

Procedure for submitting a meeting (E-Request)
and using the meeting system via electronic media (E-Meeting)

User Manual

e-Shareholder Meeting System



Contents

1 Preparation for DAP e-Shareholder Meeting

2 Steps of e-Registration

3 Steps of joining the e-Meeting

4 e-Question and e-Voting functions

5 Resetting password

1 Preparation for DAP e-Shareholder Meeting

For registration, please prepare an electronic device with a camera.



PC Computer



Notebook



Tablet



Mobile



Access to DAP e-Shareholder Meeting
via Web Browser.



Google Chrome
(recommended)



Safari



Edge

Documents required for registration

Individual shareholder



ID Card

or



Passport

Juristic person



Juristic person certificate



ID Card

or



Passport

Preparation for DAP e-Shareholder Meeting

e-Registration via DAP e-Shareholder Meeting system

Attend the meeting in person

☒ Thai person ☒ Foreign person ☒ Juristic person

Proxy to another person (A)

Proxy to another person (B)

Proxy to independent director (B)



**DAP
e-Shareholder
Meeting**

Register by sending documents to the company*

1



For registration, shareholders submit the documents for identity verification to the company, as specified in the invitation to the shareholders' meeting

2



The company officer will check the information and proceed registration. The system will inform the shareholders of the registration result and username for attending the meeting.

* Please study the details of registration such as document list / document submission, as specified in the invitation to the shareholders' meeting

In case of proxy

For shareholder who is unable to attend the meeting, they may appoint a proxy. Please find more information about proxy in the invitation letter to shareholders' meeting.

2 Steps of e-Registration

Log in to register from the registration link provided in the invitation to the shareholders' meeting.

1 Click "New registration"

DAP E-Shareholder Meeting

TEST LISTED

Annual General Meeting of Shareholder for the year 2022 No. 1/2022
10 February 2022 via electronic meeting (E-AGM) at 3:00 PM

Login

Email

Password

Forgot password

Login

OR

New registration

[Investor Registration Manual](#)

Recommended Browser: Chrome

2 Shareholders accept the terms and conditions for attending the shareholders' meeting via DAP e-Shareholder system by marking ☒ and click "OK"

ข้อตกลงและเงื่อนไขในการเข้าประชุมผู้ถือหุ้นผ่านระบบ DAP e-Shareholder Meeting

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☒ ข้อตกลงและเงื่อนไขในการเข้าประชุมผู้ถือหุ้นผ่านระบบ DAP e-Shareholder Meeting

ข้าพเจ้า/ดิฉัน/ท่าน (ชื่อและนามสกุล) ขอรับรองว่าได้อ่านและเข้าใจข้อตกลงและเงื่อนไขในการเข้าประชุมผู้ถือหุ้นผ่านระบบ DAP e-Shareholder Meeting ดังต่อไปนี้

1. ข้าพเจ้า/ดิฉัน/ท่าน (ชื่อและนามสกุล) ขอรับรองว่าได้อ่านและเข้าใจข้อตกลงและเงื่อนไขในการเข้าประชุมผู้ถือหุ้นผ่านระบบ DAP e-Shareholder Meeting ดังต่อไปนี้

2. ข้าพเจ้า/ดิฉัน/ท่าน (ชื่อและนามสกุล) ขอรับรองว่าได้อ่านและเข้าใจข้อตกลงและเงื่อนไขในการเข้าประชุมผู้ถือหุ้นผ่านระบบ DAP e-Shareholder Meeting ดังต่อไปนี้

3. ข้าพเจ้า/ดิฉัน/ท่าน (ชื่อและนามสกุล) ขอรับรองว่าได้อ่านและเข้าใจข้อตกลงและเงื่อนไขในการเข้าประชุมผู้ถือหุ้นผ่านระบบ DAP e-Shareholder Meeting ดังต่อไปนี้

4. ข้าพเจ้า/ดิฉัน/ท่าน (ชื่อและนามสกุล) ขอรับรองว่าได้อ่านและเข้าใจข้อตกลงและเงื่อนไขในการเข้าประชุมผู้ถือหุ้นผ่านระบบ DAP e-Shareholder Meeting ดังต่อไปนี้

หากผู้ถือหุ้นได้เข้าและแสดงหลักฐานการเข้าประชุมและลงชื่อในการเข้าประชุมผู้ถือหุ้นผ่านระบบ DAP e-Shareholder Meeting ดังต่อไปนี้

ให้ท่านยอมรับเงื่อนไขข้อตกลงและเงื่อนไขในการเข้าประชุมผู้ถือหุ้นผ่านระบบ DAP e-Shareholder Meeting ดังต่อไปนี้

ตกลง

2.1 Attend the meeting in person – Individual person with the ID Card



1 Choose a registration form

☐ Attend in person ☐ Proxy

2 Specify the type of shareholder

☐ Thai person ☐ Foreign person / Person without the ID card ☐ Juristic person

3 Fill out shareholder's information

- Name-Surname
- ID card number / laser code on the back of the ID card (optional)
- Date of birth
- Email address (It will be used as your username when logging in)
- Password
- Mobile phone number

Your password must be between 8-15 characters and must contain:

1. Uppercase letter
2. Lowercase letter
3. Number or Special characters

Shareholders consent to receive documents in electronic format from the meeting organizer by marking ☒ and click "Next"

4 Enter OTP



OTP will be sent to the mobile phone number and email you have entered.

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

Enter OTP and click "Next"

5 Take pictures of yourself

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

Picture 1 : Picture of yourself

Picture 2 : Picture of your ID card

Picture 3 : Picture of yourself holding the ID card

The interface shows three steps for photo capture, each with a label, a 'ถ่ายภาพ' (Take Photo) button, and a corresponding illustration:

- ขั้นตอนที่ 1: ถ่ายรูปตัวเอง***
สำหรับการถ่ายภาพใบหน้าของตนเอง
Illustration: A person's head and shoulders.
- ขั้นตอนที่ 2: ถ่ายรูปบัตรประชาชน***
สำหรับการถ่ายภาพบัตรประชาชนของตนเอง
Illustration: A Thai ID card.
- ขั้นตอนที่ 3: ถ่ายรูปตัวเองถือบัตรประชาชน***
สำหรับการถ่ายภาพตัวเองถือบัตรประชาชน
Illustration: A person holding a Thai ID card.

6 Review registration and securities holding information

Please keep your username and password confidential. Your login account should never be disclosed to others.

The screen displays the 'Review' stage of the registration process. It includes a sidebar menu with options like 'ลงทะเบียน', 'ยืนยันตัวตน', 'ตรวจสอบข้อมูล', 'ยืนยันข้อมูล', 'ยืนยันข้อมูล', 'ยืนยันข้อมูล', and 'ยืนยันข้อมูล'. The main area shows a summary of the user's information and a table of securities holdings.

ประเภทหลักทรัพย์	ชื่อหลักทรัพย์	จำนวนหุ้น	มูลค่าหุ้น	รวม
หุ้นสามัญ	บริษัท จำกัด	1000	10.00	10.00
หุ้นกู้	บริษัท จำกัด	1000	10.00	10.00

Buttons for 'ยืนยัน' (Confirm) and 'ยกเลิก' (Cancel) are at the bottom right.

Shareholders review the registration information and securities holding information. If the information is correct, click "Submit"

2.2 Attend the meeting in person – Foreign person / Person without the ID card OR Juristic Person

1 Choose a registration form

2 Specify the type of shareholder

3 Fill out personal information

☒ Attend in person ☐ Proxy

☐ Thai person ☒ Foreign person / Person without the ID card ☐ Juristic person

Foreign person / Person without the ID card

- Name-Surname
- Passport / Non-Thai ID / Government Officer Number
- Email address (It will be used as your username when logging in)
- Password
- Mobile phone number

Juristic person

- Juristic person Name (Company Name)
- Registration Number
- Juristic person representative information: ID card number / laser code on the back of the ID card and date of birth (optional)
- Email address (It will be used as your username when logging in)
- Password
- Mobile phone number

Your password must be between 8-15 characters and must contain:

1. Uppercase letter
2. Lowercase letter
3. Number or Special characters

Shareholders consent to receive documents in electronic format from the meeting organizer by marking ☒ and click "Next"



4 Enter OTP



OTP will be sent to the mobile phone number and email you have entered.

