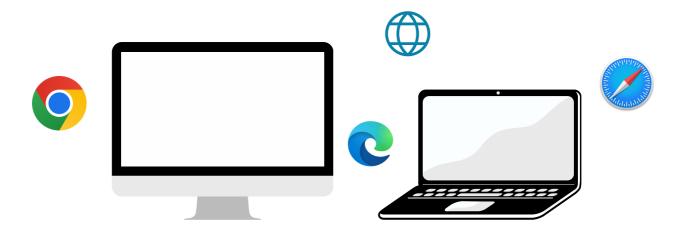


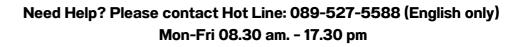


User Manual

Shaereholder

For PC or Notebook





list of contents

Procedure for receiving information to attend the meeting via email
Viewing the meeting via the E-Meeting system
How to ask questions
Voting through the E-Voting system

Interpretation Feature

s growth

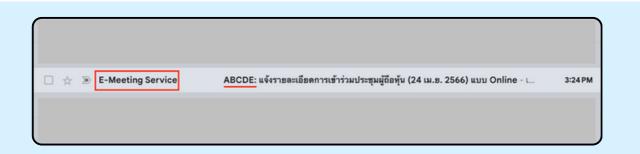
05

Need Help? Please contact Hot Line: 089-527-5588 (English only) Mon-Fri 08.30 am. - 17.30 pm

Procedure for receiving information to attend the meeting via email

STEP 1

Once the Company has verified the documents, the shareholder will receive an email from E-meeting Service. It will be sent by OJ International Co., Ltd. (e-agm@ojconsultinggroup.com) and specify the subject as the abbreviation of the securities.



STEP 2

Open the mentioned email; please check your name and last name, date, and time you can click on the link to join the meeting and acknowledge the preparation of information for the meeting. The information that must be prepared includes the account's number and the ID number of the shareholder

| | าการเข้าร่วมประชุมผู้ถือหุ้น (24 เม.ย. 2566) แบบ Online | | |
|---|---|--------|---|
| E-Meeting Service | 3:24 PM (29 minutes a | 1go) 🟠 | • |
| E-AGM by OJ International Co.,Ltd. | | | |
| **** Don't reply to this email ***** | | | |
| Dear Shareholder | | | |
| We would like to send you link for atter Click this link | ad online shareholder's meeting. Please click below link to join shareholder meeting on 25 ii.n. 2566 at 9.00 onwards | | |
| Please prepare the following information | in to Log-In | | |
| 1. Account Number (10 digits Number) | | | |
| 2. ID Card Number or Passport | | | |
| After you have log-in, you can join the | E-Meeting by Zoom | | |
| | foom through your web browser (Google Chrome or others) | | |
| | ad application "Zoom" from below links | | |
| IOS: https://apps.apple.com/th/app/zoc Android: https://play.google.com/store/ | m-clouo-meetings/ids4650530777=th apps/details?id=us.zoom.videomeetings | | |
| Regarding to E-Meeting, please key in | your full name in the zoom then click Join the meet. | | |
| User Manual: Click here to download | | | |
| If you have any question in English, ple | ease contact hello@ojconsultinggroup.com or call 089-527-5588 | | |
| E-AGM by OJ International Co.,Ltd. | | | |

STEP 3

When it meets the specified date and time, click at "Click here to join online meeting" to open a Web Browser, the system will ask to fill out the account number and ID number of the shareholder. Then put a checkmark to accept the term and condition of attending the meeting and click the "Register to attend the meeting"



SUPPOSE THE SHAREHOLDER CLICKS ON THE LINK BEFORE THE SPECIFIED TIME, IN THIS CASE THE SYSTEM WILL INFORM THAT

"The system has not yet opened for online meeting"



Check the name, surname and number of shares of the shareholder, then click "Confirm to attend the meeting" to attend the meeting.



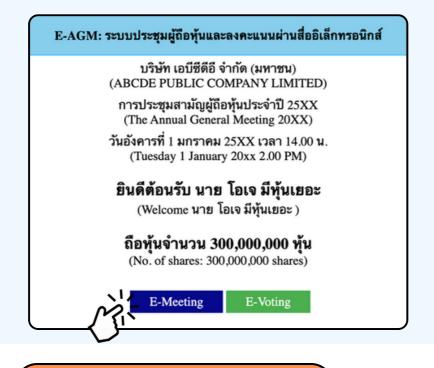
STEP 5

When joining the meeting, there will be two buttons to choose: E-Meeting and E-Voting (please see below figure)



STEP 6

Click "E-Meeting" to visit the live video and audio system from the meeting through the E-meeting program

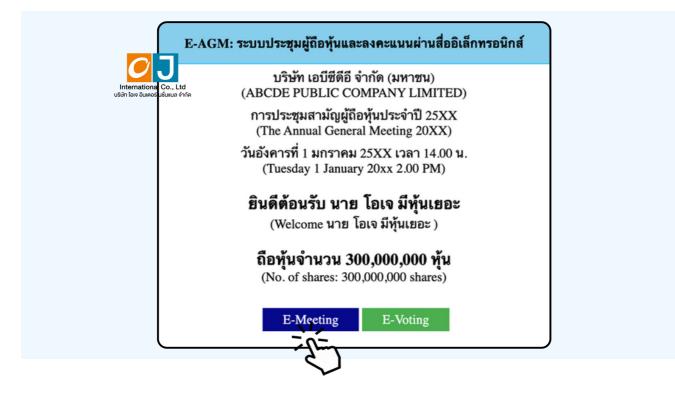


STEP 7

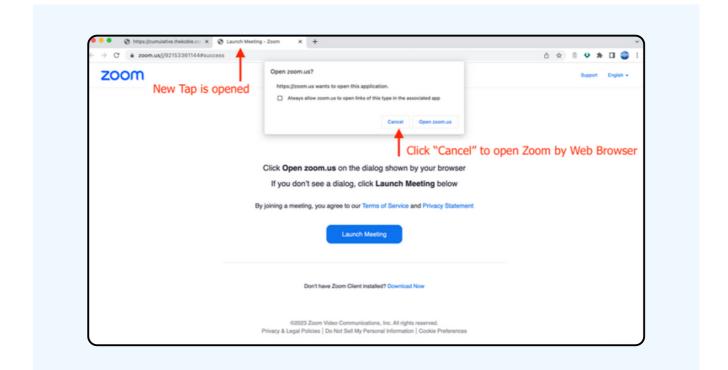
Click "E-Voting" to vote on each agenda

E-AGM: ระบบประชุมผู้ถือหุ้นและลงคะแนนผ่านสื่ออิเล็กทรอนิกส์ บริษัท เอบีซีดีอี จำกัด (มหาชน) (ABCDE PUBLIC COMPANY LIMITED) การประชุมสามัญผู้ถือหุ้นประจำปี 25XX (The Annual General Meeting 20XX) วันอังคารที่ 1 มกราคม 25XX เวลา 14.00 น. (Tuesday 1 January 20xx 2.00 PM) **ยินดีต้อนรับ นาย โอเจ มีหุ้นเยอะ** (Welcome นาย โอเจ มีหุ้นเยอะ) **ถือหุ้นจำนวน 300,000,000 หุ้น** (No. of shares: 300,000,000 shares)

USE OF E-MEETING



When a meeting attendee click the "E-Meeting" button in case of using a laptop, a new window will open as shown below. The window will ask if you want to open Zoom program; click "Cancel" button access the E-Meeting via Browser.



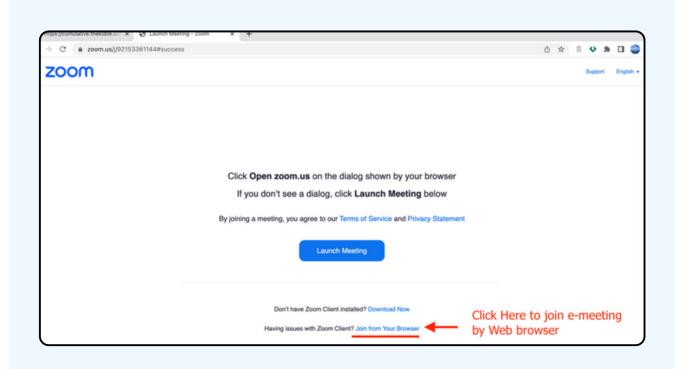
Let's Launch Meeting.

| C 🔒 zoom.us/j/92153361144#success | 0 🖈 🖇 🗳 🗯 🖬 |
|---|------------------|
| moon | Support En |
| | |
| | |
| | |
| Click Open zoom.us on the dialog shown by yo | bur browser |
| If you don't see a dialog, click Launch Meetin | ng below |
| By joining a meeting, you agree to our Terms of Service and Pr | rivacy Statement |
| Launch Meeting | |
| Ť | |
| Don't have Zoom Client installed? Download Now | |
| | |
| IB2023 Zoom Video Communications, Inc. All rights reser Privacy & Legal Policies Do Not Sell My Personal Information Coc | |
| Privacy a degla Policies bo not sellinity Personal montation coo | No Protetences |

Click the "Cancel" button one more time.

| | ccess | _ ☆ | - 86 | • * | |
|------|--|-----|------|---------|---------|
| ZOOM | Open zoom.us? https://zoom.us wants to open this application. Aways allow zoom.us to open links of this type in the associated app Cancel Open zoom.us Click Open zoom.us on the dialog shown by your browser If you don't see a dialog, click Launch Meeting below By joining a meeting, you agree to our Terms of Service and Privacy Statement Launch Meeting | | | Support | English |
| | Don't have Zoom Client installed? Download Now Having issues with Zoom Client? Join from Your Browser | | | | |

Click "Join from Your Browser" as shown in the figure below.

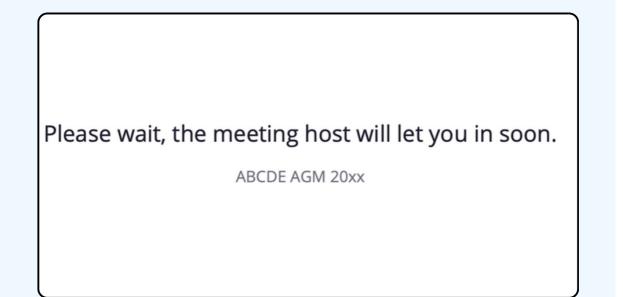


Enter the name of meeting attendee. The name will appear in the e-meeting room. When you finish filling out, click "Join"

(If the shareholder is a natural person, fill out the name and surname of the shareholder. If the shareholder is a juristic person, fill out the name of the juristic person.)

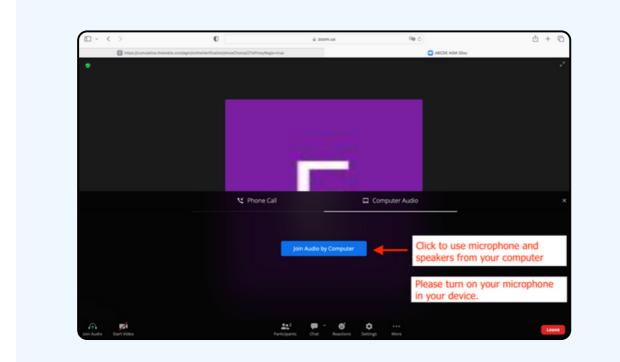
| zoom | Contact Sales Sign Up Free |
|---|--|
| | |
| Join Meeting | |
| Your Name Your Name | Type Your Name to be displayed in e-meeting |
| Remember my name for future meetings | Type four Name to be displayed in efficiency |
| By clicking "Join", you agree to our Terms of Services a Privacy Statement | nd |
| Join | |
| Click Here | 🏨 ^ 🚒 k Mute Start Video |
| Cick Here | |
| | |
| 1 | |

The figure below will appear. Please wait until the meeting administration check, the information and approves you to enter the E-meeting room.



Once verified, you can join the E-meeting to watch the visual and sound. When entering, you must first connect your computer's audio system (microphone). It cn be done in 2 ways;

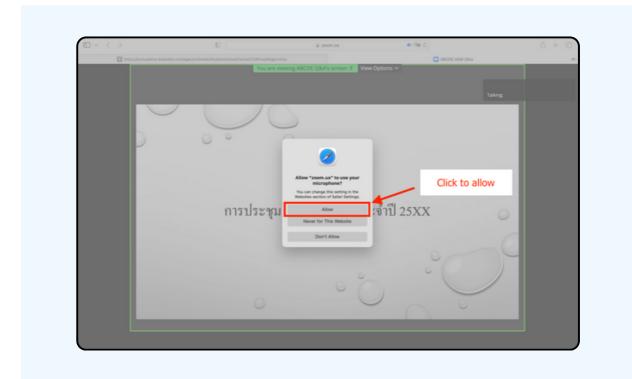
> If the device is shown as in the figure below, please click "join Audio by Computer" in the middle.



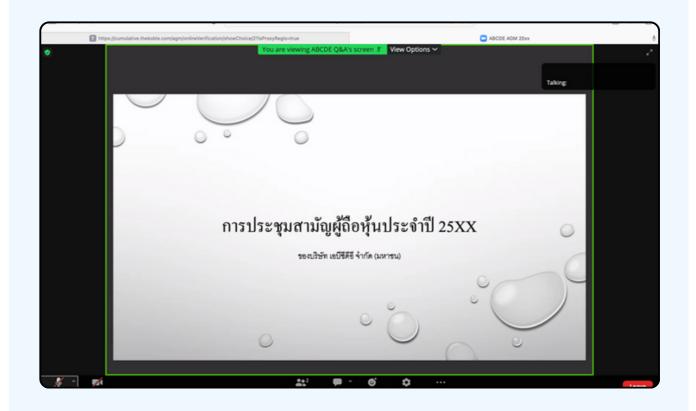
If the device is displayed as in the figure below, please click "Join Audio" on the bottom left-hand side.



Click "Allow" to gain access to the microphone.

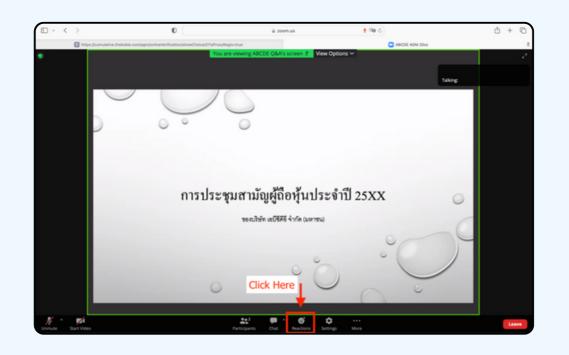


When entering the E-Meeting complete, you will get the screen as shown below.



Hands can be raised when the facilitator allows asking questions in the following ways;

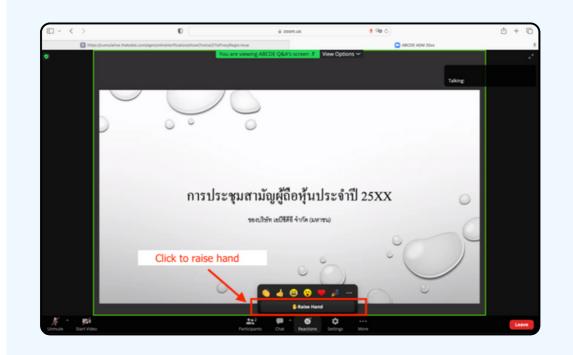
Click the "Reaction" button, as shown in the figure below.





01

As shown in the figure below click the "Raise Hand" button to raise you hand to be seen by the meeting administrator.

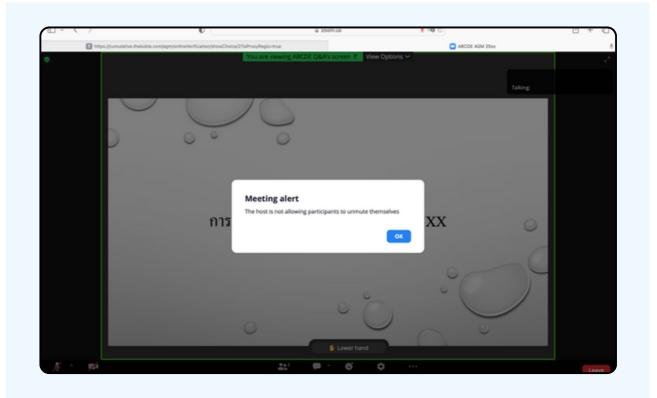




It will be shown as the figure below; wait until the meeting administrator turns on the microphone for you to ask questions

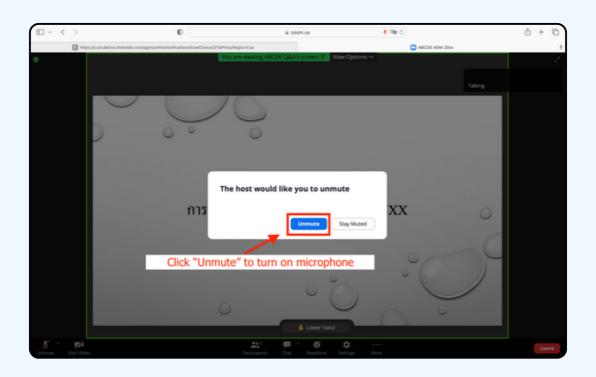


Please wait for the meeting administrator to turn on the microphone for you. Meeting attendees cannot turn on their microphones to speak for themselves. If they turn on the microphone manually, the figure below will appear.

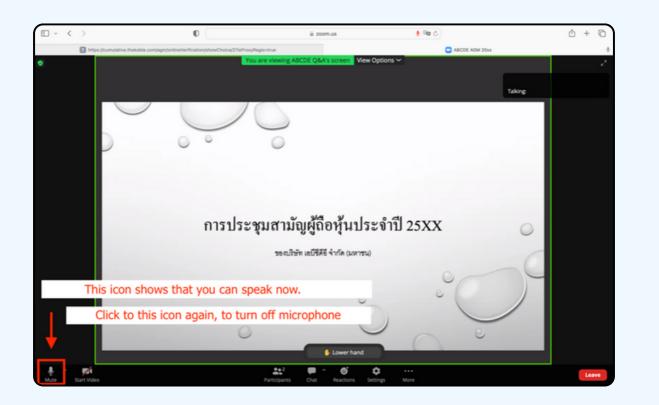




When the meeting administrator allows you to ask, it will show as the figure below; click the "Unmute" button to turn on the microphone.

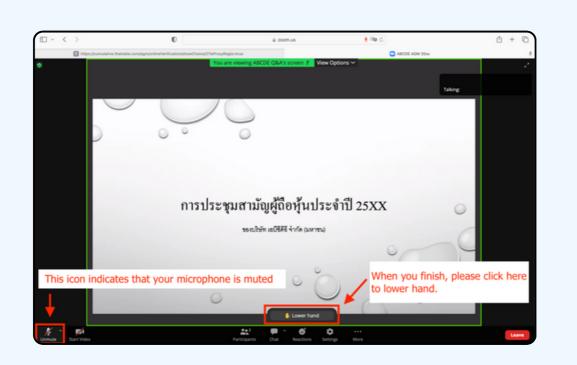


As in the figure below, you can inquire by voice when the microphone shows.

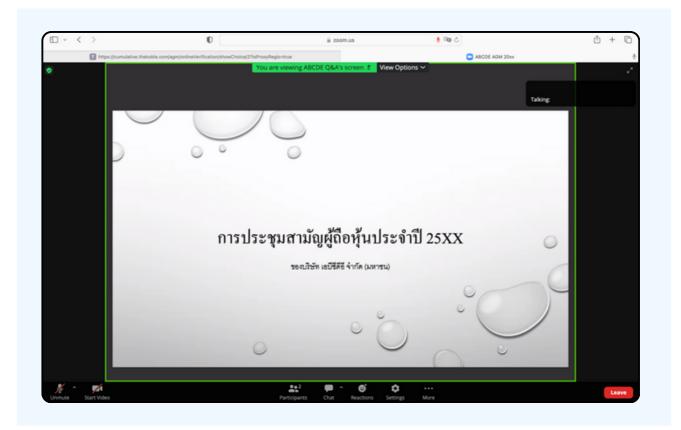


06

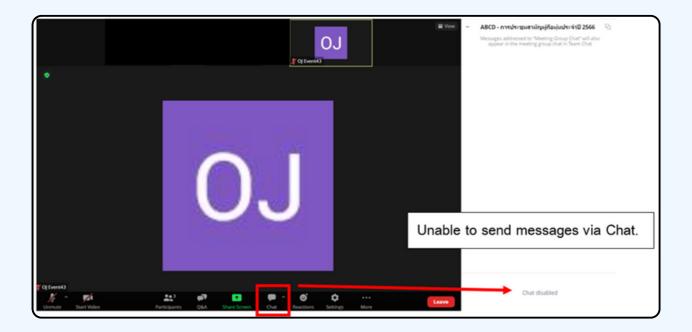
When you have asked all the questions; please click the microphone button to turn it off. It will be shown in the figure below. Then click the "Lower hand" button to lower your hand.



• At the end of the inquiry process, the raise hands button must be closed, and it will be shown in the figure below.

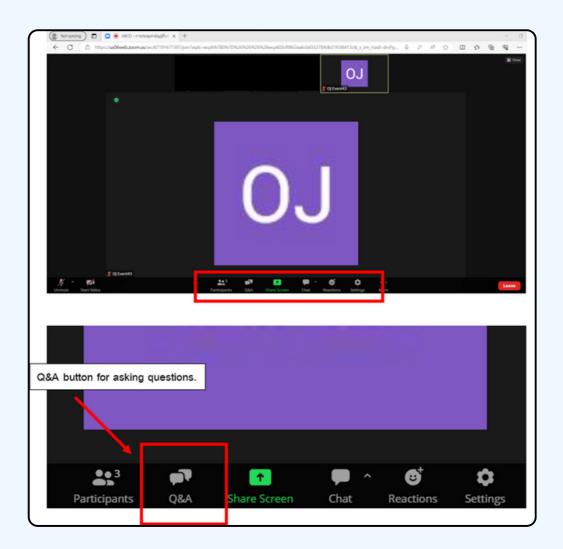


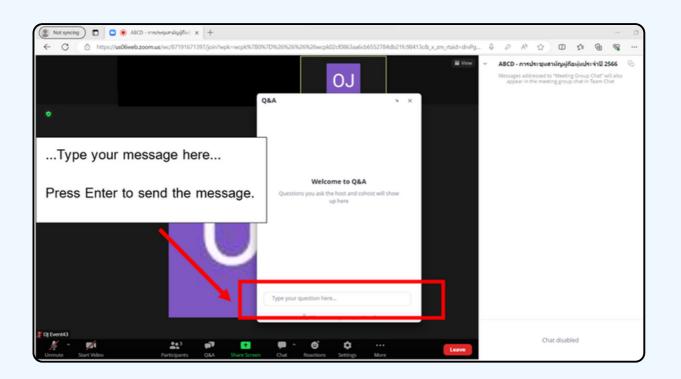
If shareholders want to inquire via the chat system, they can do as follows:



IN MEETINGS VIA ELECTRONIC MEDIA, YOU WILL NOT BE ABLE TO SEND MESSAGES THROUGH THE USUAL CHAT CHANNEL BUT WILL USE Q&A TO SEND QUESTIONS SO THAT ALL STAFF CAN SEE YOUR MESSAGE.

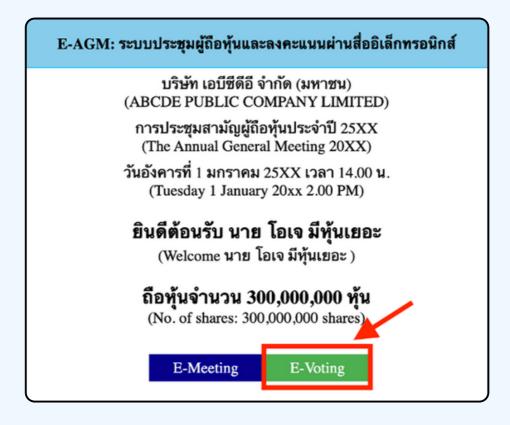
CLICK ON THE "Q&A" BUTTON AS (Q) SHOWN IN THE PICTURE BELOW







| (Not syncing) | CD - minisequanilegifici x + | - 0 |
|-----------------------|---|--------------------------|
| ← C | 200mus/wc/87191671397/join?wpk=wcpl6%780%70%26%26%26%26%26%26063aa6cb65552784db21fc98413c8_x_zm_taid=dnPg_ & P A* 🟠 🛈 | ¢ @ @ … |
| | Q&A | ne Group Chat" will also |
| ٠ | | |
| | Click here to select the Close | |
| | menu to close the Q&A window. | |
| | | |
| | Type your question here | |
| ∦ 0j Event43 ∦ ^ 🜠 | | led |
| Unmute Start Video | Participants Q&A Share Screen Chat Reactions Settings More | |



1. When attendees want to vote, they can switch page from E-Meeting back to the main page in the browser by click the "E-Voting" button. 2. A new window for each agenda item will apaer in the figure below. You can choose to vote. "Agree", "Disagree" and "Abstain" . For the notification agenda, the attendees will not be able to vote.

| E-Voting: ระบบลงคะแนนผ่านสื่ออิเล็กทรอนิกส์ |
|---|
| บริษัท เอบีซีดีอี จำกัด (มหาชน) (ABCDE PUBLIC COMPANY LIMITED) การประชุมสามัญผู้ถือหุ้นประจำปี 25XX (The Annual General Meeting 20XX) วันอังคารที่ 1 มกราคม 25XX เวลา 14.00 น. (Tuesday 1 January 20xx 2.00 PM) ผู้ถือหุ้น: นาย โอเจ มีหุ้นเยอะ (Shareholder: นาย โอเจ มีหุ้นเยอะ) จำนวนหุ้น: 300,000,000 หุ้น (No. of Shares: 300,000,000 shares) |
| มารับรองรายงานการประชุมสามัญผู้ถือหุ้นประจำปี 25xx ซึ่งประชุมเมื่อ วันที่ 28 เมษายน 25xx and affirm the minutes of 20xx Annual General Meeting of Shareholders, which was held on 28 April 20xx) เห็นด้วย ไม่เห็นด้วย งดออกเสียง (Approve) (Disapprove) (Abstain) |
| บรายงานของคณะกรรมการบริษัทเกี่ยวกับผลการดำเนินงานของบริษัท ประจำปี 25xx a 2: To acknowledge the report of the Company's results of operations of 20xx) |

3.After selecting the vote, a small window will pop-up asking to confirm the vote; click "OK" If the meeting attendees wish to change their votes, they can do so by clicking the vote button again. 4.Once you confirm your vote, the system will show as in the figure below.(The example, abstaining for voting)



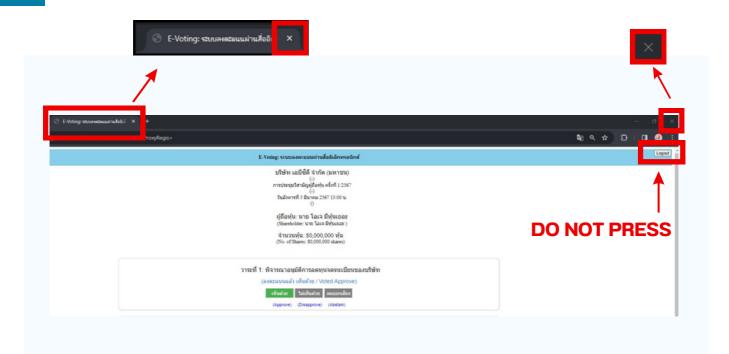
5. When you have finished voting, please return to E - meeting (Zoom) window to continue viewing the visual and audio of the meeting. The meeting administrator will collect all the votes from the voting system and show the vote counting results in E-meeting.

*** If an agenda has been closed, attendees cannot vote or change their votes.



*** IF YOU WOULD LIKE CAST YOUR VOTES IN ADVANCE, YOU CAN VOTE AND CLOSE THE <u>BROWSER</u> IMMEDIATELY. THE SYSTEM WILL COUNT YOUR VOTE ONCE THE AGENDA IS CLOSED.

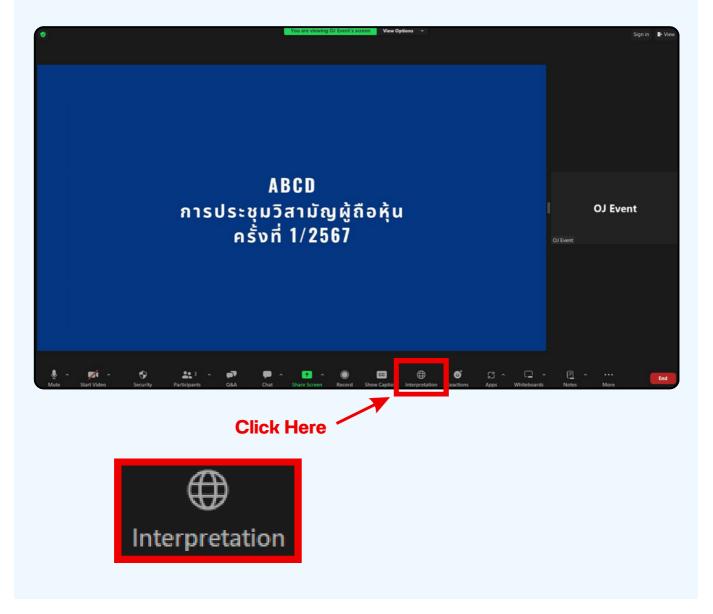
> Attention !! Please do not use Logout button !! Logout button will remove your shares from the quorum and the advance vote will be cancelled.



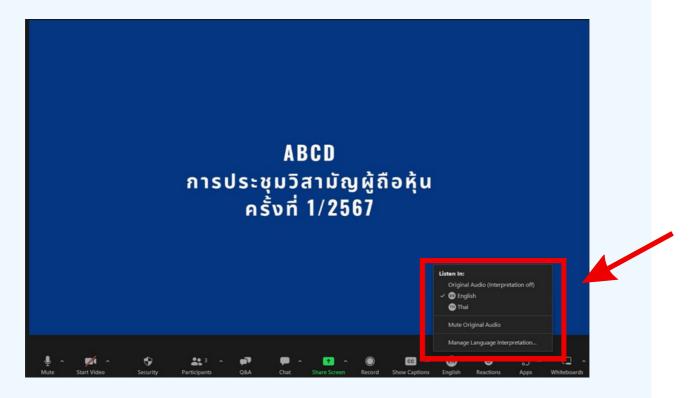


If the meeting is translated in other language, please follow the below instructions.

1.In the Zoom, please press Interpretation button as below



2. In the pop up menu, please chose your language.



*** If you would like to listen from the original audio, please choose Original Audio

