



## Documents for registration, Self-identification procedures,

### Manual for registration and meeting through the application IR PLUS AGM, and voting method

#### 1. Evidence of identification

##### • Natural person

(1) For the Shareholders who wish to attend the meeting through electronic means by yourself :

- Notification of Meeting (with barcode)
- Copy of your identification card, or government official identification card or driving license, or passport which not expired.

(2) If you wish to appoint a proxy holder to attend and vote at the meeting through electronic means on your behalf ▪

- Notification of Meeting (with barcode)
- Completed and duly executed proxy with the grantor's and proxy holder's signature.
- Certified true copy of the grantor's identification which not expired such as identification card, or government official identification card or driving license, or passport.
- Certified true copy of the Proxy holder's identification which not expired such as identification card, or government official identification card or driving license, or passport.

##### • Juristic person

(1) In case a juristic person wish to have its authorized director attended the meeting on behalf of it through electronic means:

- Notification of Meeting (with barcode)
- Certified true copy of the company's affidavit or Certification Document specifying the authorization of the authorized director.
- Original of the director's identification such as identification card, or government official identification card or driving license, or passport which not expired.

(2) In case a juristic person wish to appoint a person to attend and vote through electronic means:

- Notification of Meeting (with barcode)
- Completed and duly executed proxy with the grantor's authorized directors' signature and proxy holder's signature.
- Certified true copy of the grantor's identification such as the company's affidavit, the Certification Document showing that persons who sign in a proxy are authorized directors.



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- Proxy holder's identification such as identification card, or government official identification card or driving license, or passport which not expired.

## 2. Voting Method

(1) 1 share is entitled to 1 vote.

(2) Shareholders and proxy holders under proxy Form A or B may not split votes in each agenda.

(3) Custodians who are appointed by foreign investors may split votes under proxy Form C.

(4) Shareholders may cast their vote to approve, disapprove, or abstain from voting.

(5) In each agenda item, the Chairman of the shareholders meeting will request the shareholders to vote. In order to save time of the overall shareholders, the shareholders who "approve" shall not take any action through voting system, while the shareholders who "object" or "abstain" shall confirm their intention through voting system except in the proxy case that the grantor specified the voting in the proxy, the Company would count the voting according to such proxy at the registration time. For vote counting, the Company would deduct the votes, which are "objection" or "abstention" from the total votes. The remaining votes will be deemed as "approve".

(6) In case the Shareholders or proxies attend the Meeting after completion of voting in any of the agenda items, the Shareholders or proxies have a right to vote only in the next agenda item(s) for which the voting system is still open. For fairness and transparency, when the voting system is closed, the Company cannot amend any information in the voting system.



### 3. Self-identification procedures, Manual for registration and meeting



## IR PLUS AGM

### Electronic-Annual General Meeting (E-AGM)

#### 1. Download and Install application "IR PLUS AGM"

From App Store (Support since iOS 14.5) and Google Play Store (Support since Android 8)



iOS

iOS 14.5 ขึ้นไป



Android

Android 8.0 ขึ้นไป

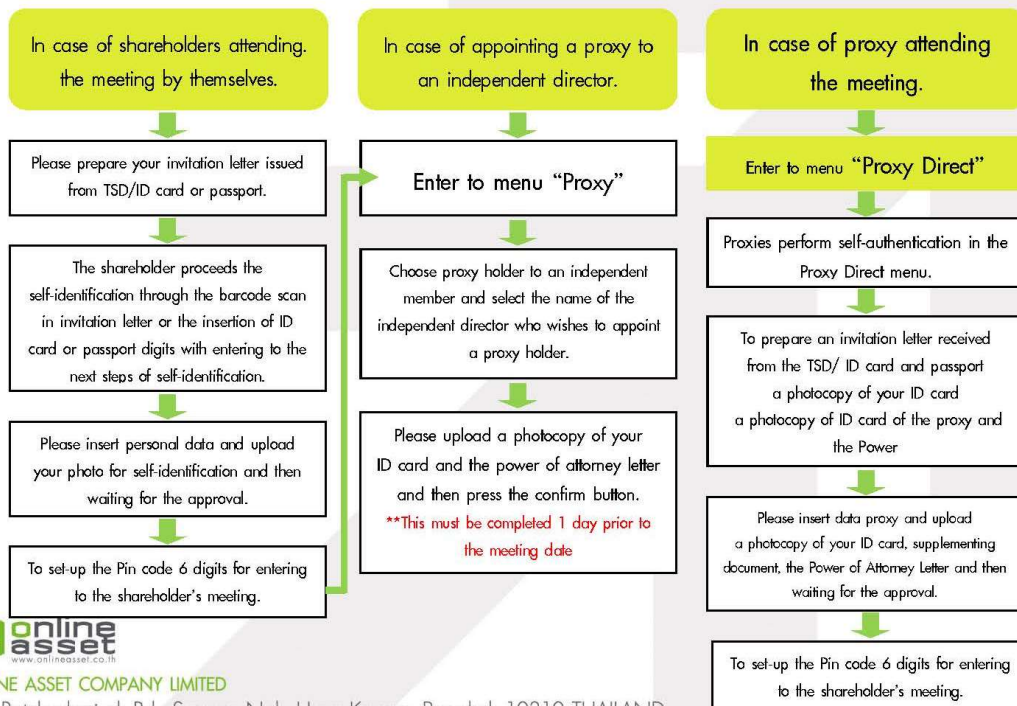


"webagm.irplus.in.th"

Or attend the meeting via the Web App "webagm.irplus.in.th" on Google without an application or program installed.

#### 2. Identity verification process (KYC)

- Select the company you want to attend the meeting. And select the status of the user, then Login to access the system with the ID card number of the shareholders.
- Please insert personal data, upload your photo of the ID card, and then take a photograph of the shareholder holding the ID card for identity verification.
- Fill up the OTP received from the system via selected channels (text/e-mail)
- The system will notify the result of identity verification (KYC) as "Approve" or "Disapprove" In case of Disapprove, the shareholder must proceed with the KYC procedure again.
- Set up the Pin code for attend the meeting.



ONLINE ASSET COMPANY LIMITED

466 Ratchadapisek Rd., Samsen-Nok, Huay Kwang, Bangkok 10310 THAILAND

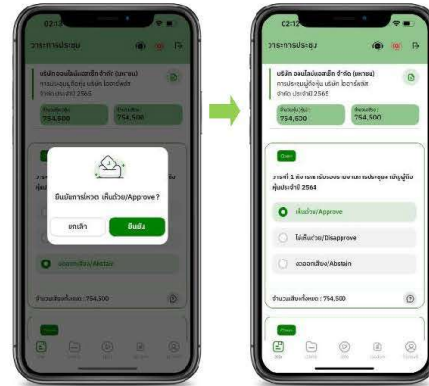
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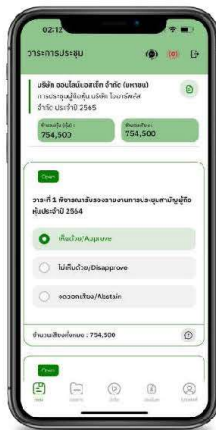


### How to vote.

The system will Default vote “Agree” on every agenda that can change the vote result “Disagree” or “Abstain” Then press the bottom confirms to confirm. The system Will change the voting result immediately. As shown in the picture.



### 3. Asking question, Text format and VDO Call format



- In case, Asking questions via VDO Call  
Click that shown on your screen, then type the question. Then wait for the staff will get back to you.
- In case, Asking questions via Text  
Click that shown in every agenda to send questions to be asked in that agenda. You can ask a question in the system at any time until the agenda is closed.

### 4. Other Menu

- : Document
- : Media or VDO Presentation
- : Proxy \*Incase Provide proxy to independent directors only.  
This must be completed 1 day prior the meeting date
- : Profile
- : log out **\*\*When you confirm to log out the meeting  
Your vote will eliminate from the vote base immediately.**
- : Live stream



If you encounter problems in the use please contact : IR PLUS AGM Call Center

Call : 02-022 6200 ext. 2, 626 Office hours: 9:00 a.m. to 5:30 p.m. Monday to Friday



Add Line id : @irplusagm

Or scan QR Code to report a problem using the system to get help quickly.



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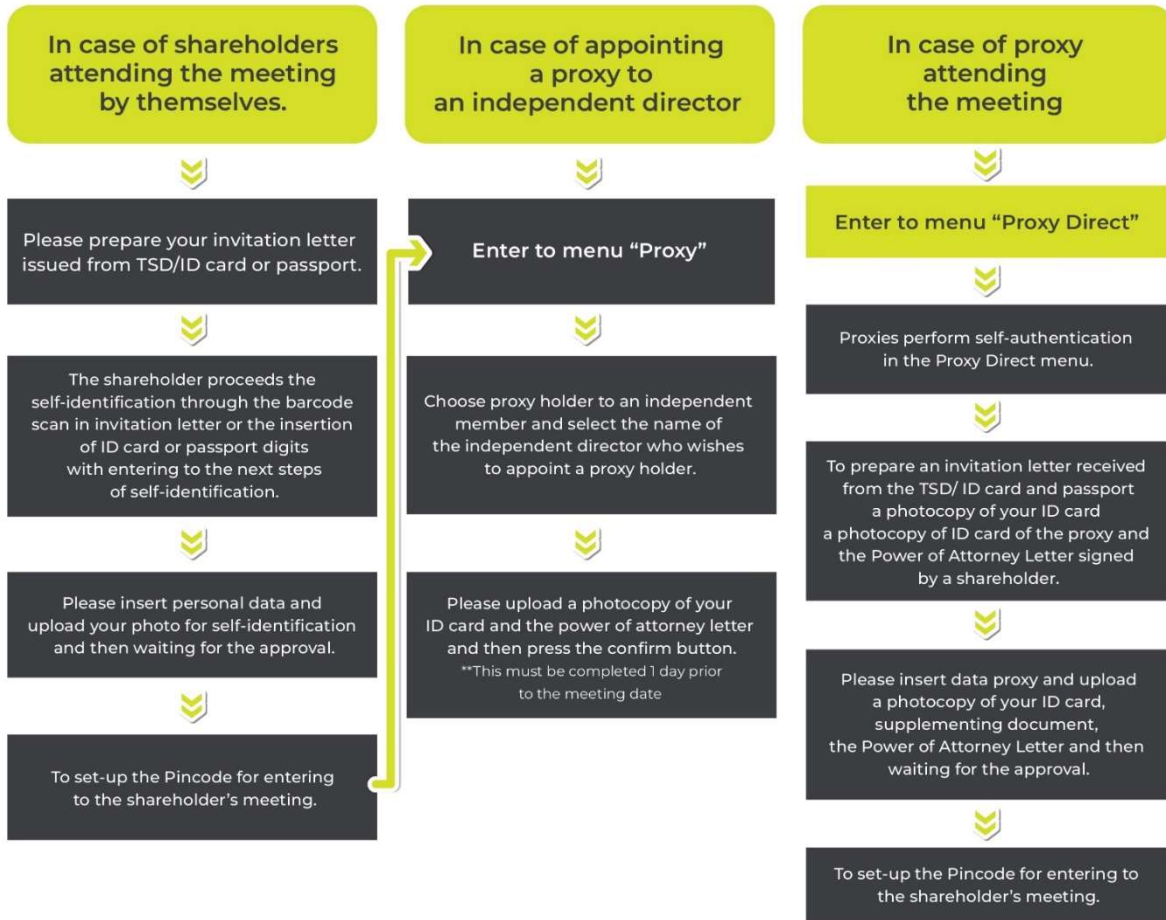
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## Processes of shareholder / proxy holder self-identification through the application IR PLUS AGM



On the date of meeting, all shareholders are encouraged to access to the Application IR PLUS AGM, and insert Pincode for registration with attending to the meeting.



The Application IR PLUS AGM,  
iOS system,  
Version 14.5 upwards



The Application IR PLUS AGM,  
ANDROID system,  
Version 8 upward



The Manual for  
Using Application IR PLUS AGM



Meeting on web App  
"webagm.irplus.in.th"

For your future information please add id line

@irplusagm



Scan QR Code