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

Enter OTP and click "Next"

5 Take a picture of yourself / Attach files



Take a picture of yourself and upload attachments as specified in the invitation letter

อัปโหลดไฟล์



Upload attachments as specified in the invitation letter

อัปโหลดไฟล์

6 Review registration and securities holding information

Please keep your username and password confidential. Your login account should never be disclosed to others.



Shareholders review the registration information and securities holding information. If the information is correct, click "Submit"

2.3 Proxy to another person (A)



1 Choose
a registration form

☐ Attend in person ☒ Proxy

2 Fill out the information
of the shareholder
who appoints a proxy
and enter OTP

- Name-Surname
- ID card number / laser code on the back of the ID card
- Date of birth
- Email Address
- Mobile phone number

Shareholders consent to receive documents in electronic format from the meeting organizer by marking ☒ and click "Next"

- Enter OTP

3 Specify the type of proxy

☒ Proxy to another person (A) ☐ Proxy to independent director (B)

4 Fill out proxies
information

- Name-Surname / Age
- ID card number / Address
- Email Address
- Mobile phone number

 อัปโหลดไฟล์

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

Proxy form A can be downloaded at

 เอกสารใบมอบฉันทะ ก.

Click "Next"

Review registration
and securities holding
information



Shareholders review the registration
information and securities holding information.
If the information is correct, click "Submit"

Proxies will receive an email with the initial password.
Proxies will have to reset a new password before logging in to DAP e-Shareholder Meeting



2.4 Proxy to another person (B)

1 Choose
a registration form

2 Fill out the information
of the shareholder who
appoints a proxy
and enter OTP

3 Specify the type of proxy

4 Fill out proxies
information

☐ Attend in person ☒ Proxy

- Name-Surname
- ID card number / laser code on the back of the ID card (optional)
- Date of birth
- Email Address
- Mobile phone number

Shareholders consent to receive documents in electronic format from the meeting organizer by marking ☒ and click "Next"

- Enter OTP

☒ Proxy to another person (B) ☐ Proxy to independent directors (B)

Proxy to another person (B)

- Name-Surname / Age
- ID card number / Address
- Email Address
- Mobile phone number

Proxy to another person (B)

- Independent Director's name



5 Cast a vote in advance

Agenda No 1 To acknowledge the overall operation of the Company during 2020

Agenda No 2 To consider and approve the Balance Sheet Statement and Profit and Loss Statement for the fiscal year ended 31st December 2020

☐ Agree ☐ Disagree ☐ Abstain

Agenda No 3 To consider and approve the appointment of Directors for replacement of those who retired.

Agenda No 3.1 Mr. Somchai Kamtong

☐ Agree ☐ Disagree ☐ Abstain

The shareholder who appoints a proxy cast a vote in advance for all agenda. There are 3 voting options:

- Agree
- Disagree
- Abstain

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

Proxy form B can be downloaded at

เอกสารใบมอบฉันทะ v.

Click "Next"

6 Review registration and securities holding information



Shareholders review the registration information and securities holding information. If the information is correct, click "Submit"

The shareholder will receive an email informing your proxy registration result to confirm that the proxy registration has been completed. However, the shareholder will not receive the password, as the proxy are appointed to independent director and your vote was already casted.

3 Steps of joining the e-Meeting



1

<https://portal.eservice.setgroup.or.th>

Shareholders log in to DAP e-Shareholder Meeting system on the date and time specified by the company

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

2

Enter Username (email address that you have registered) and Password

3

1. Search for the meeting by finding the Company name / Meeting type etc.
2. Click “Join Meeting” on the meeting you wish to join

4

Meeting list Join Meeting

Meeting information Agenda Q&A Summary voting results

Meeting information

Company Name: USRINACOLIA SET

Company Symbol: TEST

Meeting Name: Annual General Meeting of Shareholder for the year 2022 No. 1/2022

Meeting Type: AGM

Meeting Location: Via electronic meeting (E-AGM) at 3:30 PM

Stock information details

No.	Full name	Common Stock	Preferred Stock	Address
1	testu chutakul	1,000	1,000	230/28 m.j.s roadburangkun roaduue uee fuu
Total		1,000	1,000	

Menu bar will display information as follow:

1. Meeting information
2. Meeting agenda
3. Your question list
4. Voting result (after announced)

- Click “Join Meeting” Join Meeting
- Agree to the terms and conditions of service by marking ☒ and click “Join Meeting”
- Confirm name and voting rights
- Enter OTP



3 Steps of joining the e-Meeting

The screenshot displays the DAP e-Shareholder Meeting interface. At the top, there are buttons for 'Open WebEx' and 'Leave Meeting'. The main area shows a meeting display with a '1' indicating the first step. Below the display, there are buttons for 'Unmute', 'Start video', and 'Start Sharing'. To the right, an 'Agenda' list is shown with items 1 through 4, where item 2 is highlighted with a star icon and a yellow bar. Below the agenda, there are buttons for 'Submit Vote' and 'Send Question'. At the bottom, there are two sections: 'Q&A' with a '5' icon and 'Summary voting results' with a '6' icon. The 'Q&A' section shows two questions and their remarks, both marked as 'Completed'.

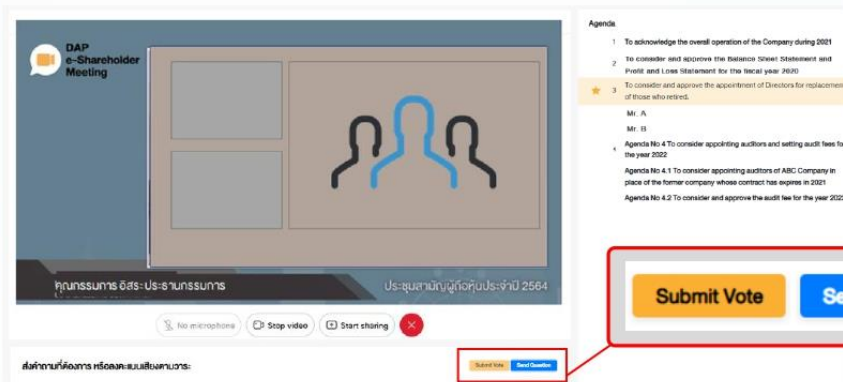
Description

1. Meeting Display: Webex Meeting screen will be embedded in DAP e-Shareholder Meeting. If the screen does not work, click 'Open WebEx' on the top right to view the meeting via Application Cisco Webex Meeting instead
2. Current agenda will be indicated by star icon and yellow bar
3. e-Voting functions: voting can be casted only within appointed time frame
4. e-Question functions: queueing your questions for both current and upcoming agenda
5. Your questions submitted in the meeting
6. Voting results: It will be only shown after the company has announced results for each agenda

4 e-Question and e-Voting functions



e-Question functions



Send Question

Agenda *

Agenda No 4 To consider appointing auditors and setting audit fees for the year 2022

Questioner *

นายสมชาย ใจดี

Question (Optional)

1/1000

Close Send Question

During the meeting, shareholders can submit questions in advance:

1. Click "Submit Vote" [Send Question](#)
2. Vote within the period of time given for both your vote rights and proxy's (if any)
Click "Submit Vote" [Send Question](#)

When you are allowed to ask questions, the company will call your name. Please turn on your microphone and/or camera (VDO) to ask such question by yourself

4 e-Question and e-Voting functions

e-Voting functions



Submit Vote
Send Question

Submit Vote x

Agenda
To consider and approve the Balance Sheet Statement and Profit and Loss Statement for the fiscal year ended 31st December 2020

Submit Vote

☐ Agree All
 ☐ Disagree All
 ☐ Abstain All

Shareholder : Mr. A. Tester

☐ Agree
 ☐ Disagree
 ☐ Abstain

1) Proxy: Mr. B. Testerproxy

☐ Agree
 ☐ Disagree
 ☐ Abstain

2) Proxy: Mr. C. Testerproxy

☐ Agree
 ☐ Disagree
 ☐ Abstain

Close
Submit Vote

For each agenda, there are 3 voting options:
“Agree”, “Disagree” and “Abstain”

1. Click “Submit Vote”
2. Vote within the period of time given for both your vote rights and proxy’s (if any)
3. Click “Submit Vote” Submit Vote

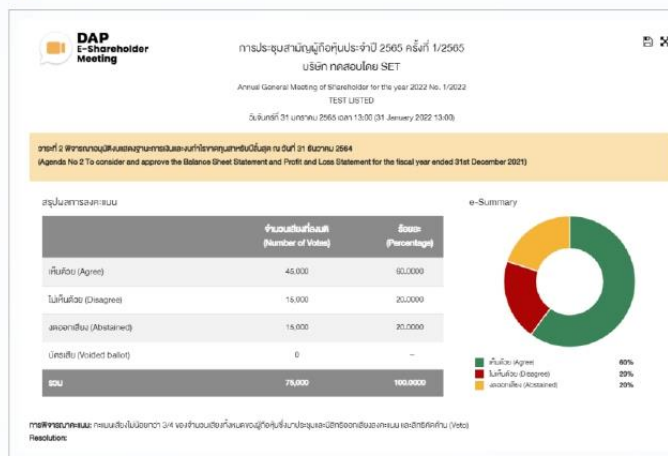
Shareholders are able to vote only within given time frame.

4 e-Question and e-Voting functions

e-Voting functions



1



2

Send Question or Vote Submit Vote Send Question

O&A Summary voting results

Summary voting results

No.	Agenda Name	Vote	Summary
1	To acknowledge the overall operation of the Company during 2021		
2	To consider and approve the Balance Sheet Statement and Profit and Loss Statement for the fiscal year ended 31st December 2020	✓	
3	To consider and approve the appointment of Directors for replacement of those who retired.		
4	Mr. A	✓	
5	Mr. B	✓	

✓ Agenda has voting. Voting Result Summary

After the closing of voting in each agenda, the company will announce results. Shareholders can check the result of each agenda by clicking the icon

5 Resetting password



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

DAP E-Shareholder Meeting

TEST LISTED

Annual General Meeting of Shareholder for the year 2022 No. 1/2022
10 February 2022 via electronic meeting (E-AGM) at 3.00 PM

Login

Email

Password

Forgot password

Login

or

New registration

[Investor Registration Manual](#)
Recommended Browser: Chrome

1 Reset password via email

รีเซ็ตพาสเวิร์ด

อีเมล *

กรุณากดปุ่มยืนยันเพื่อเริ่มการรีเซ็ตพาสเวิร์ด

[มีข้อผิดพลาด กรุณาตรวจสอบว่ากรอกข้อมูลถูกต้อง](#)

ปิด **ยืนยัน**

Enter your registered email

ส่งอีเมลสำเร็จ

กรุณารอตรวจสอบอีเมลของท่านเพื่อทำการรีเซ็ตพาสเวิร์ด

ปิด

Check your inbox

รีเซ็ตพาสเวิร์ด

อีเมล

รหัสผ่าน

ยืนยันรหัสผ่าน

ยืนยัน

Set new password

5 Resetting password

2 Reset password via mobile phone number

Click the link to reset password
via mobile phone

Request for OTP and enter OTP

Enter your mobile phone number

Set new password





To download user manual



shareholders could study more information at:
<https://www.set.or.th/e-shareholder-meeting>



Or scan the following QR Code:

