

# User Manual

## e-Shareholder Meeting System

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## DAP e-Shareholder Meeting

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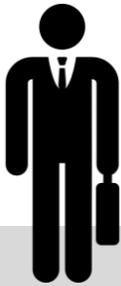
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Resetting password

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# 1 Preparation for DAP e-Shareholder Meeting



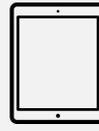
For registration, please prepare an electronic device **with a camera**.



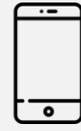
PC Computer



Notebook



Tablet



Mobile



Access to DAP e-Shareholder Meeting via Web Browser.



Google Chrome (recommended)



Safari



Internet Explorer

## Documents required for registration

### Individual shareholder



ID Card

or



Passport

### Juristic person



Juristic person certificate



ID Card

or



Passport

# 1 Preparation for DAP e-Shareholder Meeting



Registration methods for attending  
the shareholder meeting

## 1 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)



\* In the case of appointing a proxy to another person (B), registration can be done by sending documents to the company (Method 2).

## 2 Register by sending documents to the company\*

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

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.

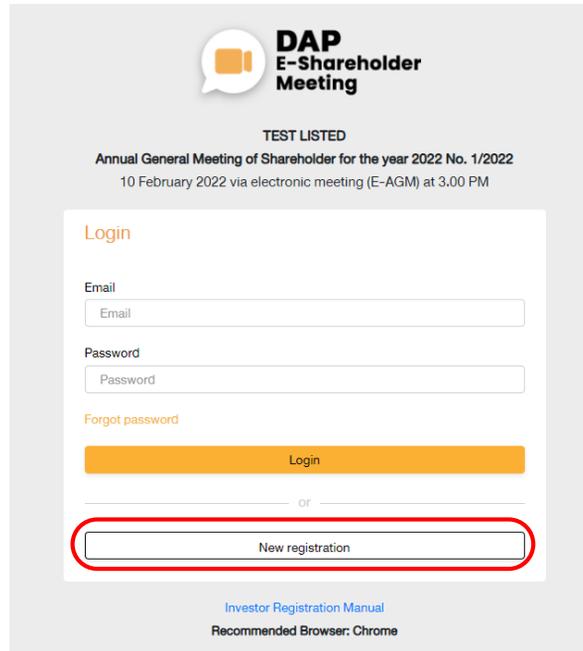
\*Please study the details of registration such as document list / document submission, as specified in the invitation to the shareholders' meeting

### 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.

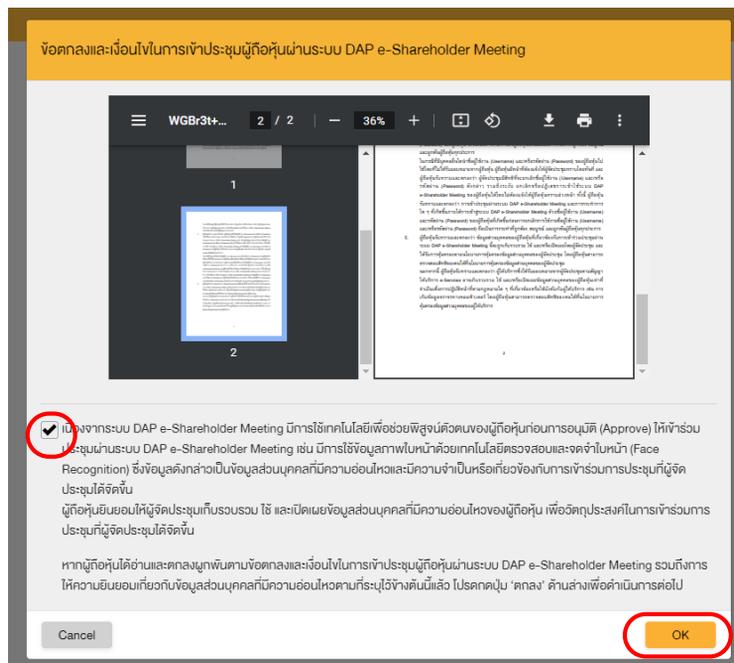
# 2

## 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

## Steps of e-Registration

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

#### Step 1

Choose a registration form

Attend in person       Proxy

#### Step 2

Specify the type of shareholder

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

#### Step 3

Fill out shareholder's information

- Name-Surname
- ID card number / laser code on the back of the ID card
- 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

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

#### Step 4

Enter OTP



Please fill 6 digits to confirm

Reference Code : YBPCYJ

[Resend OTP](#) (02:56)

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"

# 2

## Steps of e-Registration

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

#### Step 5

Take pictures of yourself

ขั้นตอนที่ 5: ถ่ายรูปตัวเอง

ดำเนินการถ่ายภาพหน้าบัตรประชาชน

ดำเนินการถ่ายภาพบัตรประชาชน

ดำเนินการถ่ายภาพปัจจุบันถือบัตรประชาชน

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

#### Step 6

Review registration and securities holding information

ลงทะเบียน: การลงทะเบียนผู้ถือหุ้นรายบุคคล 1:2565 รหัส 1:2565 01 เลขบัญชี 2565 001 1300 - บริษัท ไทยพาณิชย์ SET (TSET)

Register

Registration Type	เจ้าของธุรกิจส่วนตัว
Investor Type	บุคคลธรรมดา
Full name (Thai language)	DR. นพ.วิทย์
Identity Number	310500321195
Date of birth	2 กุมภาพันธ์ 2564
Email	esgm001@hotmail.com
Mobile number	+66 801234567

e-KYC

ดำเนินการถ่ายภาพหน้าบัตรประชาชน

ดำเนินการถ่ายภาพบัตรประชาชน

ดำเนินการถ่ายภาพปัจจุบันถือบัตรประชาชน

Stock information details

No.	Full name	Common Stock	Preferred Stock	Address
1	นายธน นนทบุรี	1,000	1,000	หมู่ 5 ถนนสุขุมวิท แขวงจตุจักร เขตจตุจักร
Total		1,000	1,000	

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

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

# 2

## Steps of e-Registration

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

#### Step 1

Choose a registration form

Attend in person       Proxy

#### Step 2

Specify the type of shareholder

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

#### Step 3

Fill out personal information

##### 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
- 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

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

#### Step 4

Enter OTP



Please fill 6 digits to confirm  
Reference Code : YBPCYJ

Resend OTP (02:56)

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"

#### Step 5

Take a picture of yourself / Attach files

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

Upload attachments as specified in the invitation letter

#### Step 6

Review registration and securities holding information

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

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

# 2

## Steps of e-Registration

### 2.3 Proxy to another person (A)

#### Step 1

Choose a registration form

- Attend in person       Proxy

#### Step 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

#### Step 3

Specify the type of proxy

- Proxy to another person (A)       Proxy to independent director (B)

#### Step 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

[เอกสารใบมอบอำนาจ น.](#)

Click “Next”

#### Step 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

# 2

## Steps of e-Registration

### 2.4 Proxy to another person (B)

#### Step 1

Choose a registration form

Attend in person
  Proxy

#### Step 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

#### Step 3

Specify the type of proxy

Proxy to another person (A)
  Proxy to another person (B)

#### Step 4

Fill out [proxies](#) information

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

#### Step 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

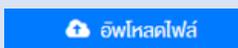
Agenda No 3 To consider and approve the appointment of Directors for replacement of those who retired.

Agenda No 3.1 Mr. Somchai Kamtong

The shareholder who appoints a proxy cast a vote in advance for all agenda.

There are 3 voting options:

- Agree
- Disagree
- Abstain



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”

#### Step 6

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

## Steps of e-Registration

### 2.5 Proxy to independent director (B)

#### Step 1

Choose a registration form

Attend in person  Proxy

#### Step 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

#### Step 3

Specify the type of proxy

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

#### Step 4

Specify the name of the independent director

Specify an independent director you wish to appoint a proxy

Independent Director \*

Independent Director

#### Step 5

Cast a vote in advance

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

The shareholder who appoints a proxy cast a vote in advance for all agenda.

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

There are 3 voting options:

- 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

อัปโหลดไฟล์

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

Proxy form B can be downloaded at [เอกสารใบมอบอำนาจ v.](#)

Click “Next”

#### Step 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

### Step 1

<https://portal.eservice.set.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.

### Step 2

The screenshot shows a login form with the following elements:

- Title: Login
- Field: Email (with placeholder text 'Email')
- Field: Password (with placeholder text 'Password')
- Link: [Forgot password](#)
- Button: Login

Enter username (email address that you have registered) and password

### Step 3

The screenshot shows a search interface for meetings with the following elements:

- Section: Meeting list
- Filters: Company Name (dropdown), Meeting Type (dropdown), Status (dropdown), Year (dropdown)
- Buttons: Search, Cancel
- Result: Annual General Meeting of Shareholder for the year 2022 No. 1/2022 (บริษัท ก่อสร้าง SET)
- Meeting Details: 19 July 2022, AGM, Online
- Action: [Meeting](#) (button)

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

### Step 4

The screenshot shows the meeting details page with the following elements:

- Section: Meeting list
- Buttons: [Join Meeting](#)
- Meeting Information:
  - Company Name: SET
  - Company Number: 1001
  - Meeting Name: Annual General Meeting of Shareholder for the year 2022 No. 1/2022
  - Meeting Type: AGM
  - Meeting Location: e-electronic meeting @ AGM at SET
- Stock Information details table:
 

No.	Full name	Common Stock	Preferred Stock	Address
1	มหาชนไทย	1,000	1,000	200 01 Ng 11 road/Bankroad/Phayathai road/SET
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

Meeting Room Open WebEx | Leave Meeting

1

**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 retired.
- 2 Mr. A  
Mr. B
- 4 Agenda No 4 To consider appointing auditors and setting audit fees for the year 2022
  - Agenda No 4.1 To consider appointing auditors of ABC Company in place of the former company whose contract has expires in 2021
  - Agenda No 4.2 To consider and approve the audit fee for the year 2022

### Q&A 5

### Summary voting results 6

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 :**

🕒 06 February 2022 14:09 Delete

Completed

**Question :** สอบถามการเลือกตั้งกรรมการที่จะครบกำหนดลาออก

**Remark :** ยกยอดไปตอบในวาระที่ 3

🕒 06 February 2022 14:09 Delete

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

The screenshot shows a meeting interface with an agenda on the right and a 'Send Question' button highlighted in a red box. The agenda items are:

- To acknowledge the overall operation of the Company during 2021
- To consider and approve the Balance Sheet Statement and Profit and Loss Statement for the fiscal year 2020
- To consider and approve the appointment of Directors for replacement of those who retired.  
Mr. A  
Mr. B
- Agenda No 4 To consider appointing auditors and setting audit fees for the year 2022  
Agenda No 4.1 To consider appointing auditors of ABC Company in place of the former company whose contract has expires in 2021  
Agenda No 4.2 To consider and approve the audit fee for the year 2022

Below the agenda, there are two buttons: 'Submit Vote' (orange) and 'Send Question' (blue). A red box highlights the 'Send Question' button, with an arrow pointing to a detailed view of the 'Send Question' form.

The 'Send Question' form includes:

- Agenda \* (dropdown menu)
- Questioner \* (dropdown menu)
- Question (Optional) (text input area)
- Close and Send Question buttons at the bottom right.

**During the meeting, shareholders can submit questions in advance:**

- Click "Send Question"
- Choose the agenda you wish to ask question
- Type your question (Optional)
- Click "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

### e-Voting functions

The screenshot shows the 'Submit Vote' form with the following details:

- Agenda: To consider and approve the Balance Sheet Statement and Profit and Loss Statement for the fiscal year ended 31st December 2020
- Submit Vote options:  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 and Submit Vote buttons at the bottom.

**For each agenda, there are 3 voting options: "Approve", "Disapprove" and "Abstain"**

- Click "Submit Vote"
- Vote within the period of time given for both your vote rights and proxy's (if any)
- Click "Submit Vote"

Shareholders are able to vote only within given time frame.

## 4

## e-Question and e-Voting functions

## e-Voting functions

## Example of voting results



**DAP**  
E-Shareholder  
Meeting

การประชุมสามัญผู้ถือหุ้นประจำปี 2565 ครั้งที่ 1/2565  
บริษัท ทดสอบโดย SET

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

วันจันทร์ที่ 31 มกราคม 2565 เวลา 13:00 (31 January 2022 13:00)




วาระที่ 2 พิจารณายอมรับงบแสดงฐานะการเงินและงบกำไรขาดทุนสุทธิประจำปีสิ้นสุด ณ วันที่ 31 ธันวาคม 2564  
(Agenda No 2 To consider and approve the Balance Sheet Statement and Profit and Loss Statement for the fiscal year ended 31st December 2021)

สรุปผลการลงคะแนน

	จำนวนเสียงที่ลงมติ (Number of Votes)	ร้อยละ (Percentage)
เห็นด้วย (Agree)	45,000	60.0000
ไม่เห็นด้วย (Disagree)	15,000	20.0000
งดออกเสียง (Abstained)	15,000	20.0000
บัตรเสีย (Voided ballot)	0	-
รวม	75,000	100.0000

e-Summary



- เห็นด้วย (Agree) 60%
- ไม่เห็นด้วย (Disagree) 20%
- งดออกเสียง (Abstained) 20%

การพิจารณา: คณะกรรมการไม่น้อยกว่า 3/4 ของจำนวนเสียงทั้งหมดของผู้ถือหุ้นซึ่งมาประชุมและมีสิทธิออกเสียงลงคะแนน และสิทธิคัดค้าน (Veto)  
Resolution:

Send Question or Vote

Submit Vote
Send Question

Q&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

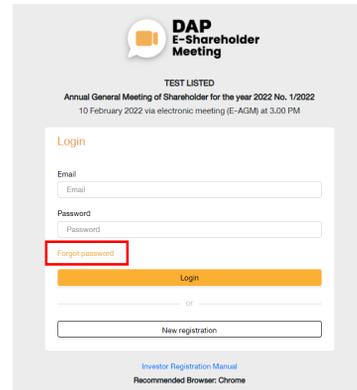
After the closing of voting in each agenda, the company will announce results. Shareholders can check the result of each agenda by clicking the  icon

# 5

## Resetting password



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

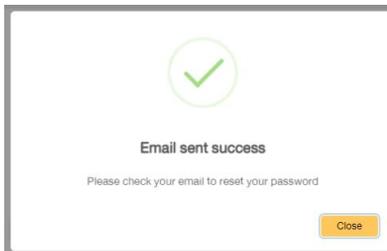


There are 2 options to reset your password:

### 1 Reset password via email

Enter your registered email

Check your inbox



Set new 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,



# DAP e-Shareholder Meeting



shareholders could study more information at:

<https://www.set.or.th/en/eservice/shareholder.html>



Or scan the following QR Code:

