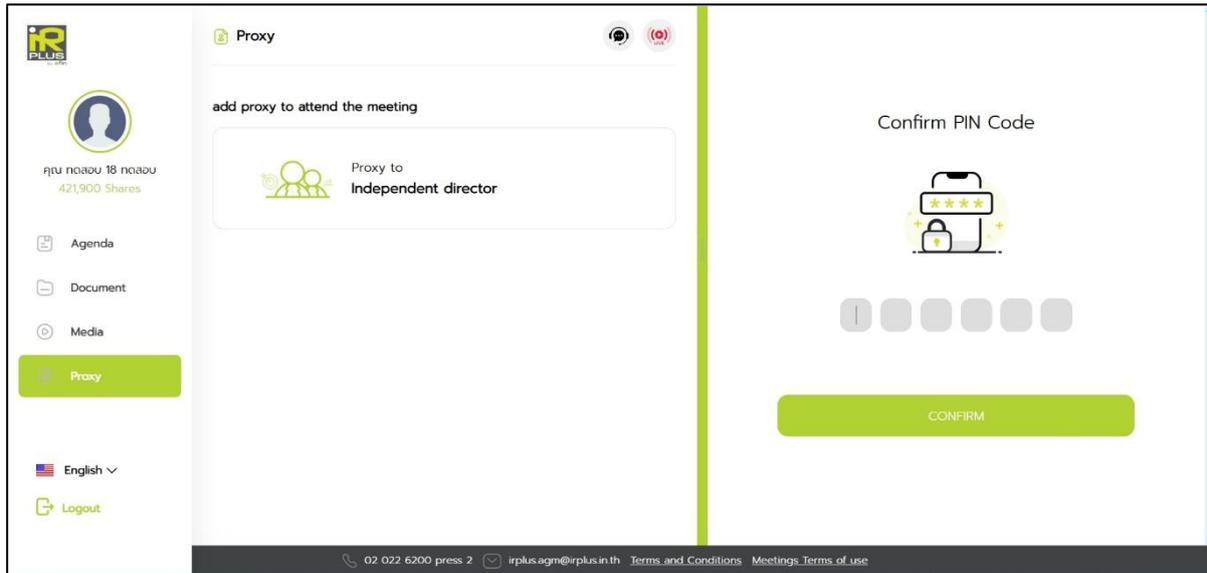
After that, wait for the verification from the administrator.

ระดับความลับ: ลับ
ONL-MN-004 คู่มือการใช้งาน Web Application IR PLUS AGM - TH
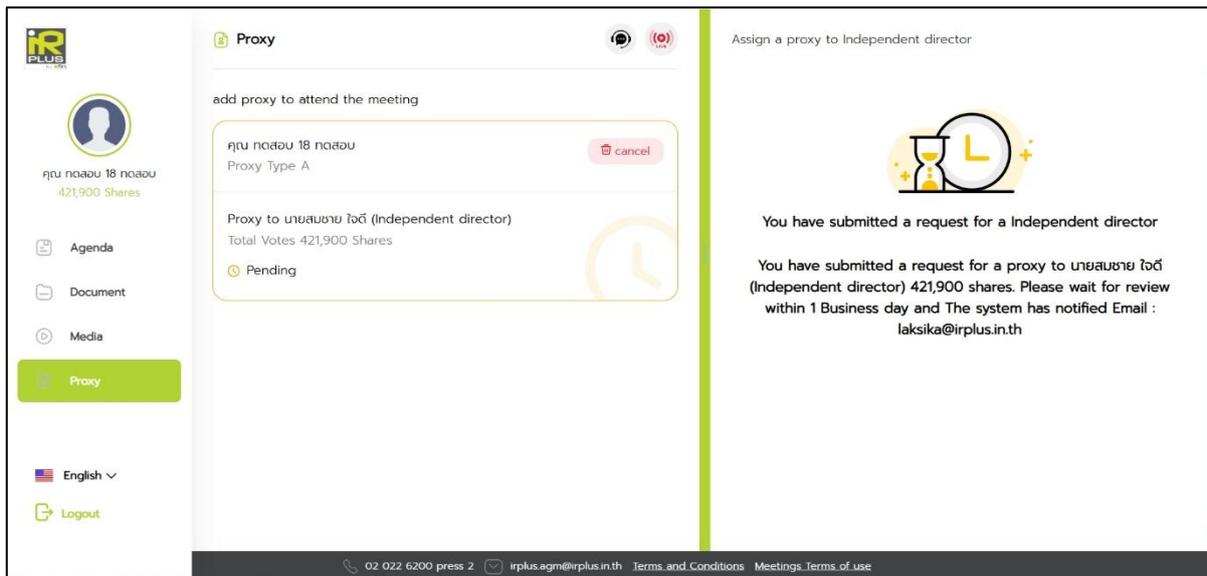
Proxy Appointment to Independent Director - Form B

- Upload a photo of the principal's ID card copy and the proxy appointment document.

ระดับความลับ: ลับ

ONL-MN-004 คู่มือการใช้งาน Web Application IR PLUS AGM - TH

ระดับความลับ: ลับ
ONL-MN-004 คู่มือการใช้งาน Web Application IR PLUS AGM - TH
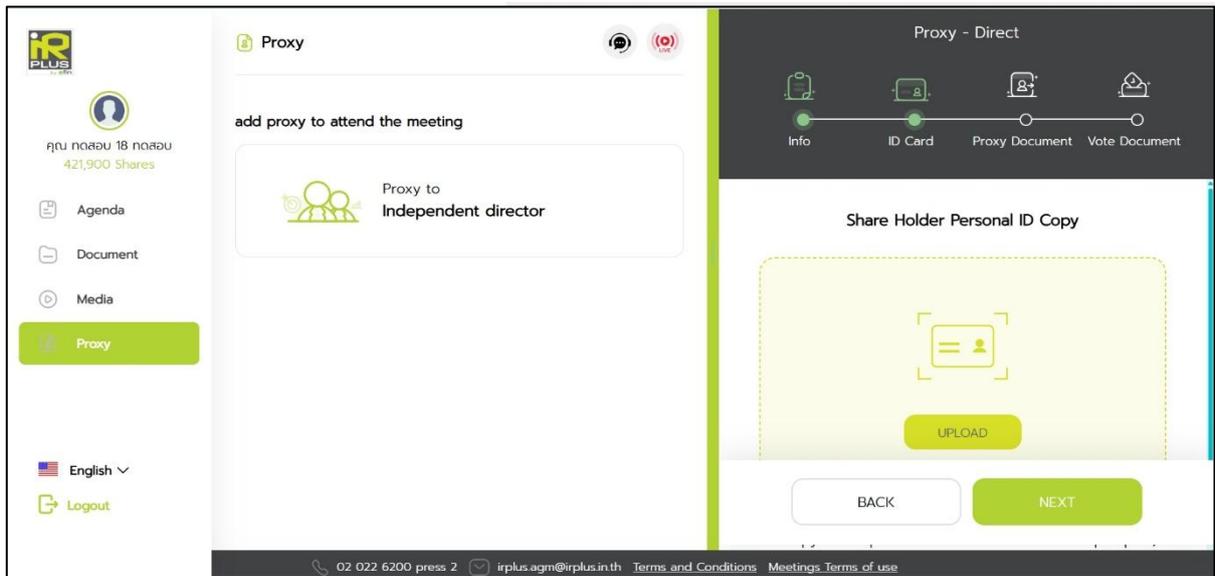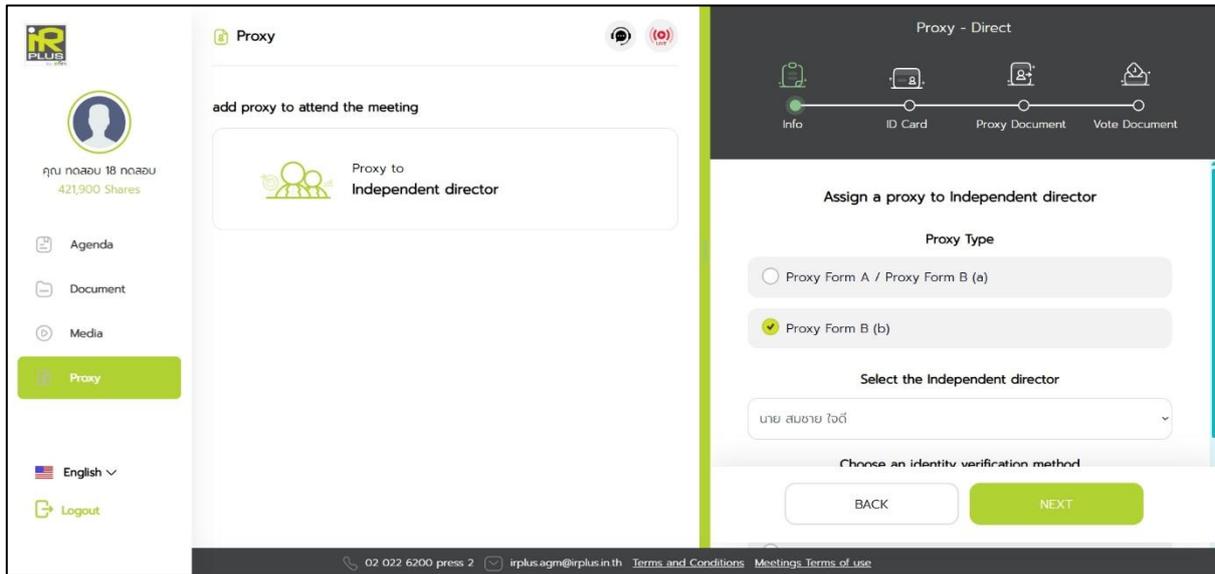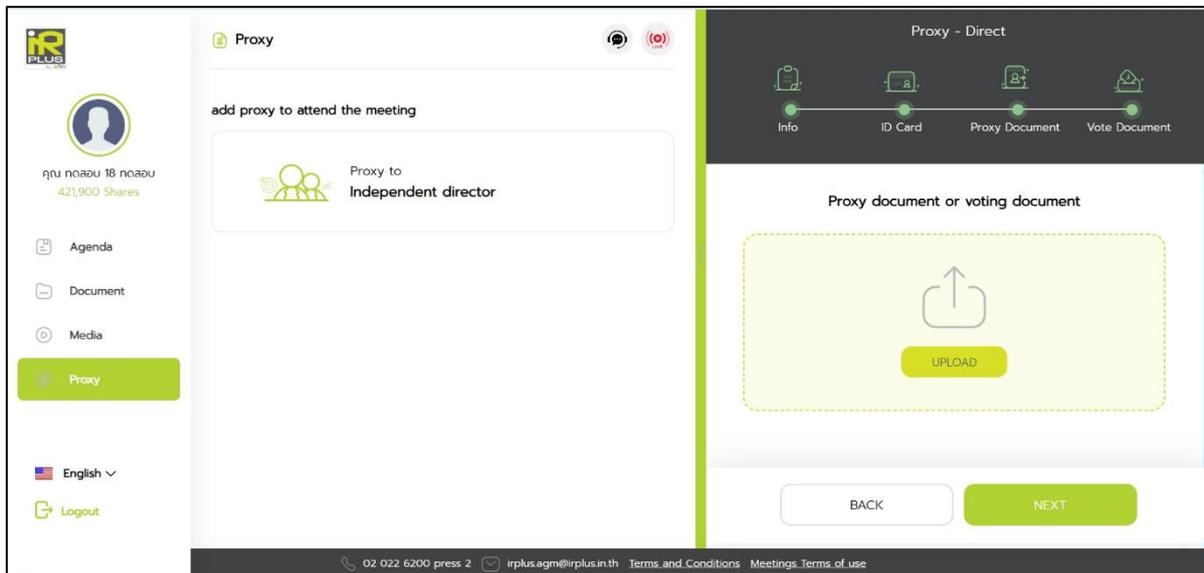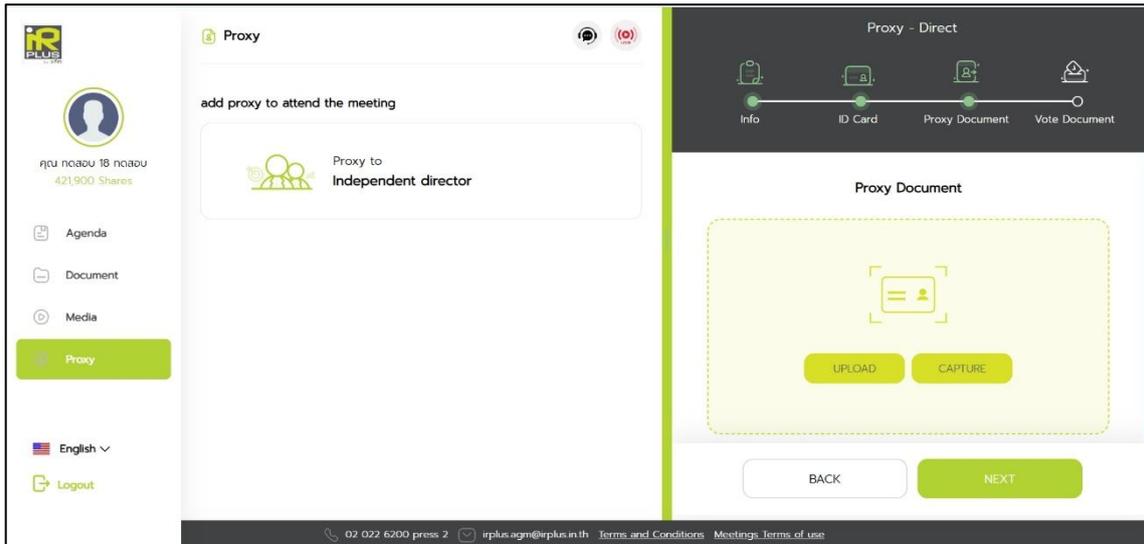
Enter the PIN Code.
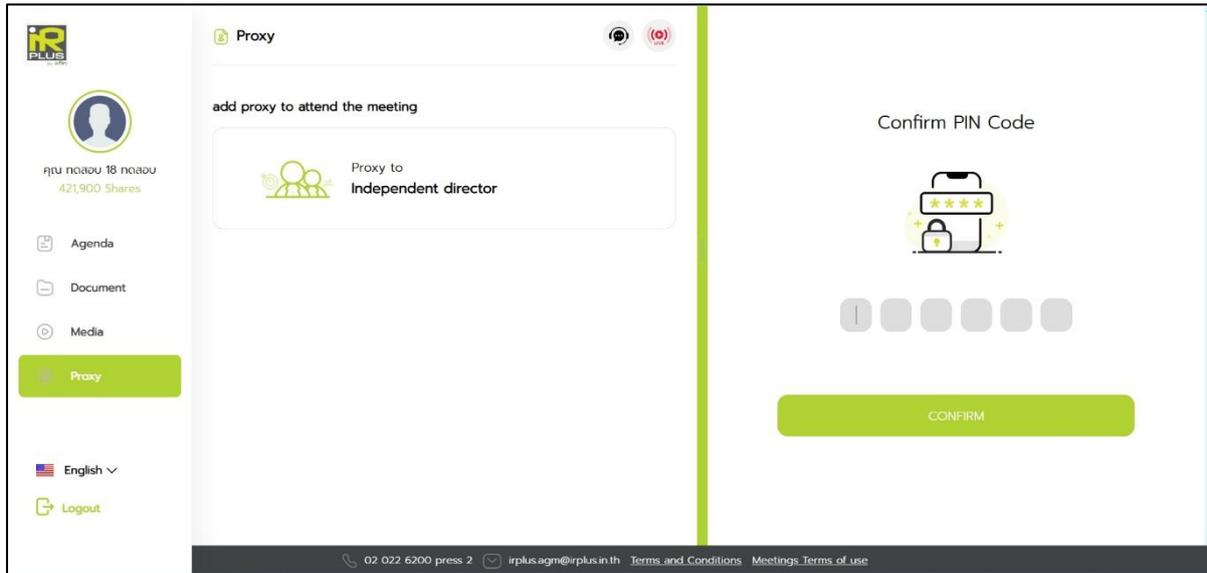
After that, wait for the verification from the administrator. There will be 3 possible statuses displayed:

Pending Verification, Verification Failed, or Completed. These statuses apply to both Form A and Form B.

ระดับความลับ: ลับ
ONL-MN-004 คู่มือการใช้งาน Web Application IR PLUS AGM - TH
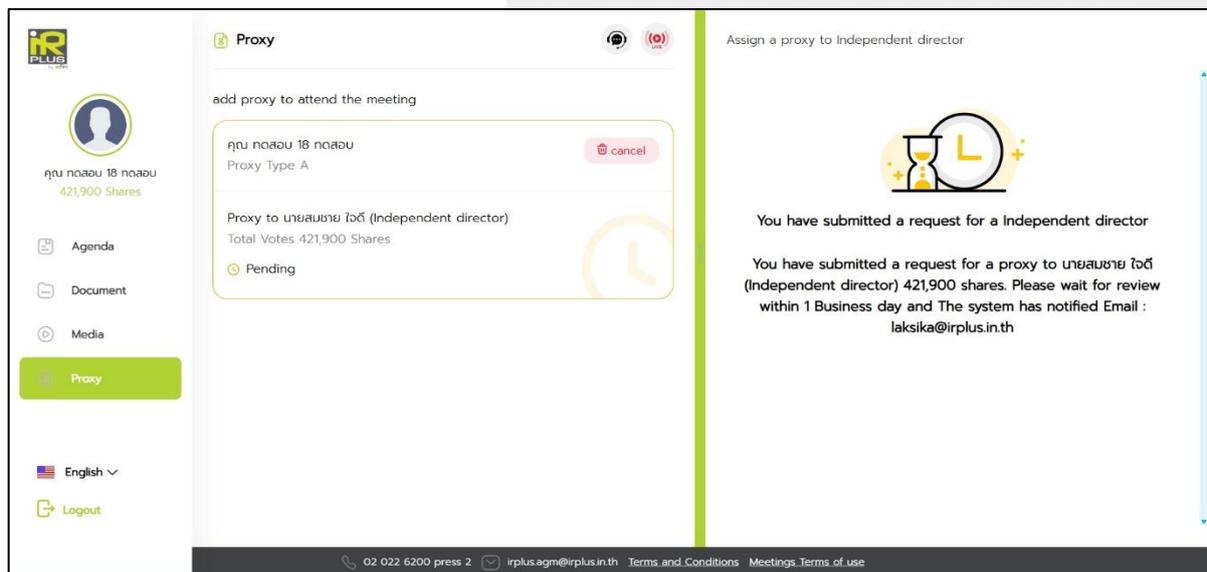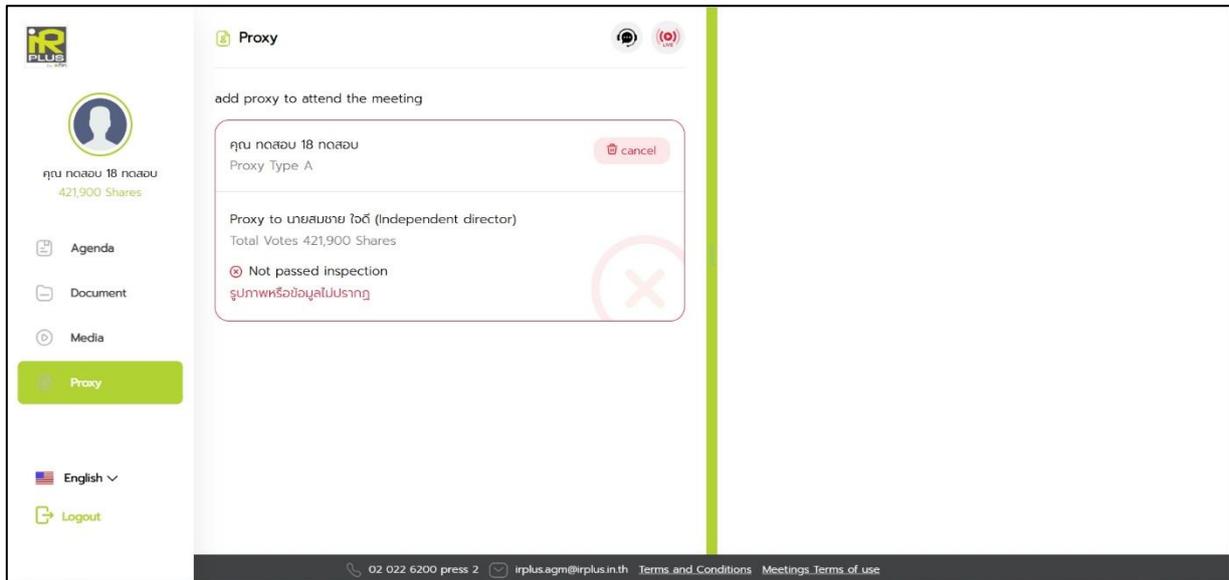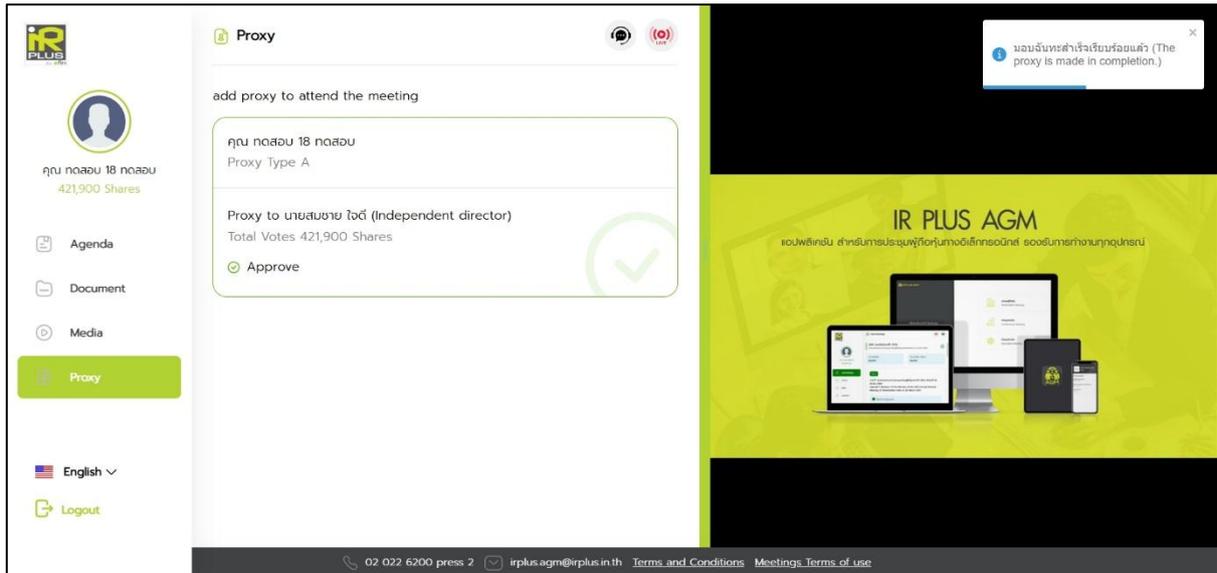
In the case where the verification has not been approved, the shareholder can cancel the proxy appointment.
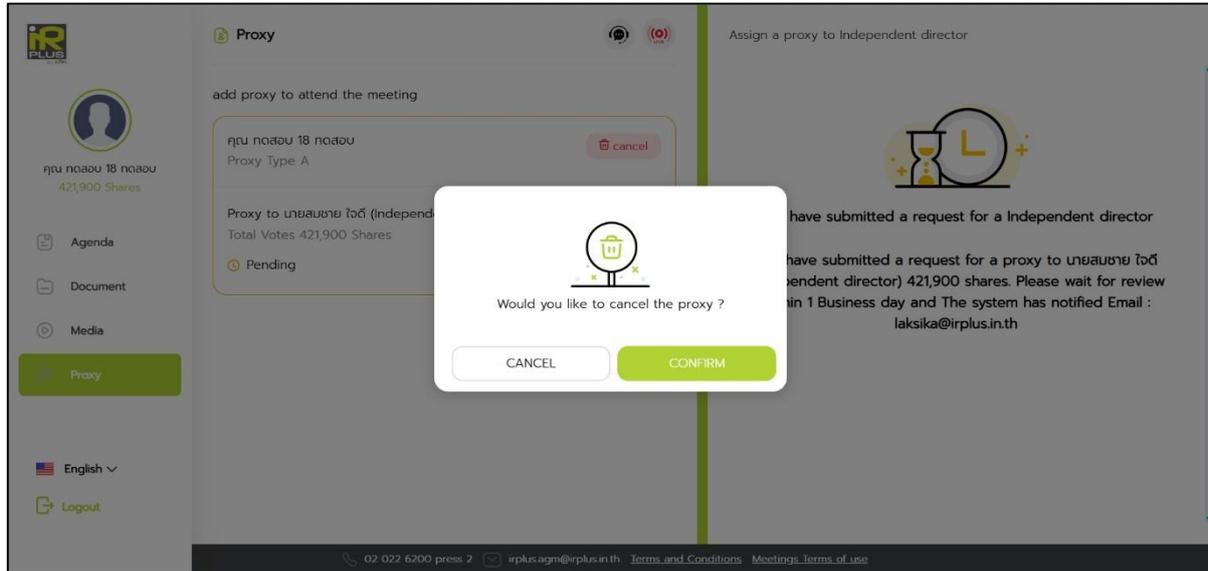
Type 2: Proxy Holders Attending in Person (Proxy - Direct)

1. The proxy (representative) from the shareholder can log in using the shareholder's ID card number. The proxy must first select the company they wish to attend the meeting for, in order to access the electronic shareholder meeting system (E-AGM).

ระดับความลับ: ลับ

ONL-MN-004 คู่มือการใช้งาน Web Application IR PLUS AGM - TH
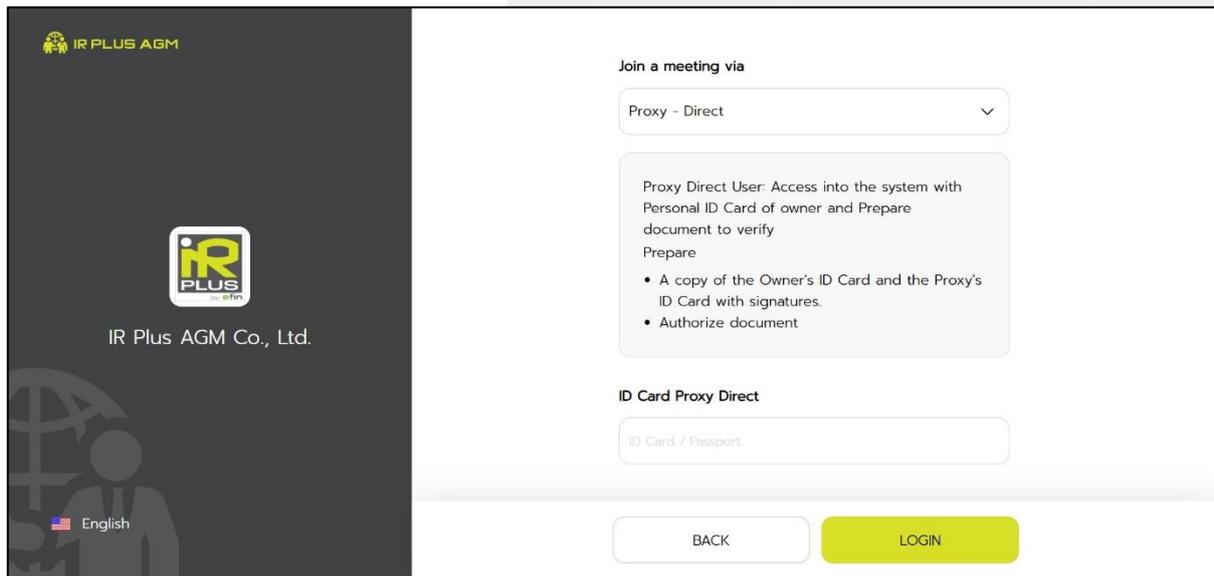
Terms of Use for the Electronic Shareholder Meeting System (E-AGM / E-EGM)

Once the proxy has reviewed the terms of use, they can click "Accept Terms" to proceed to the next page.

ระดับความลับ: ลับ
ONL-MN-004 คู่มือการใช้งาน Web Application IR PLUS AGM - TH

Proxy Identity Verification

Information: Fill in all the required details completely.
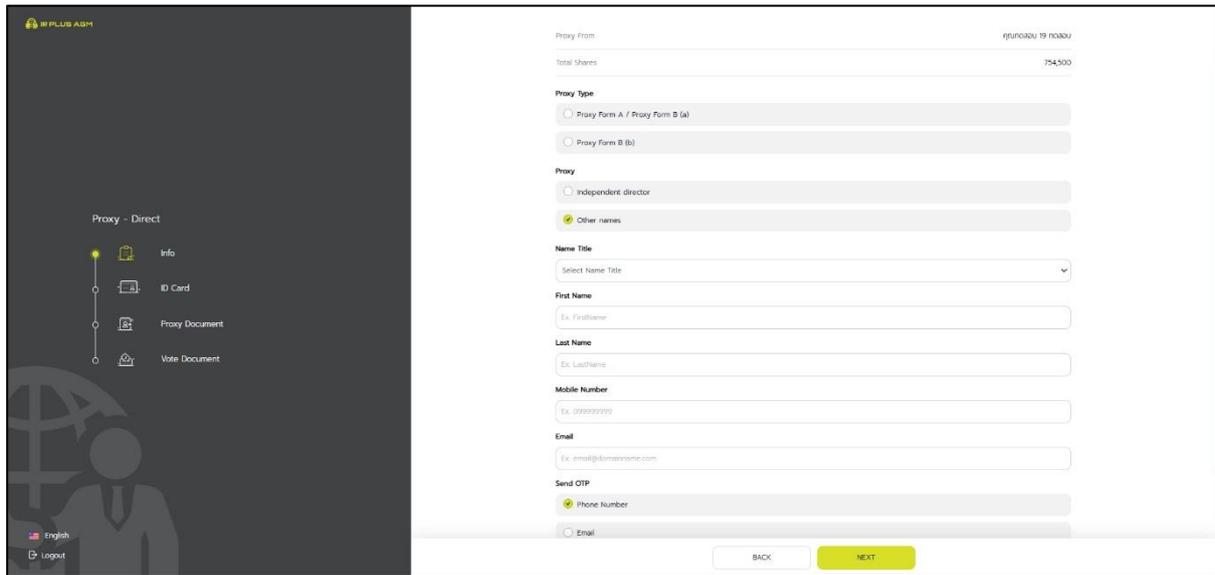
ระดับความลับ: ลับ

ONL-MN-004 คู่มือการใช้งาน Web Application IR PLUS AGM - TH
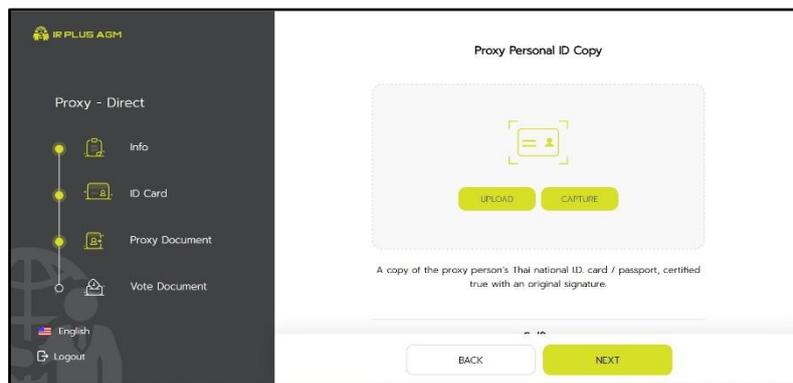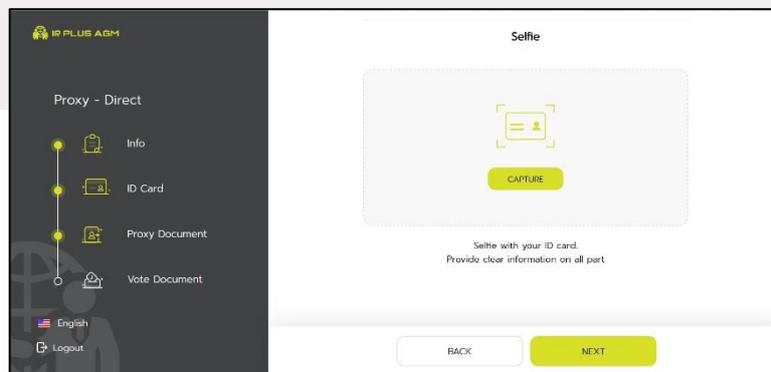
Copy of ID Card: Upload a photo of the principal's ID card copy, with the principal signing to certify its accuracy.
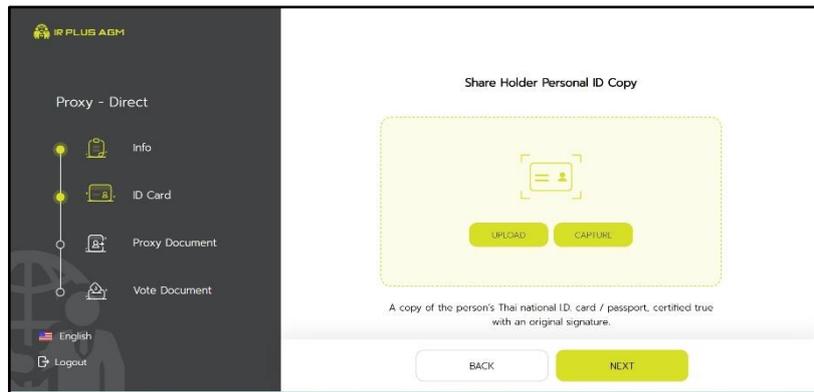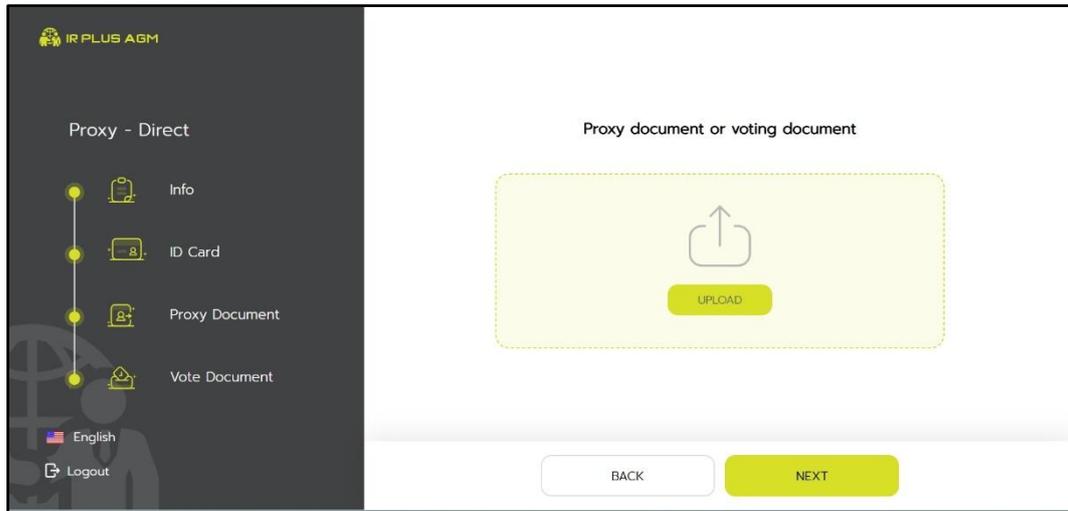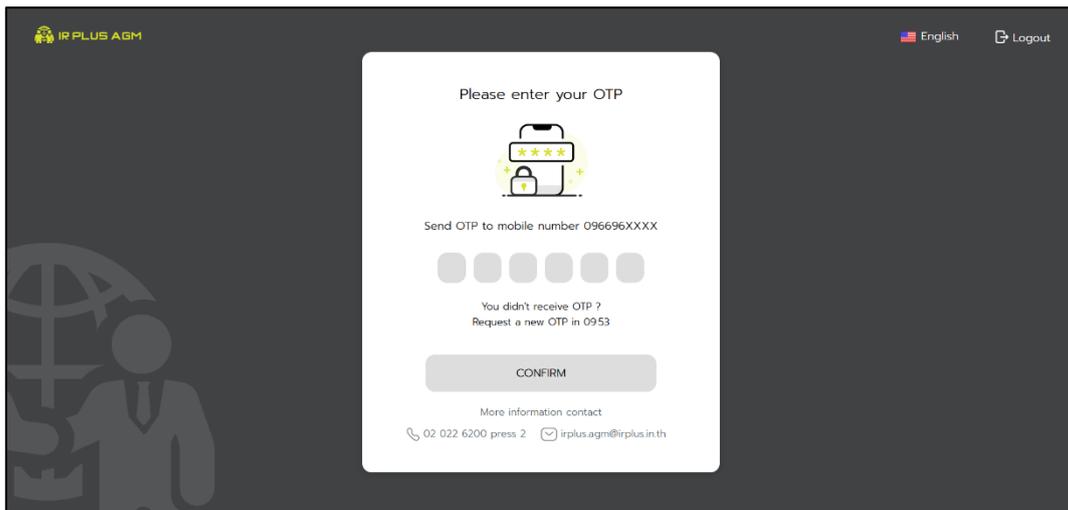

Upload the Proxy Appointment Document

Take a selfie with the National ID card.
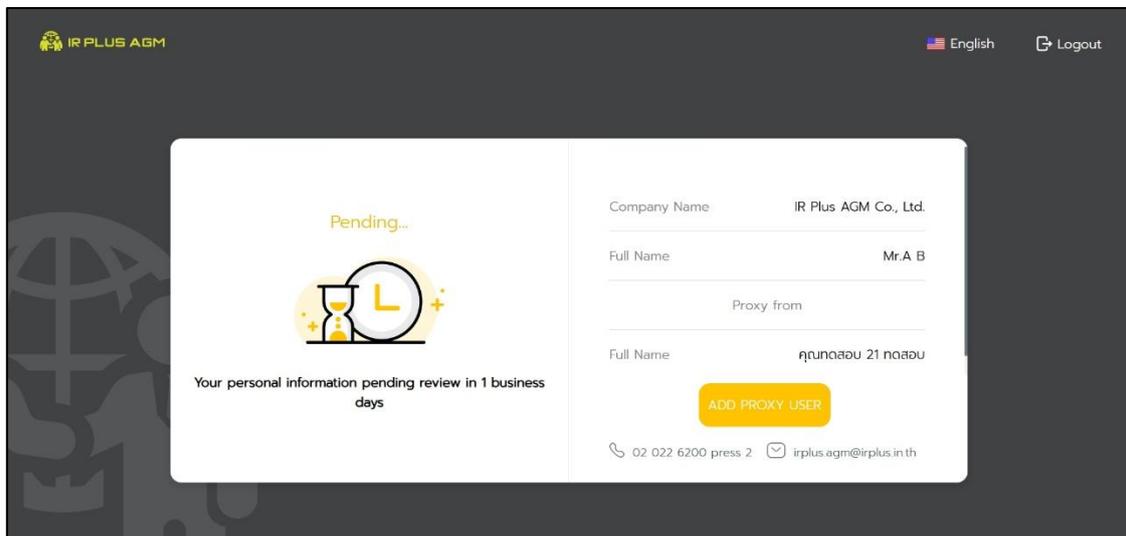
Upload the Voting Documents for Each Agenda Item.

Confirm the OTP Number Received.

ระดับความลับ: ลับ

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ONLINE ASSET COMPANY LIMITED
466 Ratchadapisek Rd., Samsen-Nok, Huay Kwang, Bangkok 10310 THAILAND
Tel : +662 022 6200 Fax : +662 022 6255
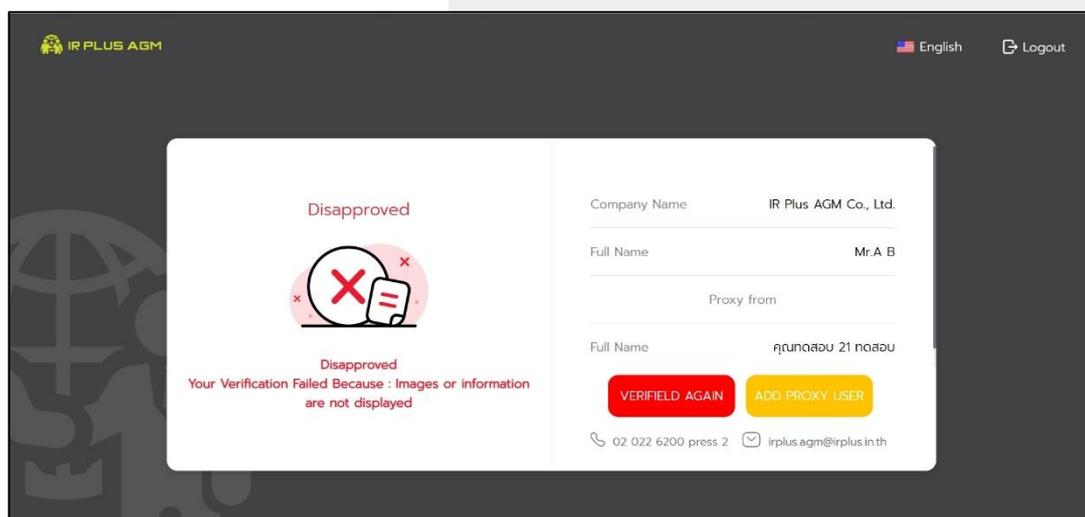www.efinancethai.com www.onlineasset.co.th

3.3 There are 3 possible statuses for the proxy's identity verification:

1. Pending: This status indicates that the verification is waiting for review.

2. Disapproved: This status indicates that the identity verification has failed.
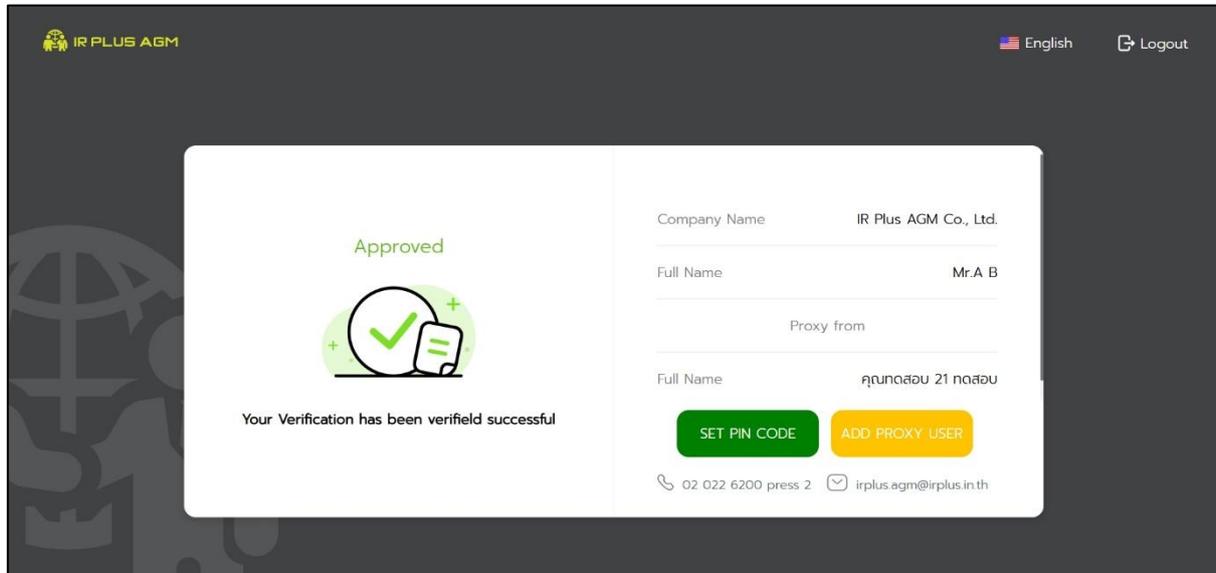
- When the administrator reviews the user's identity verification and finds it unsuccessful, the administrator will immediately notify the user. The user will receive a notification with the message "Identity Verification: Failed" along with the reason for the failure.

In the case where the identity verification is not approved, the system will notify the user of the error and prompt them to reattempt the verification.

* In the case where the user has not passed the verification, they will not be able to use any features in the application.

3. Approve: This status indicates that the identity verification has been approved.

- When the administrator reviews the user's identity verification and it is successful, the administrator will immediately notify the user. The user will receive a notification with the message "Identity Verification: Successful.
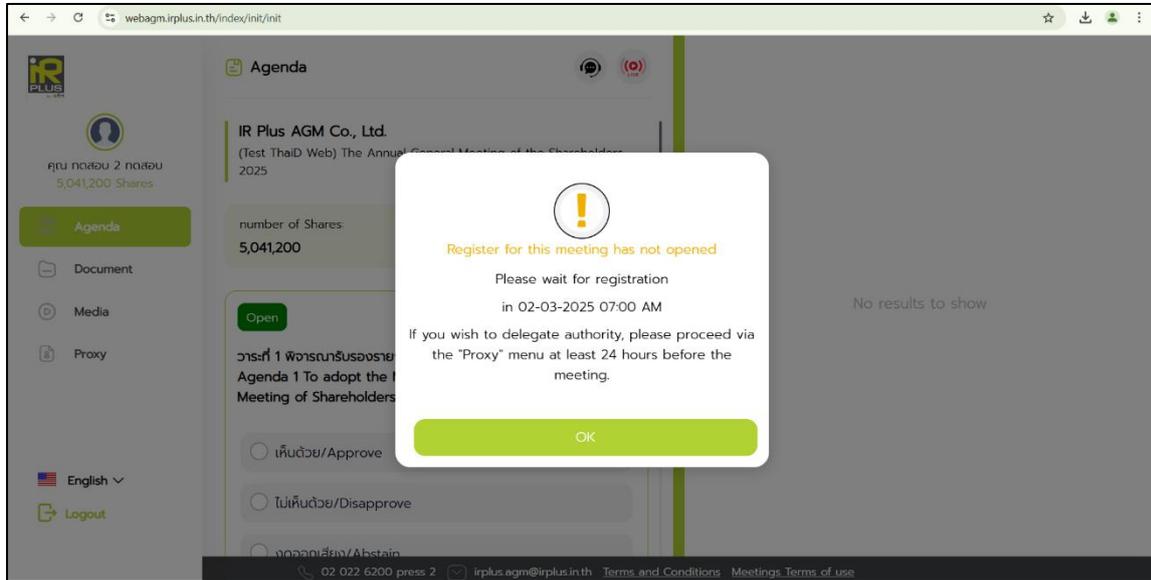

Once the identity verification is successful, the system will direct to the PIN code setup page for security purposes.

The user must then accept the terms and proceed to the next page.
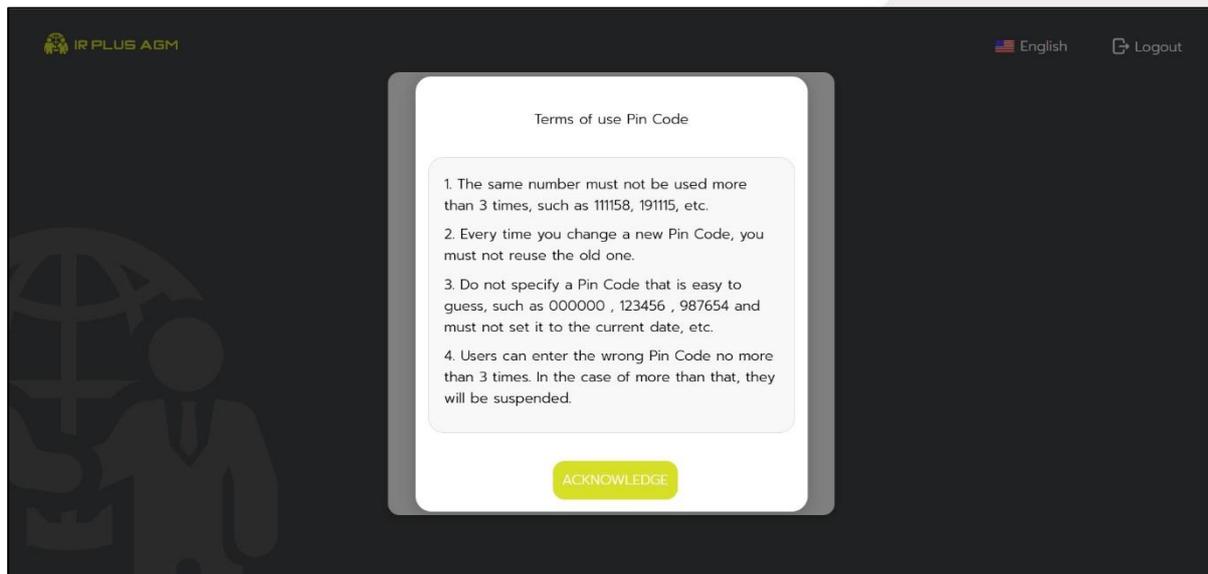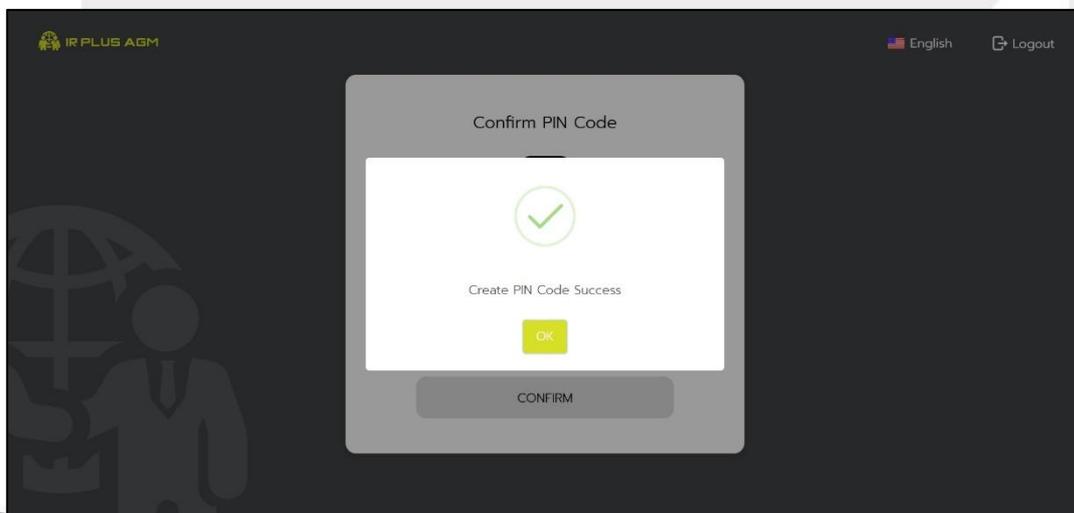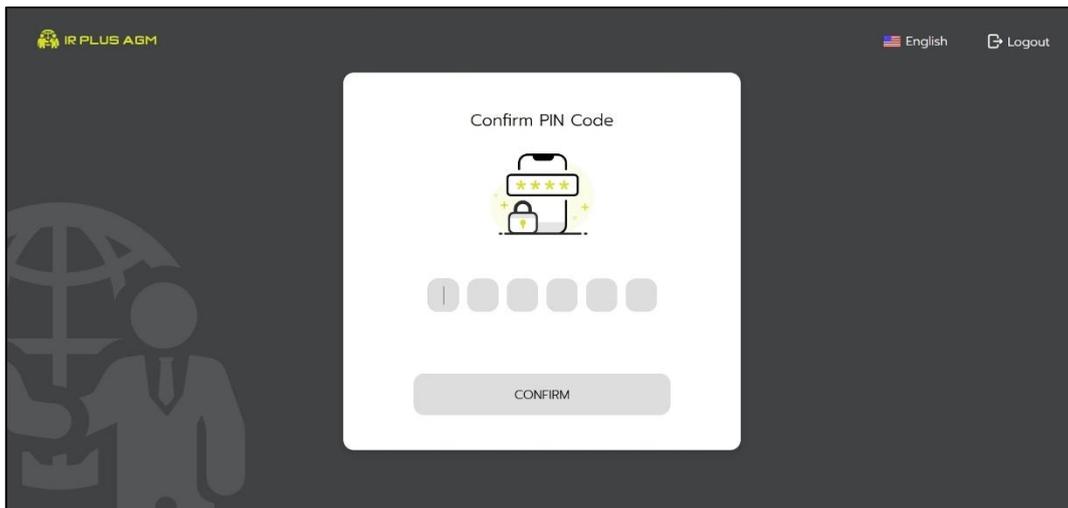
ระดับความลับ: ลับ
ONL-MN-004 คู่มือการใช้งาน Web Application IR PLUS AGM - TH

If it is not yet time to register, a notification will appear indicating the time when registration will be available.

When the meeting time arrives, a notification will appear prompting the user to click "Register" to join the meeting.

ระดับความลับ: ลับ
ONL-MN-004 คู่มือการใช้งาน Web Application IR PLUS AGM - TH
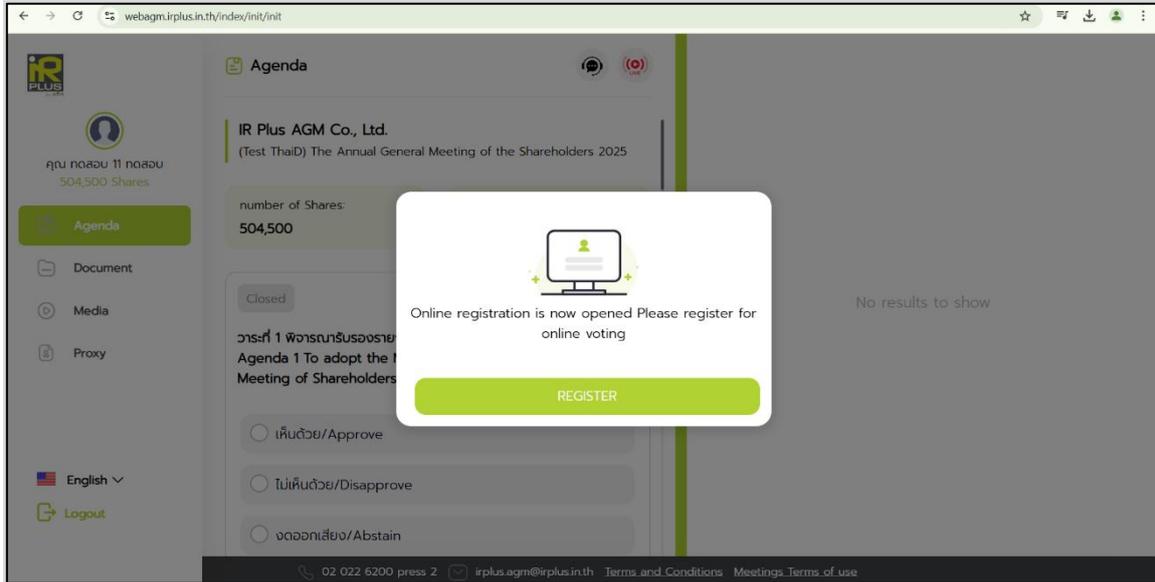
Once the user clicks "Register," the system will immediately open online voting. The user will be able to vote by selecting one of the following options: Agree, Disagree, or Abstain.

ระดับความลับ: ลับ
ONL-MN-004 คู่มือการใช้งาน Web Application IR PLUS AGM - TH
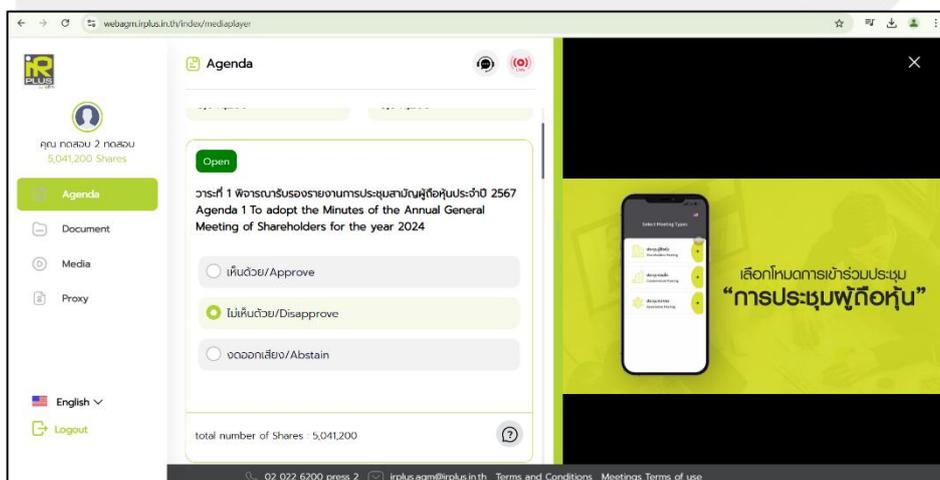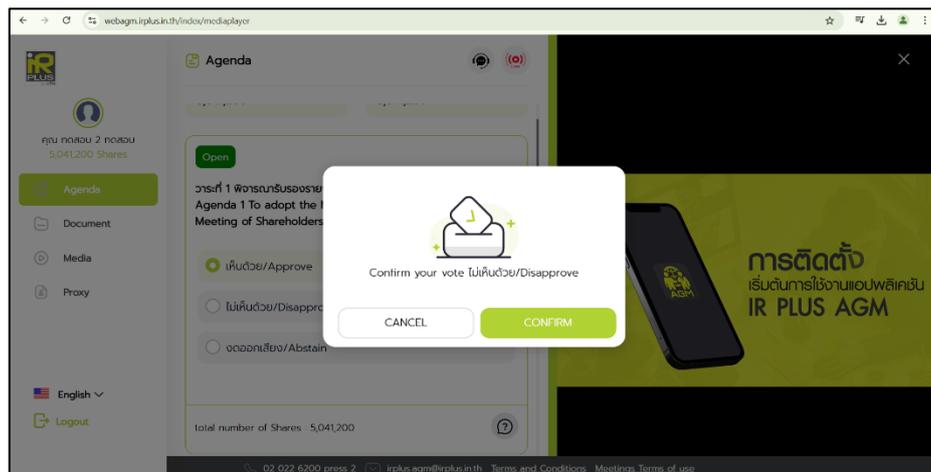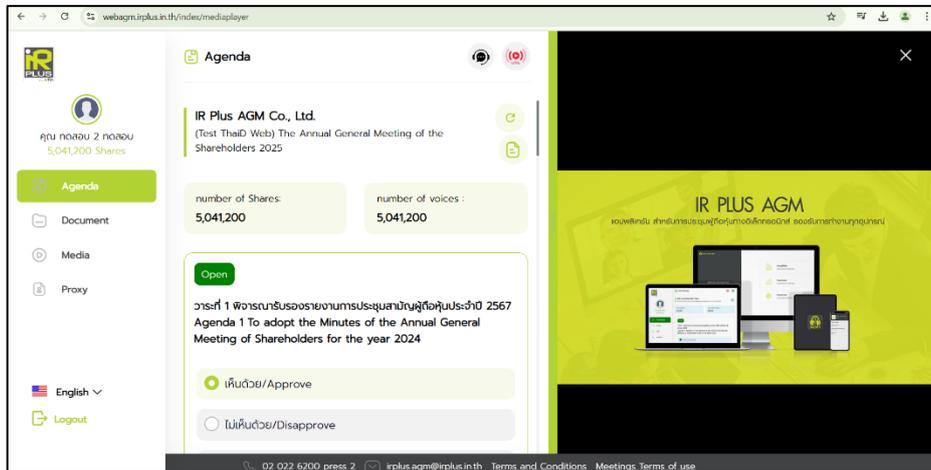
Web Application Menus Functions

*Note: Access to the various menus is restricted to users who have successfully completed the identity verification process.
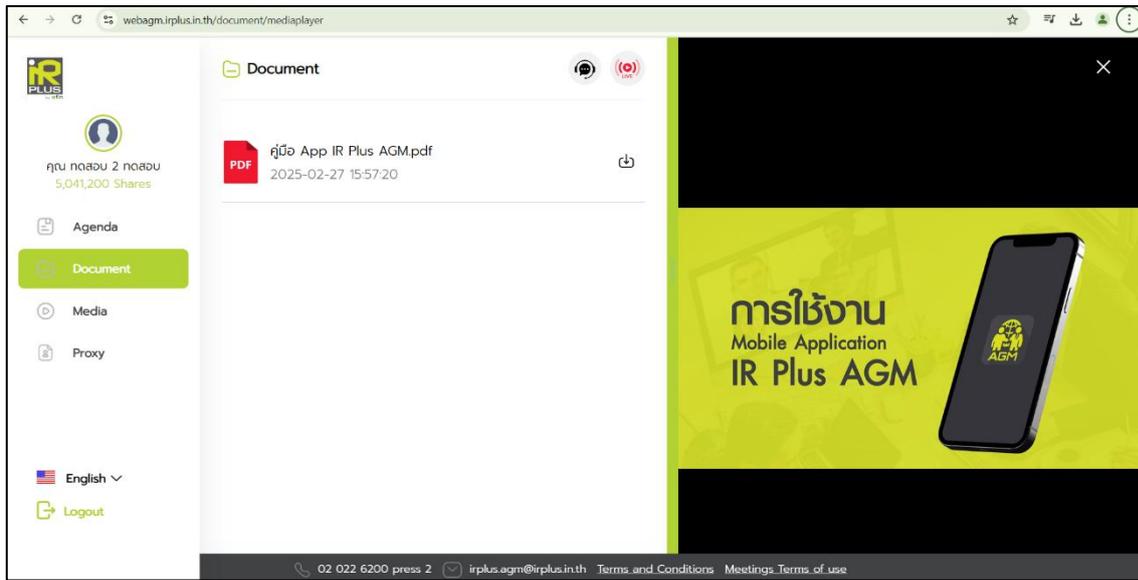
1. Agenda Menu

- Meeting Attendance Report

ระดับความลับ: ลับ

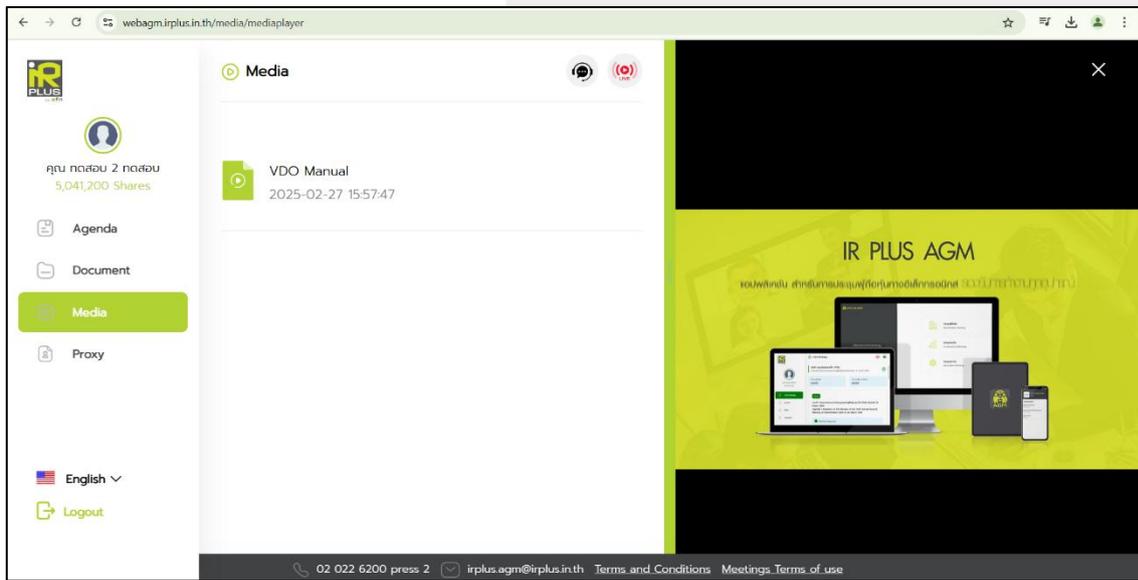ONL-MN-004 คู่มือการใช้งาน Web Application IR PLUS AGM - TH

2. Document Menu

- For users to view documents related to the meeting.

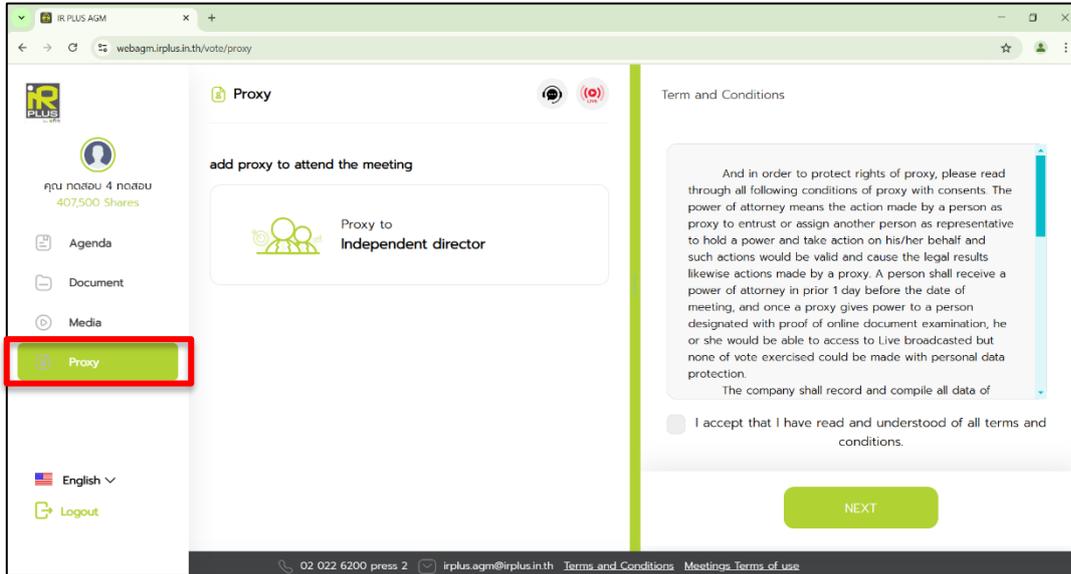## 3. Media Menu

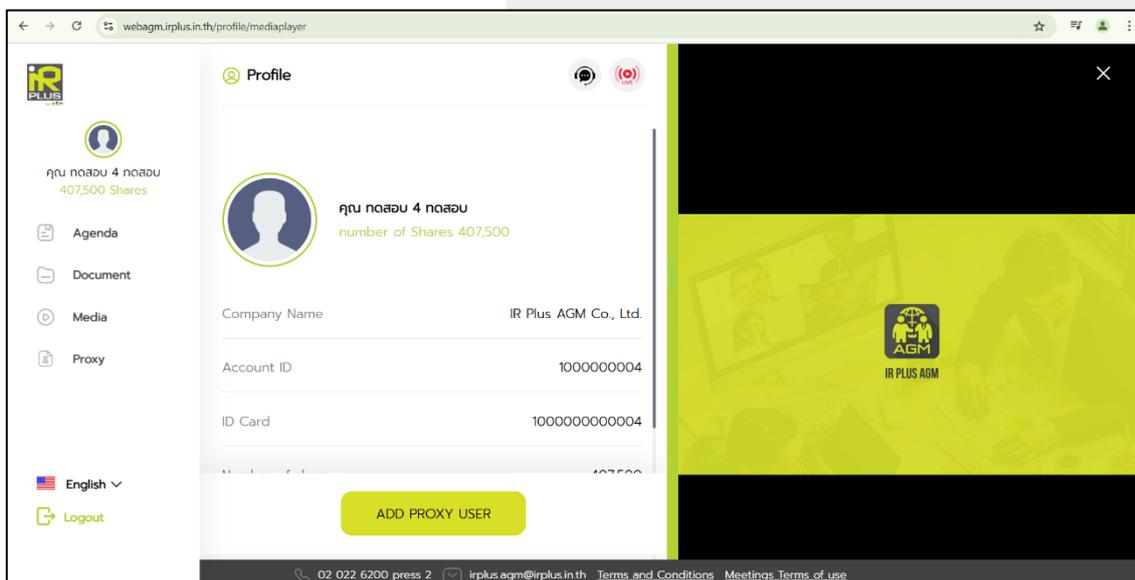- For users to view various videos related to the meeting.

4. Proxy Menu

This menu is for users who wish to grant a proxy. Only users with a shareholder account (Shareholder) who are attending in person will have access to this menu.

5. Profile Menu

- Personal information of the user account.

ระดับความลับ: ลับ

ONL-MN-004 คู่มือการใช้งาน Web Application IR PLUS AGM - TH

6. Setting Menu
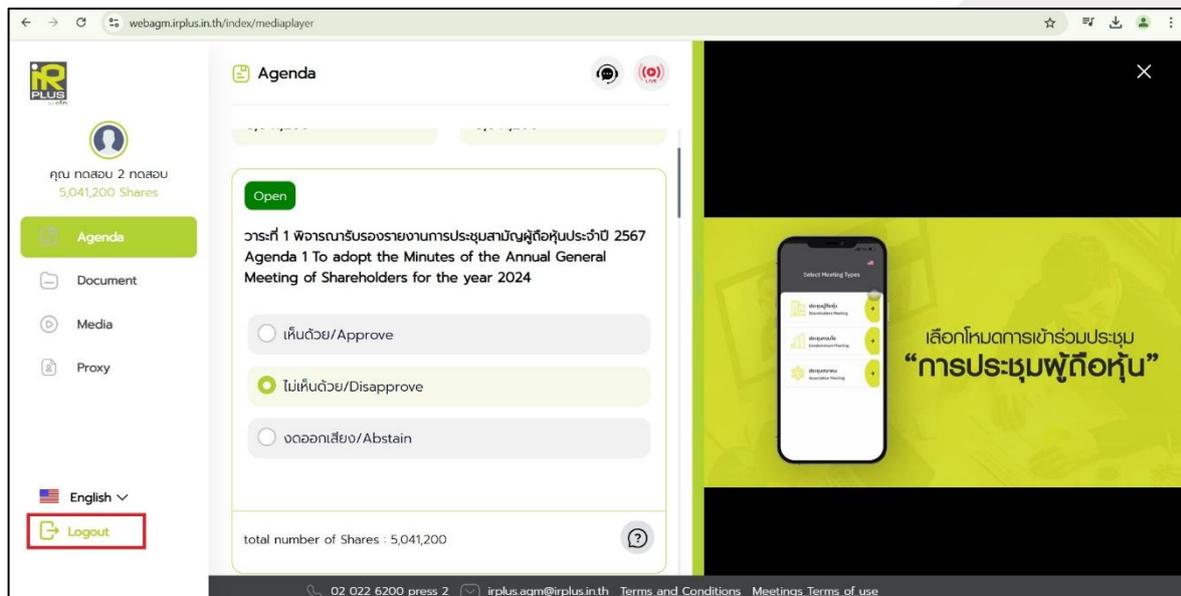
- For users who wish to change the language or log out of the system.
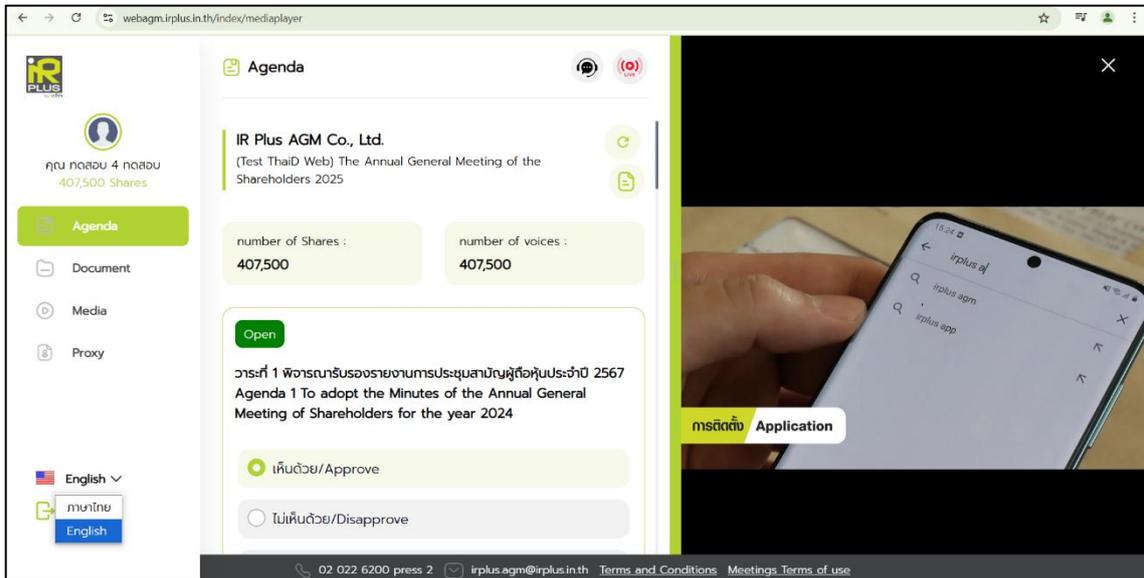
7. Logout Menu

- For users who wish to log out of the IR PLUS AGM system.

Caution: Clicking "Log Out" during the meeting will be considered as leaving the meeting prematurely, and the user will lose their vote in all agenda items.

ระดับความลับ: ลับ
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8. Inquiry or Comment Menu During Live Meeting

8.1 Submit Comments or Ask Questions to the Committee During the Meeting (via Video Call)

Users can request speaking rights through the application in this menu.
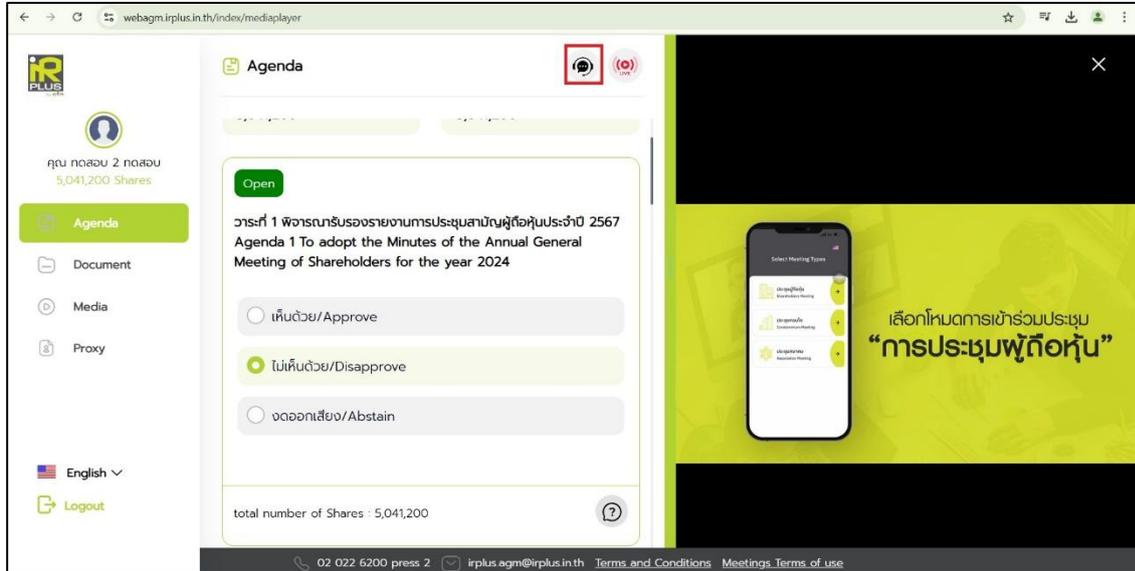
- Once the user has requested speaking rights via video call, the administrator will review the request and contact the user.
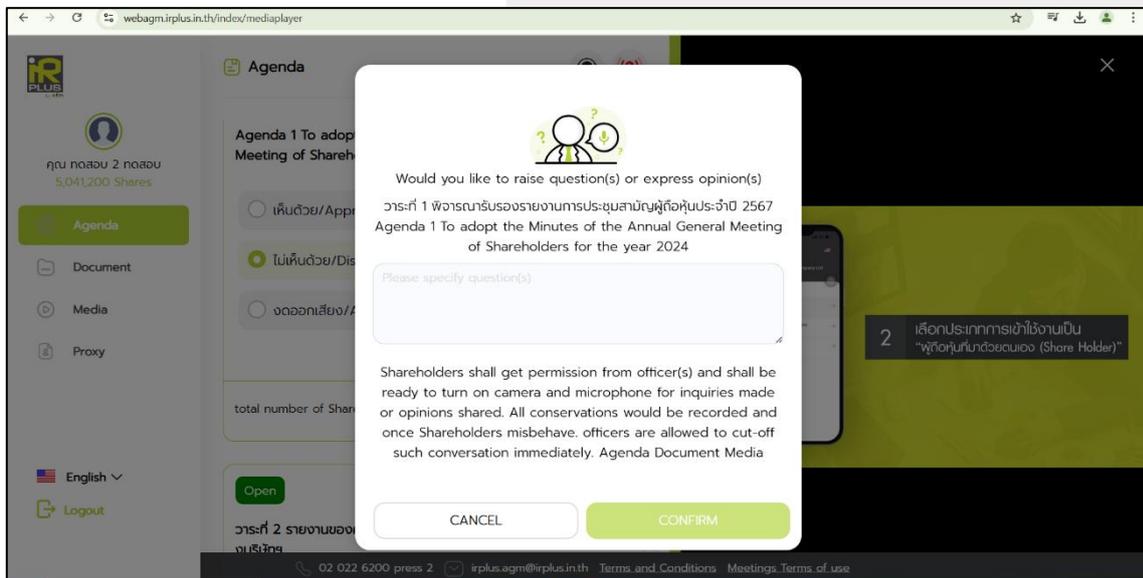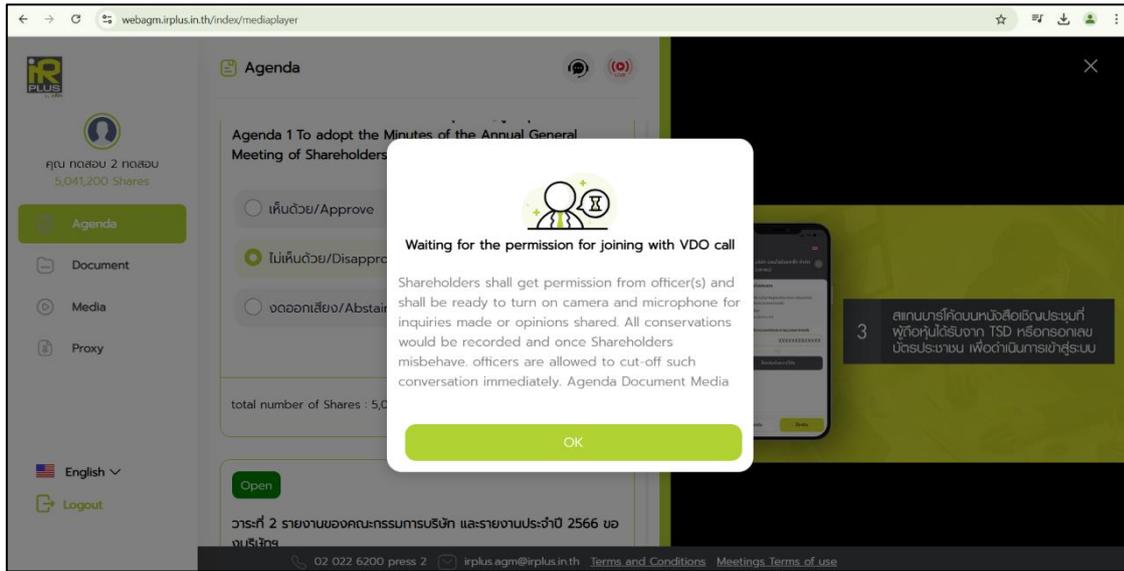
- Once the user has been approved by the administrator, they will be contacted. The user must confirm their participation in the meeting via video call and click the "Confirm Participation in Video Call" button.

ระดับความลับ: ลับ
ONL-MN-004 คู่มือการใช้งาน Web Application IR PLUS AGM - TH

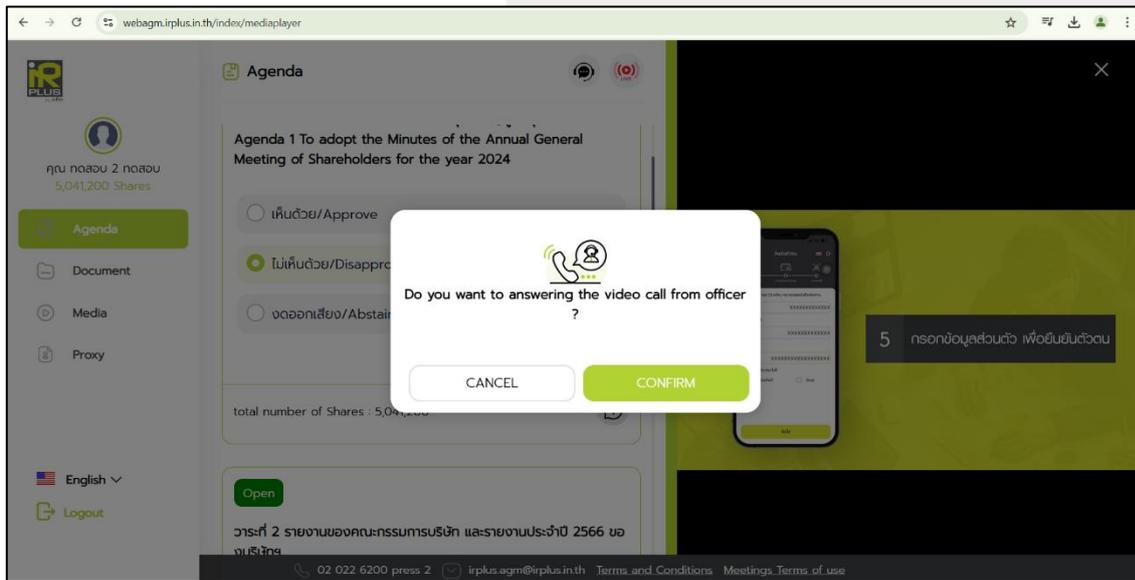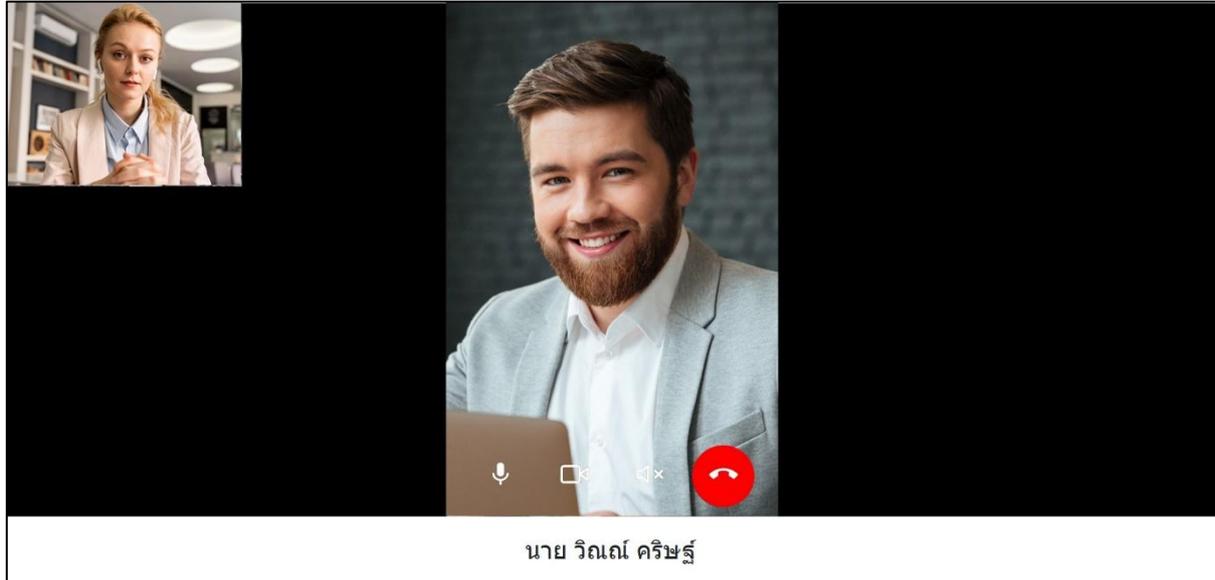- Once the user confirms their participation in the video call, the video call screen will appear, and the user's camera will be activated. The administrator will ask the user questions and wait for the committee's readiness before switching the camera to the committee for the question-and-answer session.

นาย วิณณ์ คริษฐ์

- Once the administrator has verified everything is in order, they will switch the camera to the committee so that the user can ask questions or make comments to the committee.

นาย วิณณ์ คริษฐ์
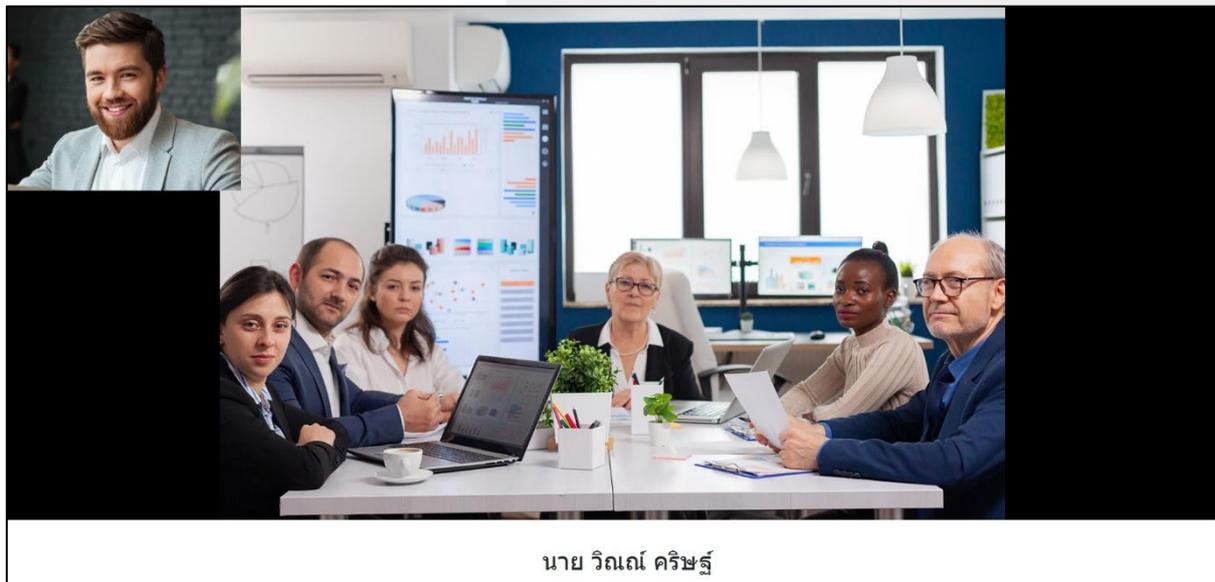
- Once the participant has asked their questions and received answers from the committee, the committee member will end the conversation by clicking "End Call" to conclude the discussion.
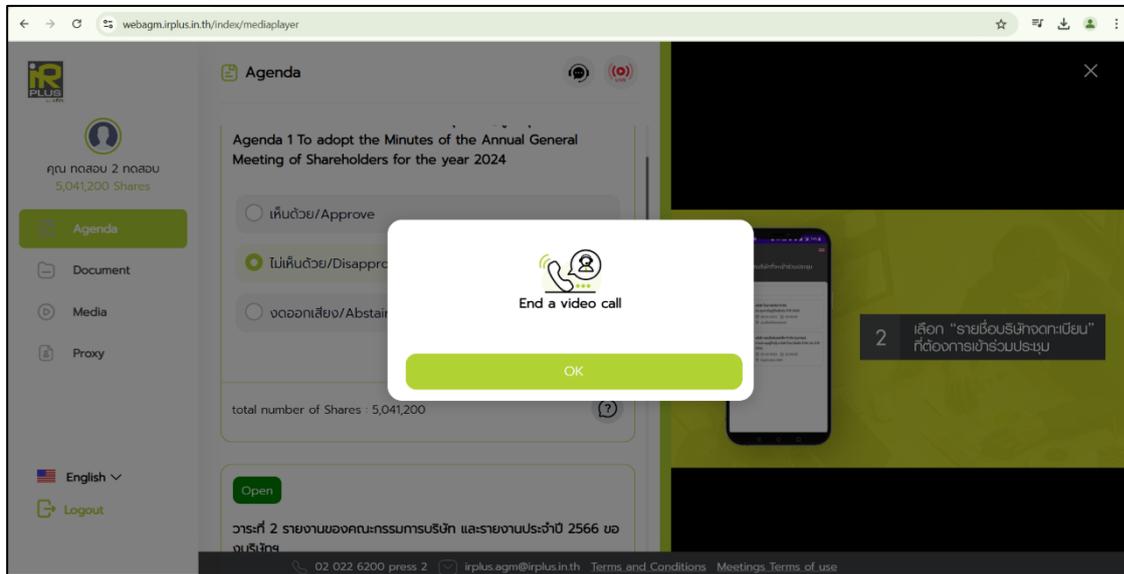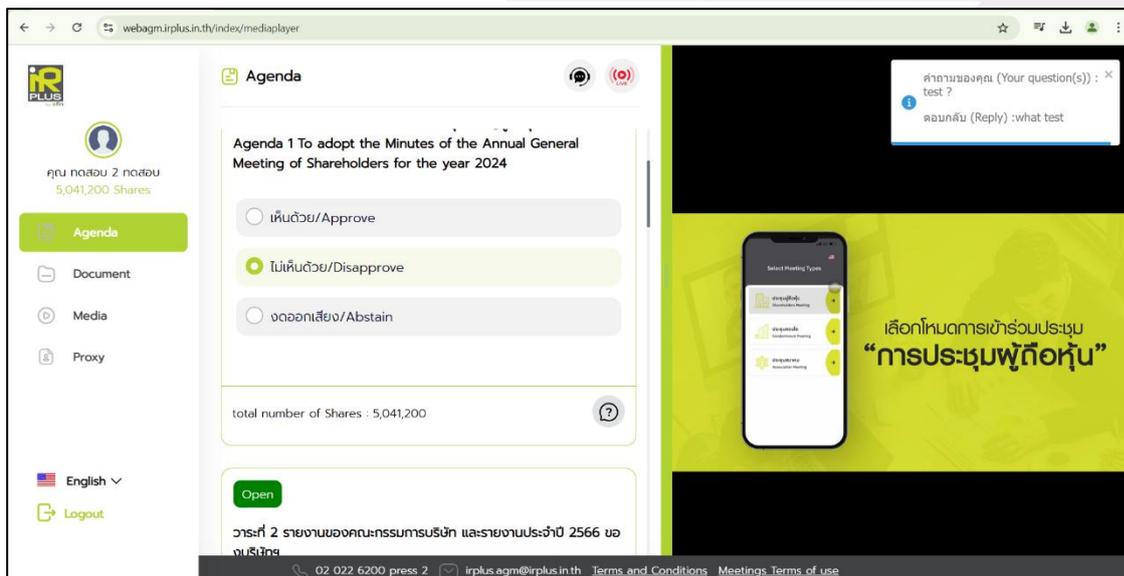

- In the case where the participant asks a question via video call but does not receive a video call response, the administrator will respond with a text message instead. The participant will receive a notification with the message.

ระดับความลับ: ลับ

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- When clicking to view the response message from the notification, it will be displayed as shown in the image.

  Alternatively, the participant can click again to review the response from the administrator.
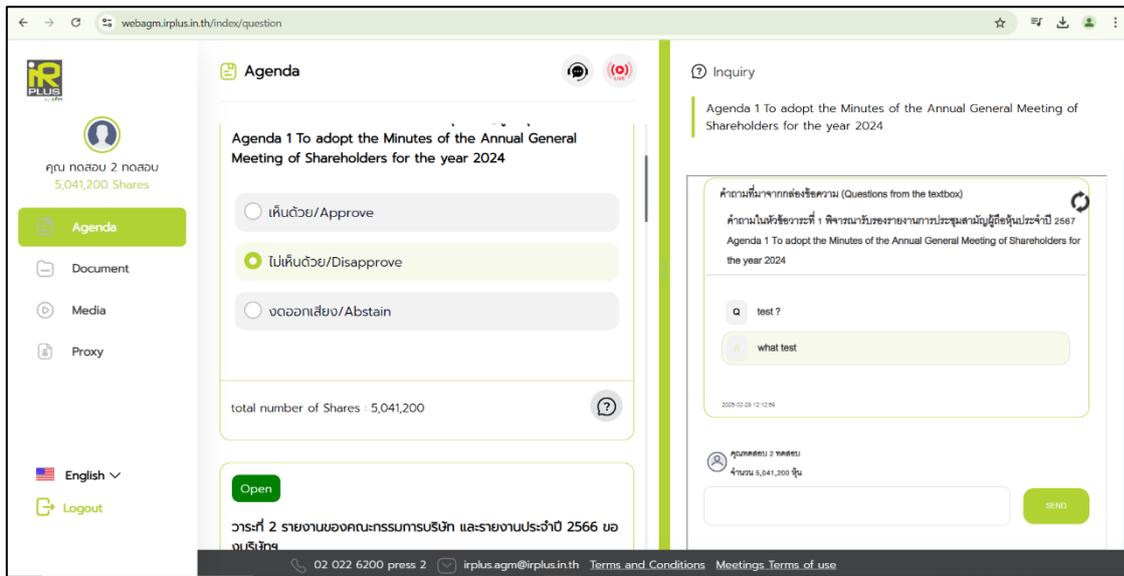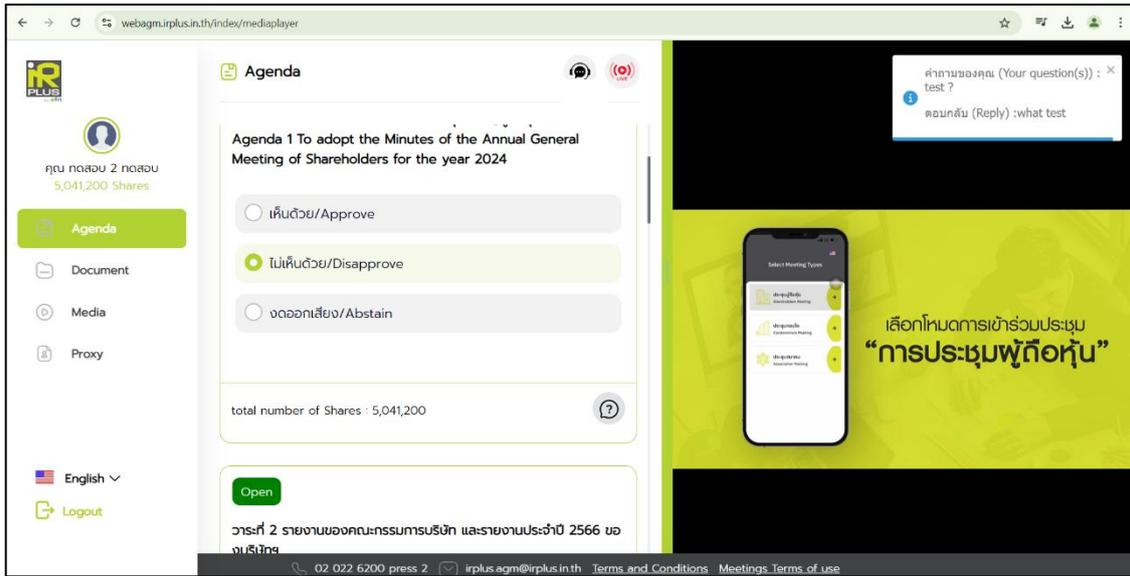

8.2. Inquiry or Comment Menu During Live Meeting (via Text Message)

Click the button to type a question for each agenda item.
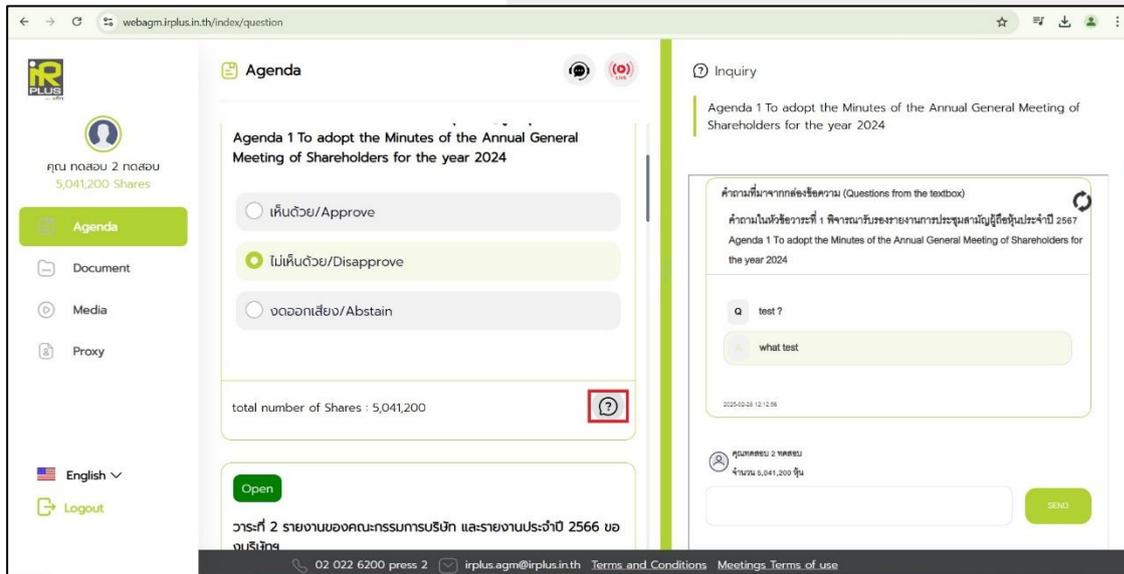
- Once the committee member has answered the question via text, the shareholder will receive a notification and can click to view the committee's response.

ระดับความลับ: ลับ

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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	สร้าง
24/01/2025	24/01/2025	01	A	เพิ่มเนื้อหาการยืนยันตัวตนด้วยระบบ ThaiD และเพิ่มเนื้อหาการเพิ่มผู้มอบฉันทะ
17/02/2025	17/02/2025	02	M	อัพเดทรูปภาพปัจจุบัน และเพิ่มเนื้อหาใหม่ต่างๆ