

User Manual

e-Shareholder Meeting System



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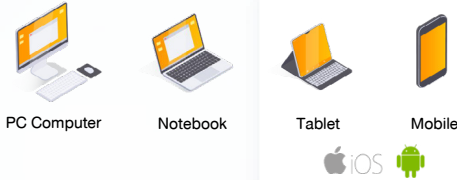
- 4** e-Question and e-Voting functions

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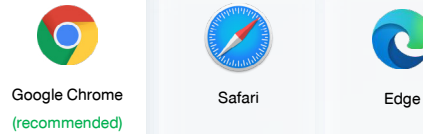
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1 Preparation for DAP e-Shareholder Meeting

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

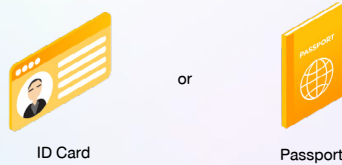


Access to DAP e-Shareholder Meeting via Web Browser.

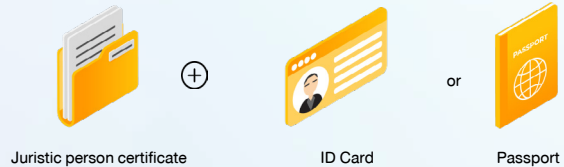


Documents required for registration

Individual shareholder



Juristic person



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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

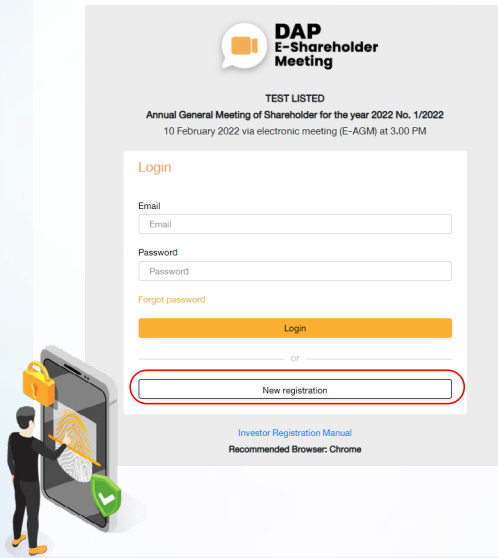
In case of proxy

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.

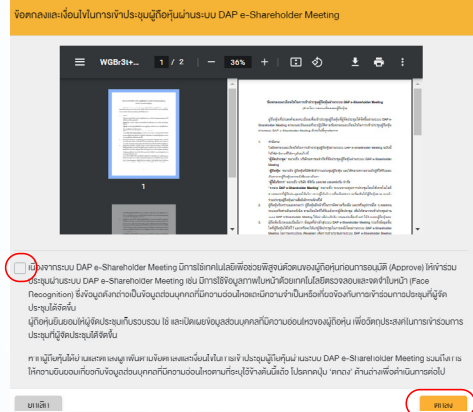
2 Steps of e-Registration

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

1 Click "New registration"



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



2.1 Attend the meeting in person – Individual person 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"

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5 Take pictures of yourself

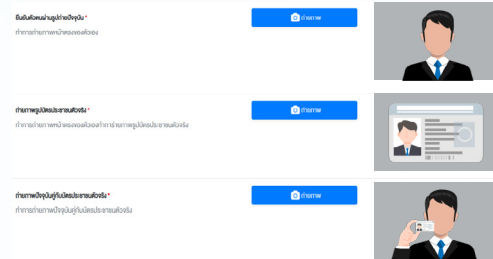
6 Review registration and securities holding information

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



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"

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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"



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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”**

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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”**


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5 Review registration and securities holding information



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

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



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2.4 Proxy to another person (B)

1 Choose a registration form

Attend in person Proxy

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

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

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


- Enter OTP

3 Specify the type of proxy

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

4 Fill out proxies information

<p><u>Proxy to another person (B)</u></p> <ul style="list-style-type: none"> • Name-Surname / Age • ID card number / Address • Email Address • Mobile phone number 	<p><u>Proxy to another person (B)</u></p> <ul style="list-style-type: none"> • Independent Director's name
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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

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

Agenda No 3.1 Mr. Somchai Kamtong

ดาวน์โหลด

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

Proxy form B can be downloaded at

เอกสารใบมอบฉันทะ: ข.

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

- Agree
- Disagree
- Abstain

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.

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3 Steps of joining the e-Meeting



1

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

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

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

2

Login

Email

Password

Forgot password

Login

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

3

Meeting list

Company Name Meeting Type Status Year Search Cancel

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

19 July 2022 ACM Online Join Meeting

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

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Meeting list
Join Meeting

Meeting information
Agenda
Q&A
Summary voting results

Meeting information

Company Name: ABC-Shareholder Meeting

Company Number: TEST

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

Meeting Type: AGM

Meeting Location: via electronic meeting (E-Meeting) at 3:00 PM

No.	Full name	Common Stock	Preferred Stock	Address
1	นายอนุช วัฒนกุล	1,000	1,000	233/29 หมู่ 5 ตำบลบ้านไร่ อำเภอบ้านไร่ จังหวัดอุทัยธานี
Total		1,000	1,000	

- 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

Menu bar will display information as follow:

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



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3 Steps of joining the e-Meeting

1
Meeting Room
Open WebEx
Leave Meeting

DAP e-Shareholder Meeting

Unmute
Start video
Start Sharing

Submit Vote
Send Question

Agenda

- 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 2020
- 3 To consider and approve the appointment of Directors for replacement of those who resign.
- 4 Mr. A
- 5 Mr. B
- 6 Agenda No 4 To consider appointing auditors and setting audit fees for the year 2022
- 7 Agenda No 4.1 To consider appointing auditors of ABC Company in place of the former company whose contract has expired in 2021
- 8 Agenda No 4.2 To consider and approve the audit fee for the year 2022

5
Q&A
6
Summary voting results

Q&A

To acknowledge the overall operation of the Company during 2021

Question : I would like to know the operating results of the company in 2021

Remark : Completed

06 February 2022 14:09 Delete

Question : สอบถามการเลือกตั้งกรรมการที่จะรับตำแหน่งมาลาออก

Remark : Completed

06 February 2022 14:09 Delete

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: queuing 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

Bangchak Sriracha Public Company Limited

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4 e-Question and e-Voting functions



e-Question functions

The screenshot shows a meeting interface with an agenda on the right and a 'Send Question' form on the left. The agenda includes items like 'To acknowledge the overall operation of the Company during 2023' and 'To consider and approve the Balance Sheet Statement and Profit and Loss Statement for the fiscal year 2020'. The 'Send Question' form has fields for 'Agenda', 'Questioner', and 'Question (Optional)'. A red box highlights the 'Send Question' button in the bottom right of the form.

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

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4 e-Question and e-Voting functions



e-Voting functions

The screenshot shows the 'Submit Vote' form. At the top, there are 'Submit Vote' and 'Send Question' buttons. The form displays the agenda item: 'To consider and approve the Balance Sheet Statement and Profit and Loss Statement for the fiscal year ended 31st December 2020'. Below this, there are radio button options for 'Agree All', 'Disagree All', and 'Abstain All'. The form also lists the shareholder and their proxies: 'Shareholder: Mr. A Tester', '1) Proxy: Mr. B Testerproxy', and '2) Proxy: Mr. C Testerproxy'. Each name has radio button options for 'Agree', 'Disagree', and 'Abstain'. A red box highlights the 'Submit Vote' button at the bottom right.

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.

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4 e-Question and e-Voting functions

e-Voting functions



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DAP E-Shareholder Meeting
 การประชุมสามัญผู้ถือหุ้นประจำปี 2565 ครั้งที่ 1/2565
 บริษัท เจริญโภคภัณฑ์อาหาร จำกัด (มหาชน) SSET
 Annual General Meeting of Shareholder for the year 2022 No. 1/2022
 12:00 - 13:00
 วันพุธที่ 51 มกราคม 2565 (ณ 13:00:01 - January 2023 13:00)

หัวข้อ 1: 1. อนุมัติรายงานผลประกอบการและงบการเงินประจำปี 2021
 (Agenda No. 1 To consider and approve the Balance Sheet Statement and Profit and Loss Statement for the fiscal year ended 31st December 2021)

ผู้ลงคะแนน	จำนวนหุ้นที่ออก (Number of Votes)	โหวต (Percentage)
ผู้สนับสนุน (Agree)	43,000	61.00%
ไม่โหวต (Disagree)	13,000	20.00%
งดออกเสียง (Abstain)	14,000	20.00%
งดออกเสียง (Abstain)	0	-
รวม	70,000	100.00%

e-Summary

Legend:
 - ผู้สนับสนุน (Agree) 61%
 - ไม่โหวต (Disagree) 20%
 - งดออกเสียง (Abstain) 20%

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Send Question or Vote [Submit Vote] [Send Question]

Q&A 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

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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 *

กรุณากรอกอีเมลที่ลงทะเบียนไว้
 อีเมลจะต้องตรงกับระบบทะเบียนผู้ถือหุ้น

ถัดไป

Enter your registered email

ส่งอีเมลสำเร็จ

กรุณาตรวจสอบอีเมลของคุณสำหรับรหัสรีเซ็ตพาสเวิร์ด

ตกลง

Check your inbox

รีเซ็ตพาสเวิร์ด

อีเมล

รหัสผ่าน

รหัสผ่านซ้ำ

อีเมลที่ลงทะเบียน

ยืนยัน

Set new password

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5 Resetting password

2 Reset password via mobile phone number

Click the link to reset password via mobile phone

Enter your mobile phone number

Request for OTP and enter OTP

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:

