

Manual for
Mobile Application “IR PLUS AGM”
Electronic-Annual General Meeting (E-AGM)

ONL-MN-001

Revision: 02

Effective Date: 24 February 2022

Installation of Electronic-Annual General Meeting (E-AGM)

Shareholder can install the Mobile Application via a smart phone both in iOS (Support since ios 14.5) and Android (Support since Android 8). To install, the shareholder may download the application at the App Store or the Google Play Store.



Search the Application titled “IR PLUS AGM”



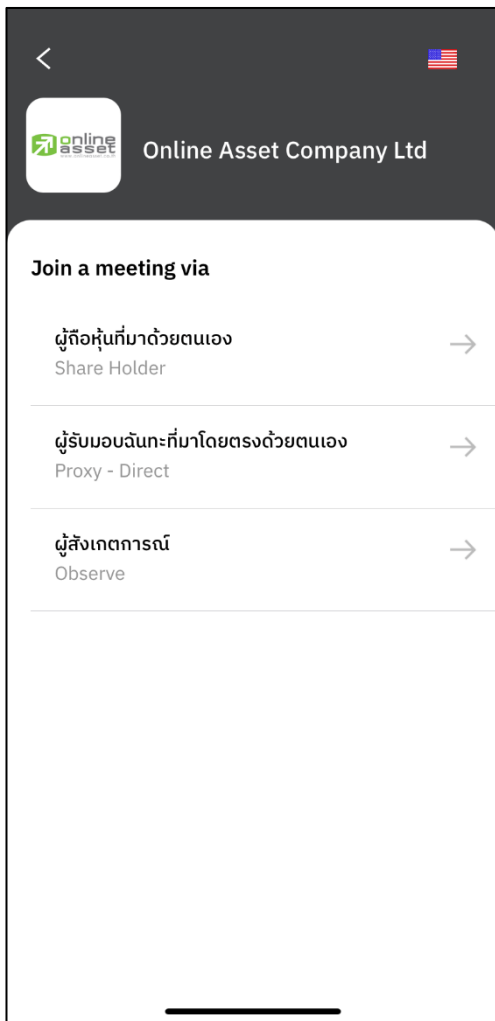
IR PLUS AGM

Usage of Electronic-Annual General Meeting (E-AGM)

After installation, the shareholder may access the E-AGM application as follows.

Choose Shareholders Meeting

There are 2 kinds of shareholder that is able to login the IR PLUS AGM application for participating the meeting such as:



1. Shareholder

- The shareholder may access by using the registration form or the ID number or the passport number.

- **Requirements**

- ID card for KYC verification

2. Direct Proxy

- ID card or a passport book for identity verification (KYC)

- The direct proxy may access by showing the ID card or a passport book for identity verification (KYC) which belongs to the principal together with picture to the staff for verification.

- **Requirements**

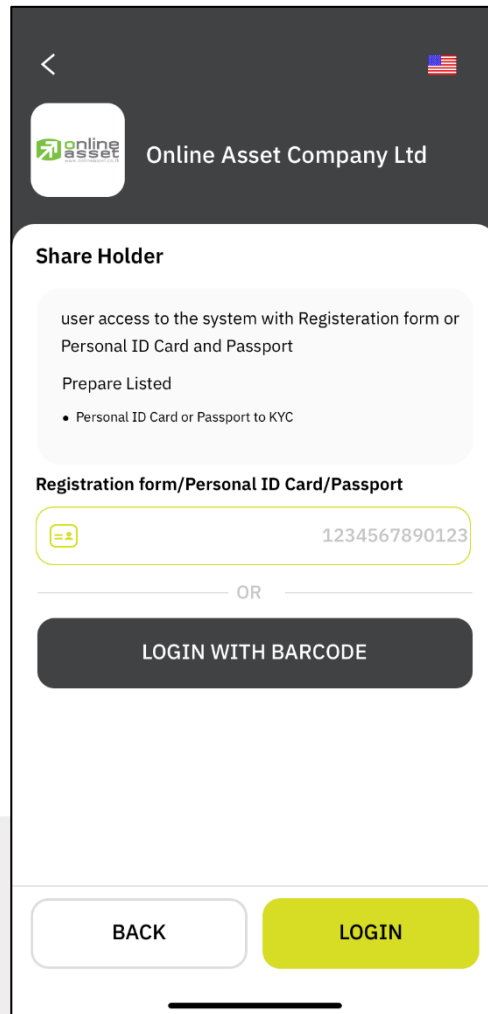
- A signed copy of ID card belonged to the 'principal'

- Proxy form

To Login, there are 2 categories being authorized to access as follows;

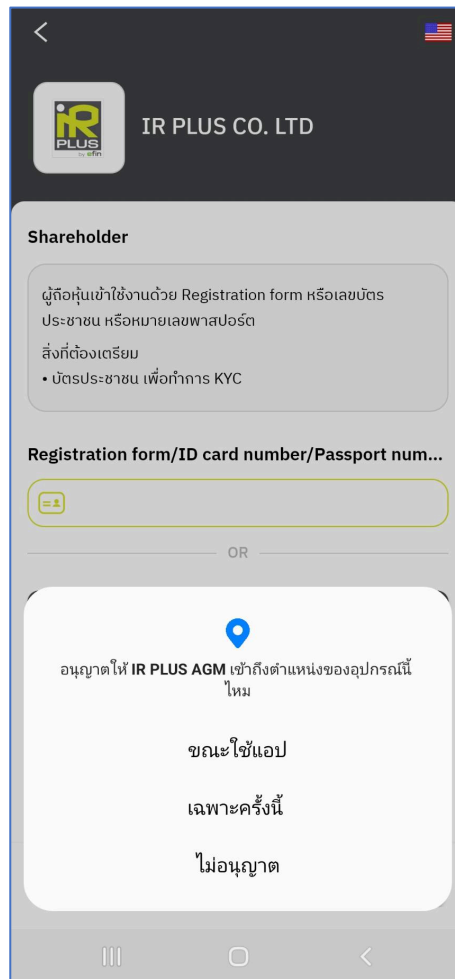
Category 1: Shareholder

1. The shareholder can select to login by scanning a barcode appeared in the AGM registration form, or to login by using 13 digits of Identification Card or a pursuant to the Picture 1.1 (Shareholder login)

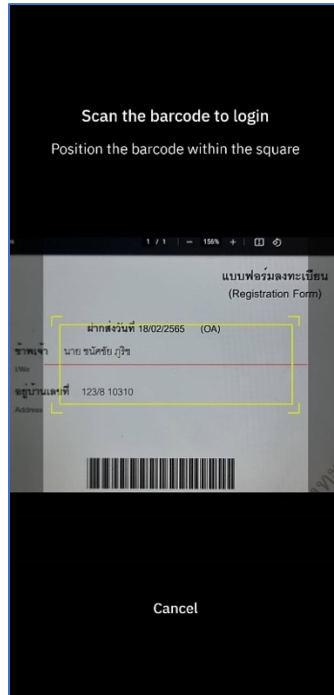


Picture 1.1: A screen of shareholder login via a scanned barcode or 13 digit of ID card or the passport number

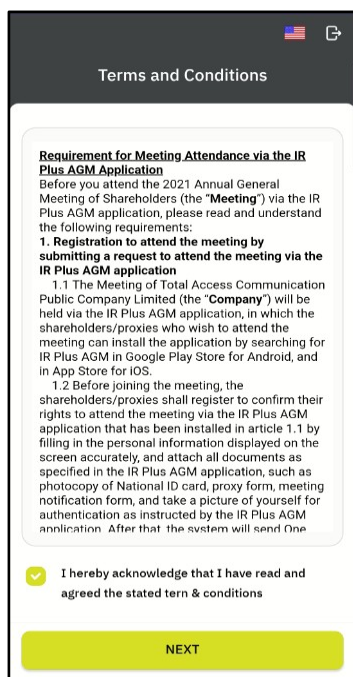
"Please press "Allow" to allow the system to access the camera, microphone.
and notifications on your device."



In case of logging in via a scanned barcode, the shareholder shall prepare the registration form received from the TSD prior to accessing the application as displayed in the Picture 1.3



Picture 1.3: A screen of how the barcode is scanned



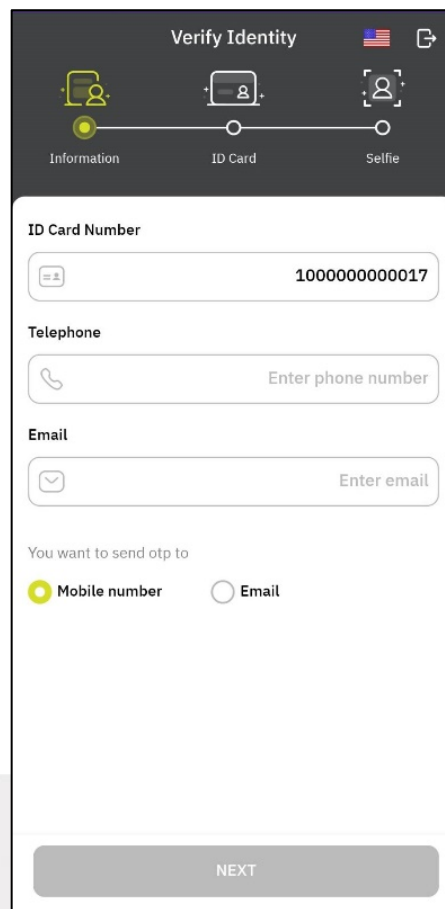
2. Term and conditions to participate in the E-AGM, once the shareholder acknowledges the term and conditions, the shareholder shall accept and go the next page as displayed in the Picture 2.

Picture 2: A screen of acceptance of term and conditions

3. After accepting the term and conditions, self-verification is the next stage.

3.1 Kindly fill up the personal information as displayed in the Picture 3.1

- Kindly fill up the 13 digit of ID card or the passport number
- Kindly fill up the telephone number
- Kindly fill up the email address
- kindly select one of the channels to receive OTP via phone number or email

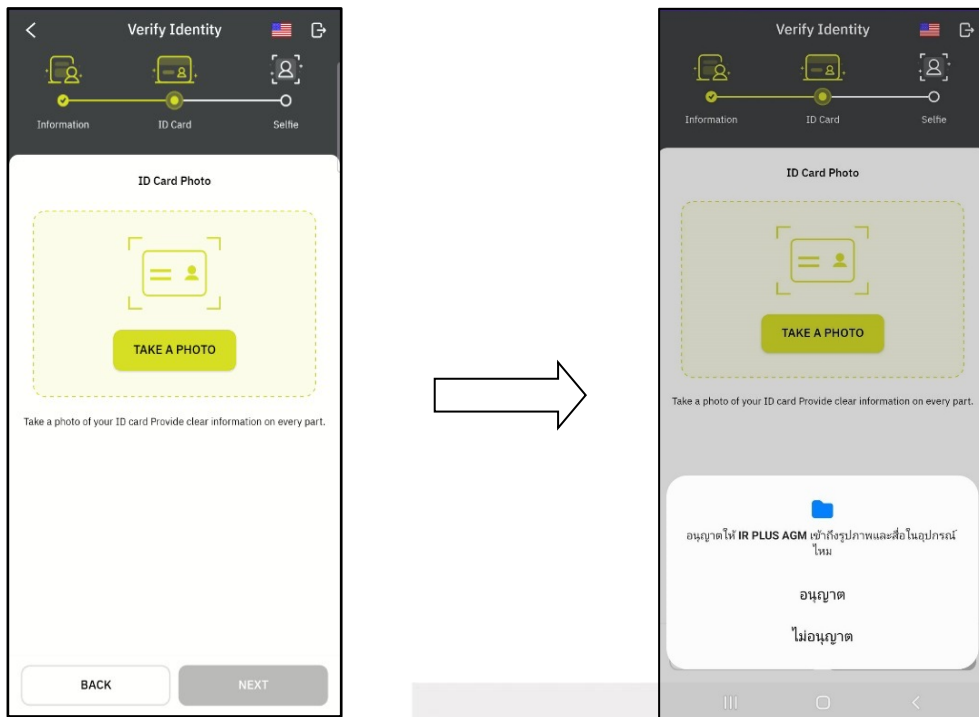


Picture 3.1: A screen of filling up the personal information

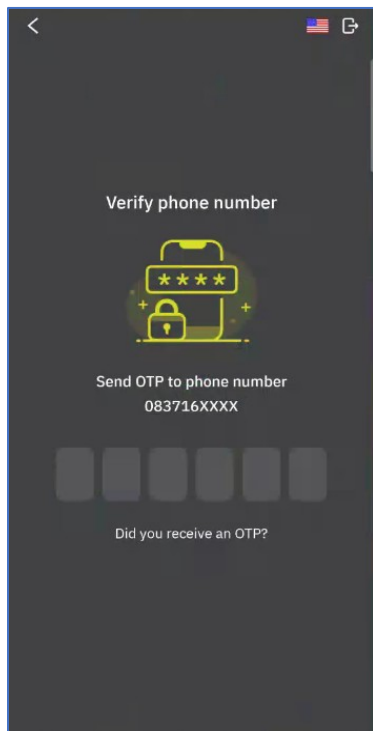
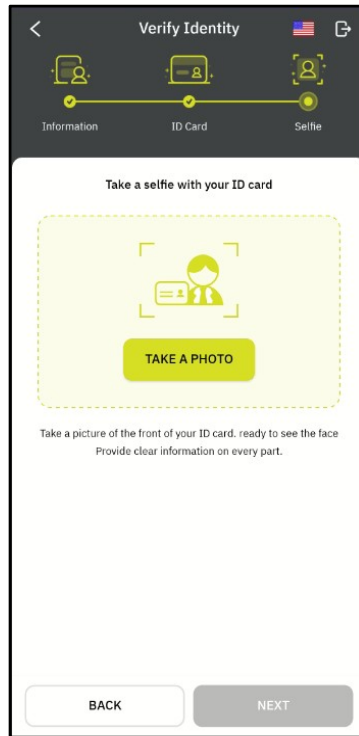
Note : In the event that the shareholder wants to change the device to access the system, the system will send OTP via mobile phone number to the shareholder to reconfirm and enter the original PIN Code that was previously set.

3.2 Kindly upload the picture of shareholder for self-verification as displayed in the Picture 3.2.1

- Kindly upload the picture of ID card
- Kindly upload the picture of shareholder holding the ID card



Please press "Allow" to let the system access the camera, microphone, and notifications on your device



Once the self-verification is complete, the OTP will be sent to the shareholder promptly for verification as displayed in the Picture 3.2.2

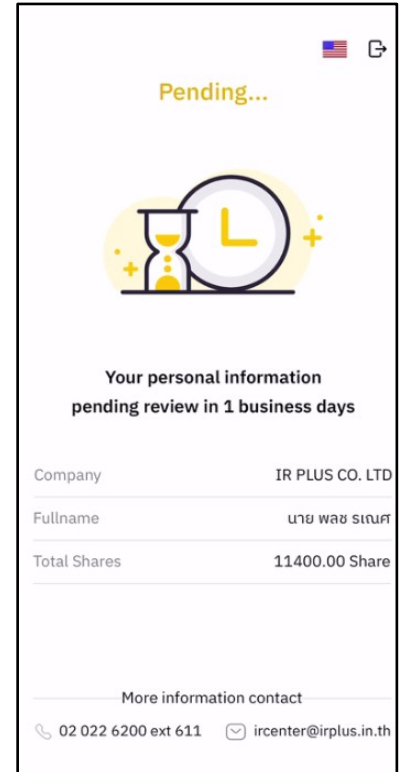
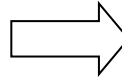
Picture 3.2.2: A screen of the OTP verification

3.3. The status of verification shall consist of 3 statuses as follows.

1. Pending means the verification process is not yet complete.

Once the self-verification is complete, the status will be pending. The system will transfer the information to the administrator for examination so that s/he will verify the shareholder prior the online vote.

***In case of pending, the shareholder is out of use this application.**



2. Disapproved means the verification process is failed.

- Once the administrator examines the self-verification of the shareholder, s/he will inform the disapproved result to the shareholder promptly with the notification stating that “Self-verification: Disapproved / together with the justification.



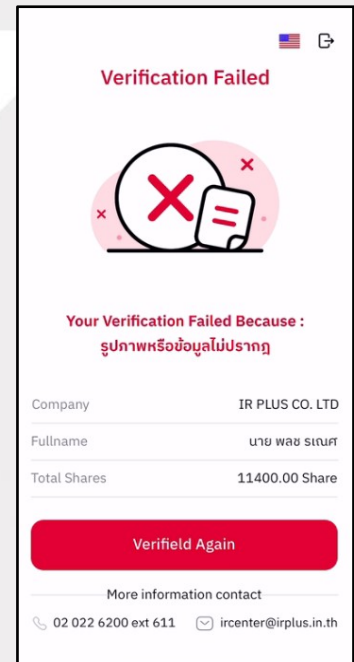
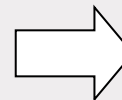
IR PLUS AGM

Self-verification : Disapproved

Remark: Clearer picture must upload.

In case of disapproved self-verification, the system will inform the cause and request to redo the self-verification.

*** In case of disapproved, the shareholder is out of use this application.**

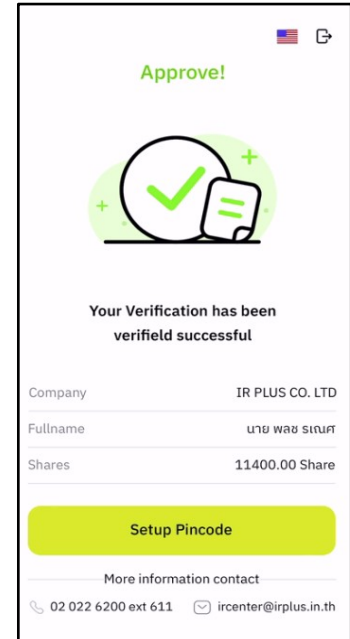
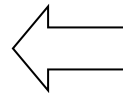


3. Approve means self-verification is complete.

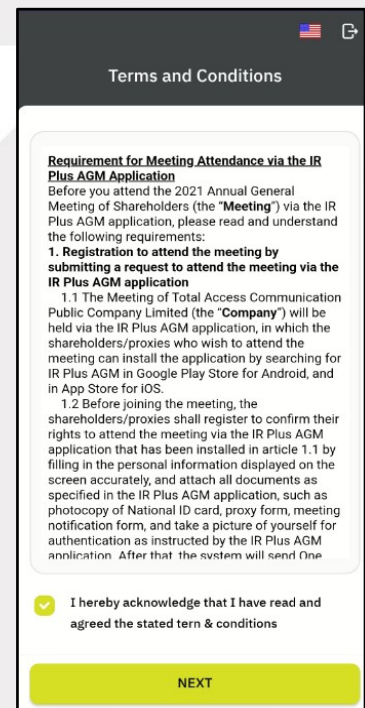
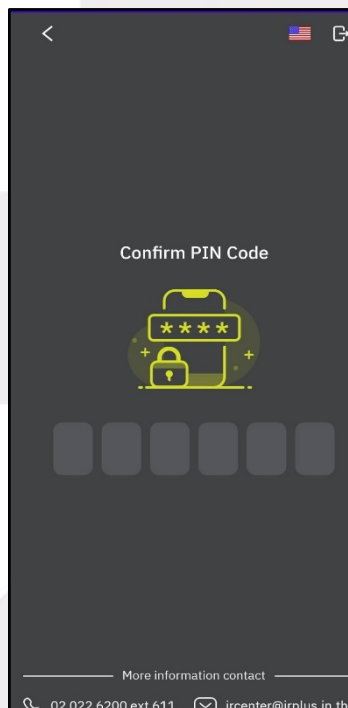
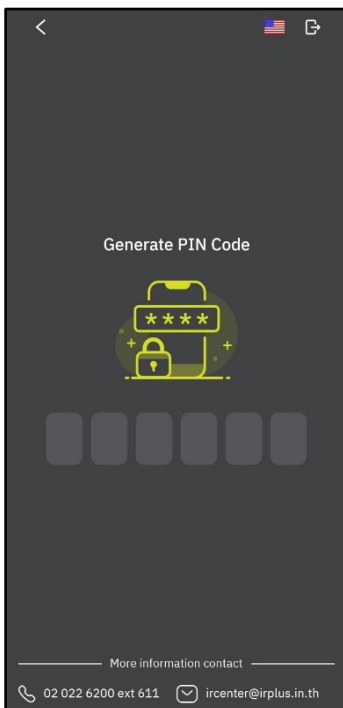
- Once the administrator examines the self-verification of the shareholder, s/he will inform the approved result to the shareholder promptly with the notification stating that “Self-verification: Approved.



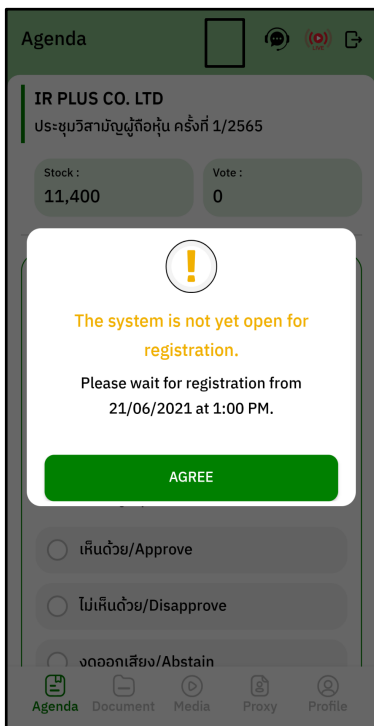
- Once the self-verification is complete, the shareholder, for safety reason, will be directed to the pin code setup when using the application.



- Once the self-verification is complete, the shareholder, for safety reason, will be directed to the pin code setup when using the application.

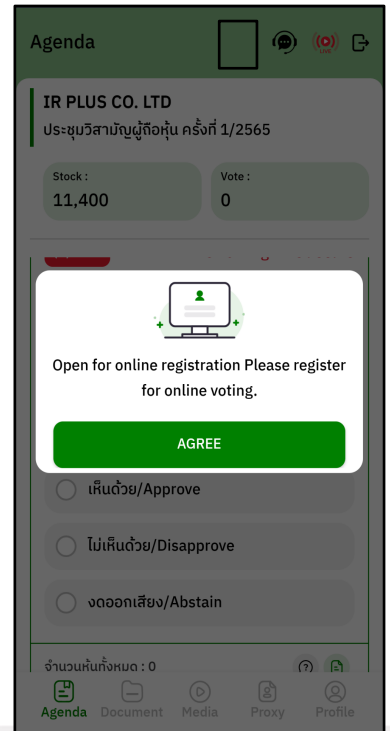


Meeting Attendance



The registration time shall be notified prior the registration.

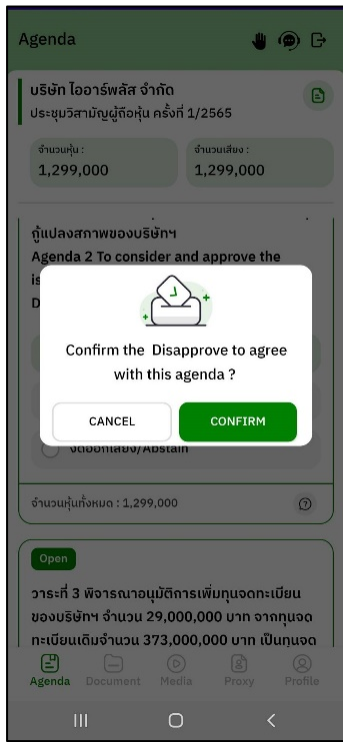
When the meeting begins, the notification shall be displayed so that the shareholder can register for the meeting attendance.



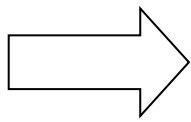
- Once a shareholder has registered, the shareholder will be able to vote immediately. The shareholder can vote either Approve, Disapprove, or Abstain.



- Once the vote is complete, the shareholder shall confirm his/her vote. To confirm, the shareholder may confirm either by press the button “confirm”. Shareholder may fix his/her vote as long as the voting session is closing.



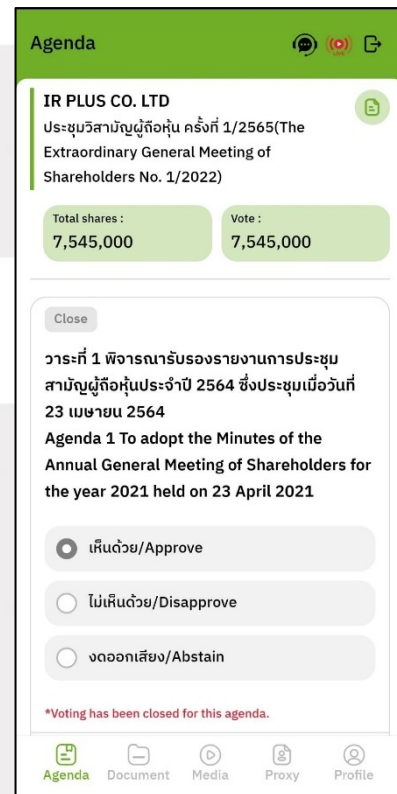
Once the vote is made, it will be shown according to his/her choice.



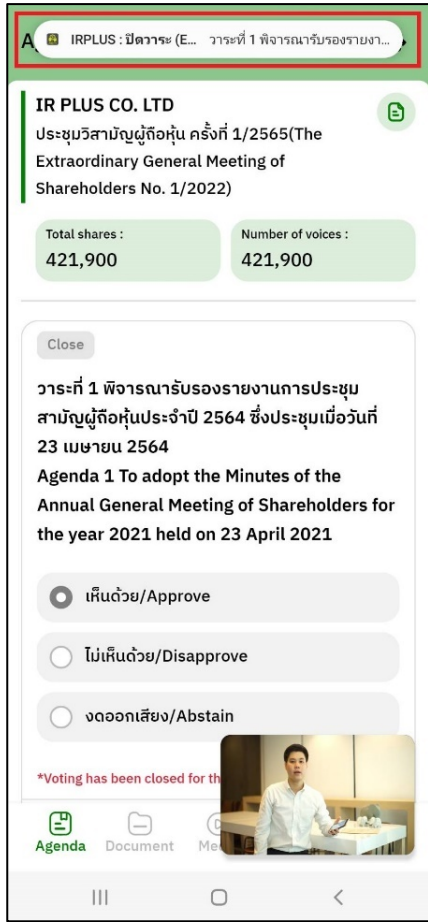
- When the voting reaches to the closing time, it shall be notified.



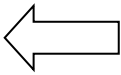
Once the vote is closing, the system will no longer allow the shareholder to fix or amend the vote.



- Once the agenda is final, it shall be notified.



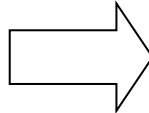
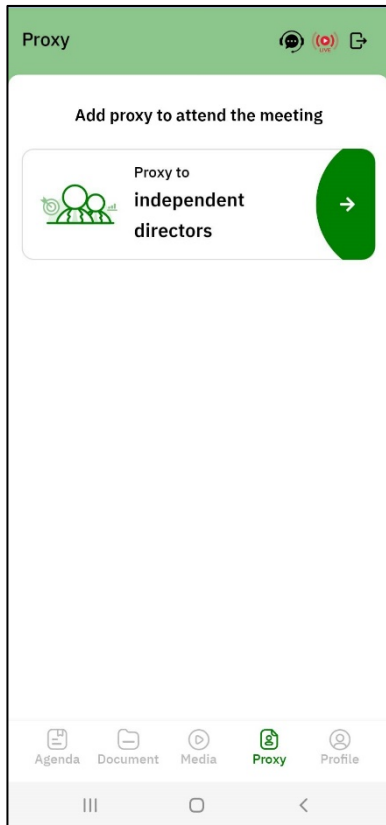
Once the agenda is closing, shareholder can check the voting results promptly.



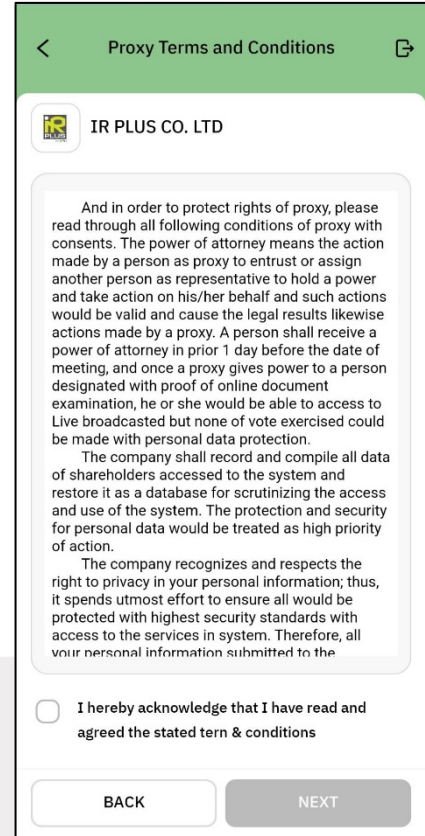
In case the shareholder would like to assign the right to his/her proxy

Right assignment may be made

To the independent director : Form B.

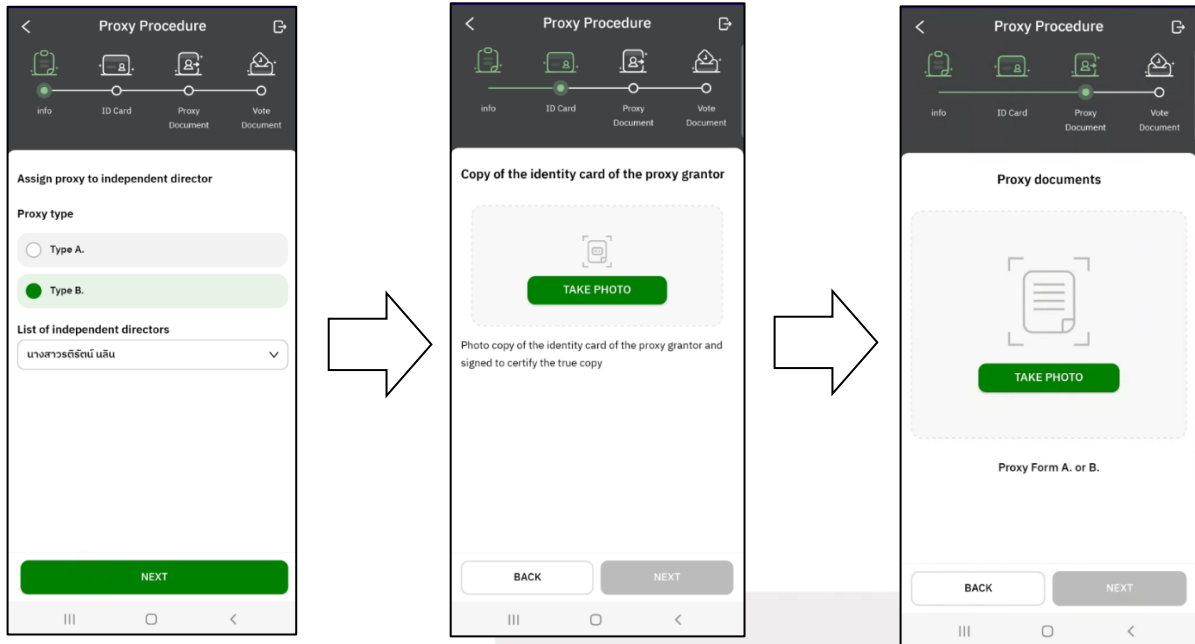


Once the right is assigned to any kind as required, the shareholder will be directed to term and conditions page.

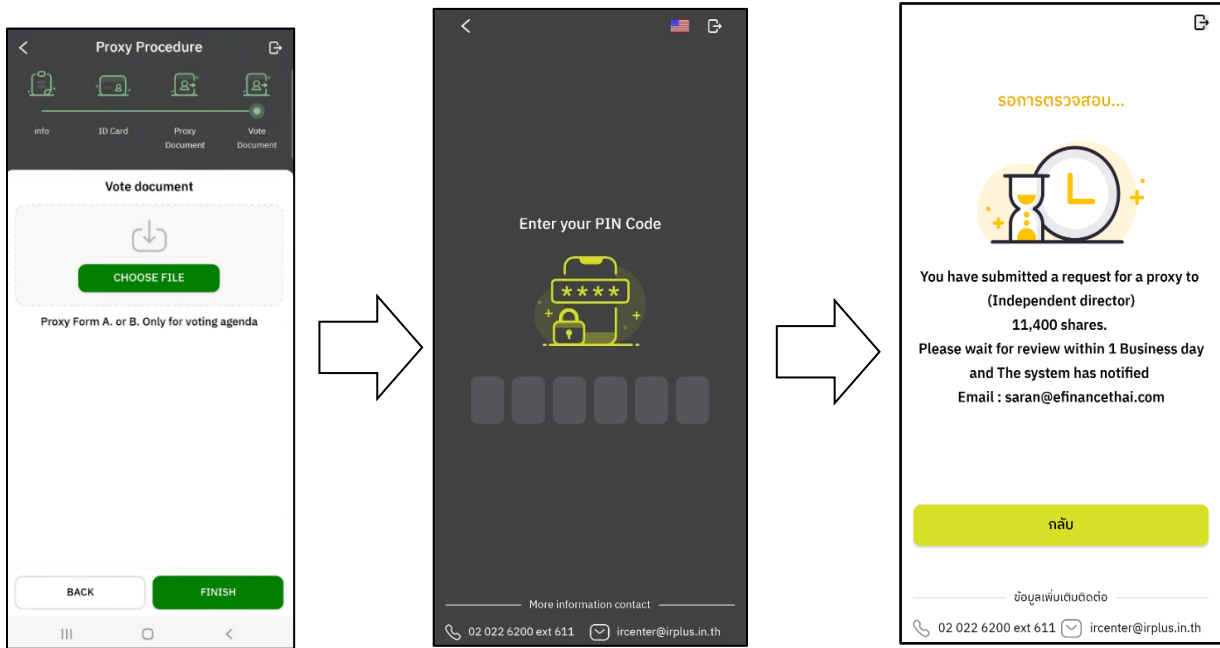


Process of right assignment to the independent director by the use of Form B.

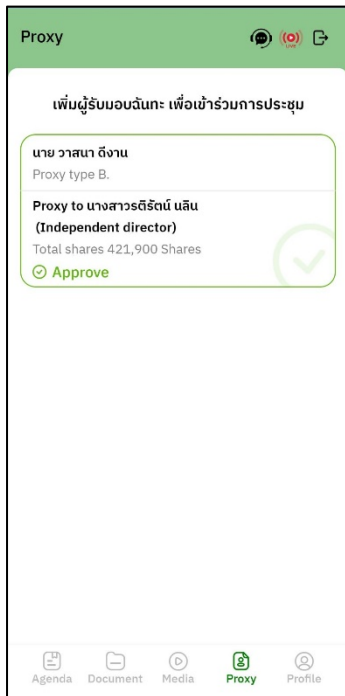
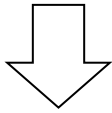
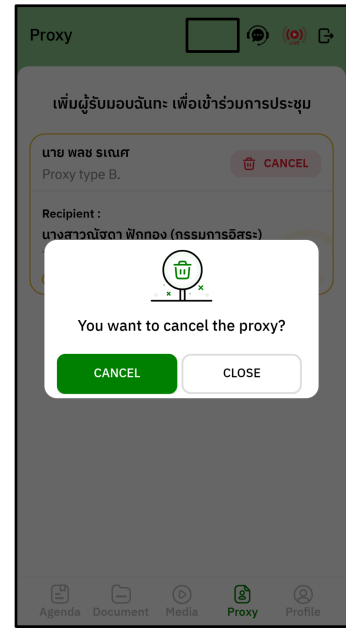
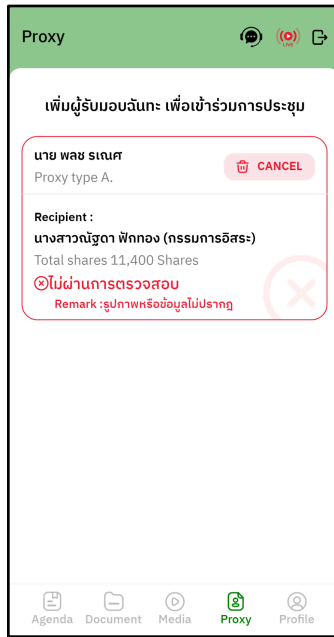
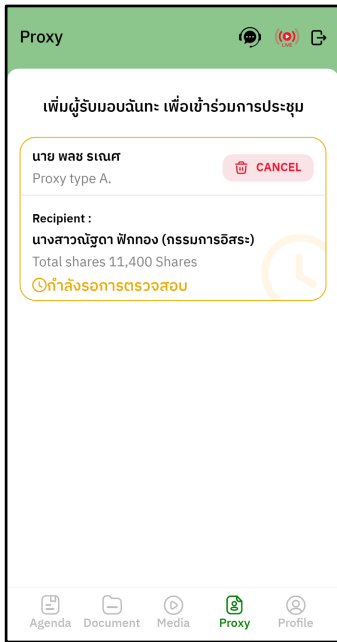
- Kindly upload the picture of ID card
- Kindly upload the proxy document
- Kindly upload the vote document



- Once the right assignment through Form B. is complete, the shareholder **must upload vote document** in order to confirm the right assignment with the pin code

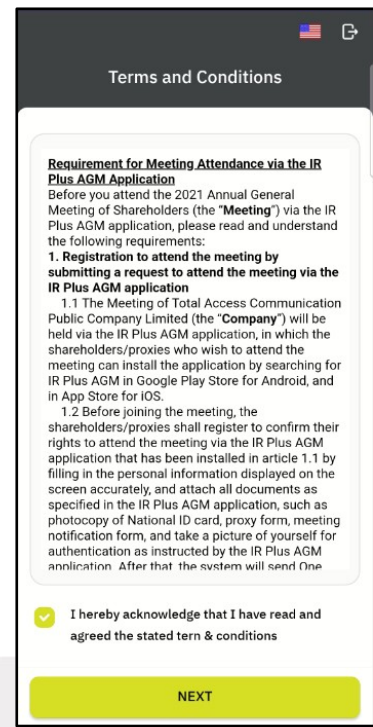
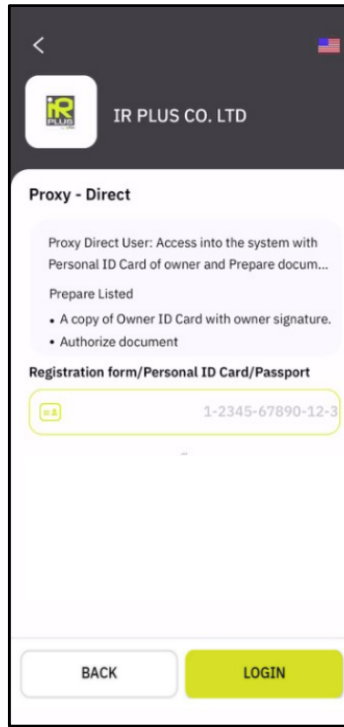
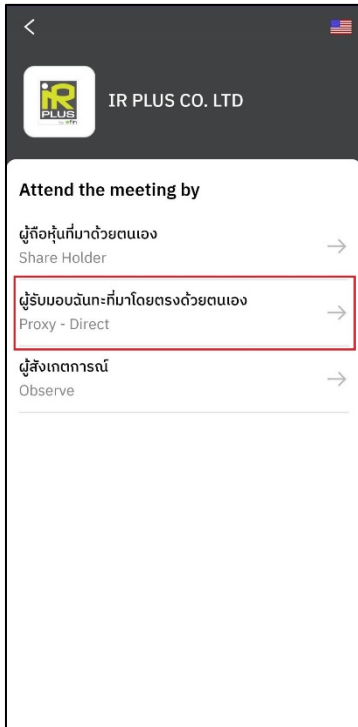


- After completing the process, the administrator shall examine. Meanwhile, there are 3 kinds of statuses during the examination: Pending; Disapproved; Approved in Form B. When the process of examination is pending, the shareholder may revoke the right assignment anytime.



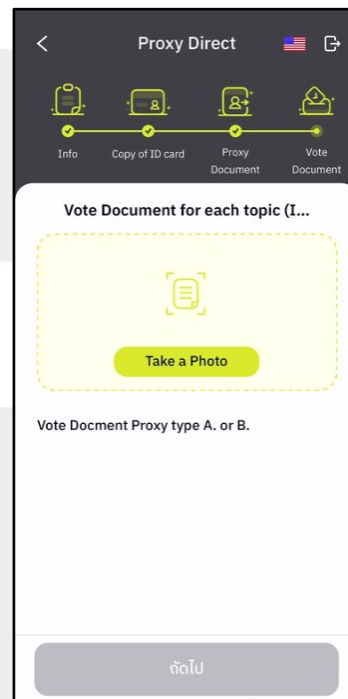
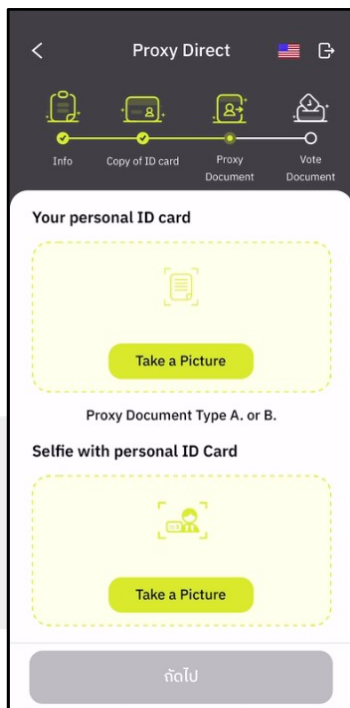
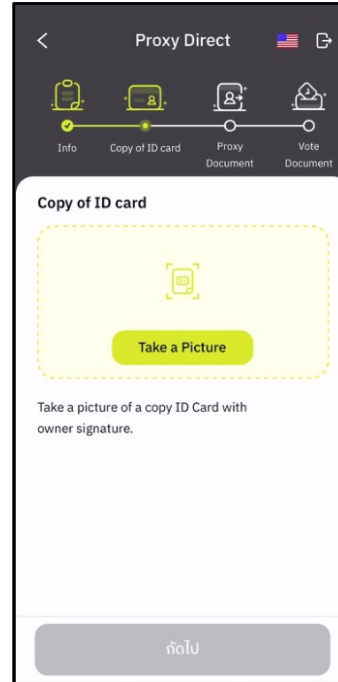
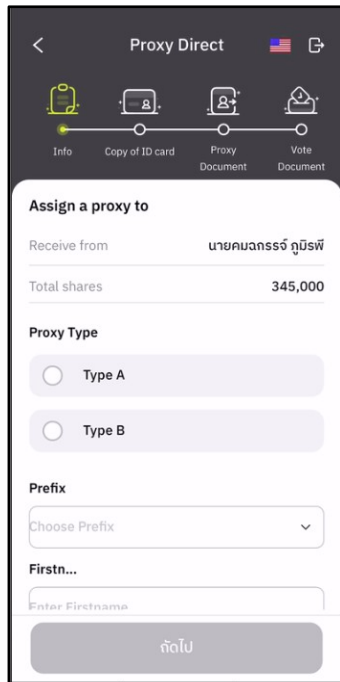
Category 2 : Login by the Direct Proxy from Holder

1. The direct proxy can login via the shareholder's ID card or passport number . Prior to that, the shareholder shall select the company to participate in the E-AGM.



2. Term and conditions to participate in the E-AGM, once the direct proxy acknowledges the term and conditions, the direct proxy shall accept and go the next page.

- Below is the process of self-verification of the direct proxy.

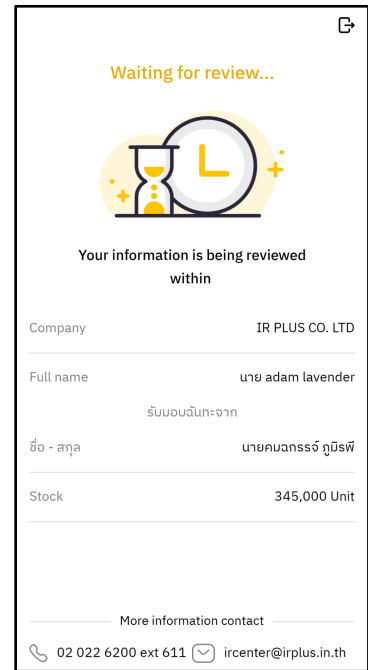
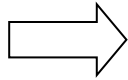


- The status of verification shall consist of 3 statuses as follows.

1. Pending means the verification process is not yet complete.


Once the self-verification is complete, the status will be shown as pending. The system will transfer the information to the administrator for examination to verify the direct proxy prior the online vote.

***In case of pending, the direct proxy is out of use this application.**



2. Disapproved means the verification process is failed.

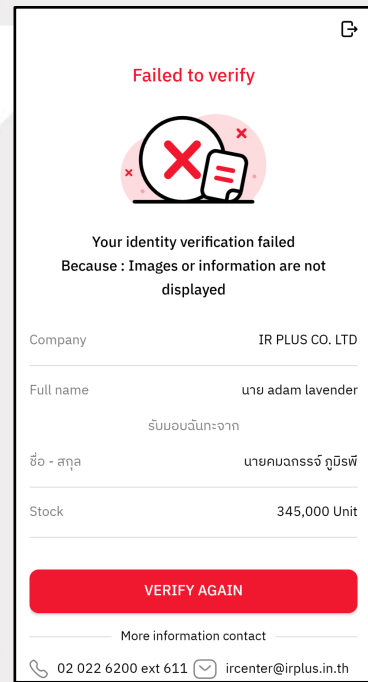
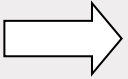
- Once the administrator examines the self-verification of the direct proxy, s/he will inform the disapproved result to the direct proxy promptly with the notification stating that “Self-verification: Disapproved / together with the justification.

 **IR PLUS AGM**

Self-verification : Disapproved / Remark : Clearer picture must upload.

In case of disapproved self-verification, the system will inform the cause and request to redo the self-verification.

*** In case of disapproved, the direct proxy is out of use this application.**



3. Approve means self-verification is complete.

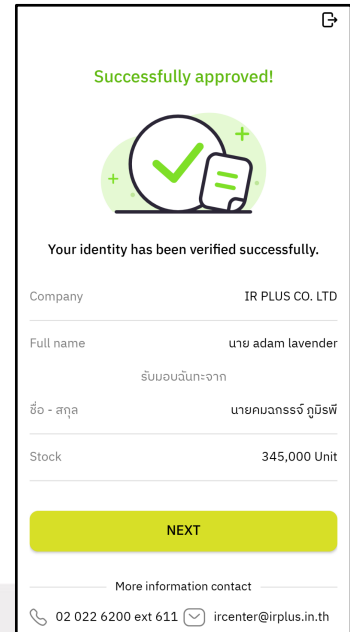
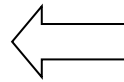
- Once the administrator examines the self-verification of the direct proxy, s/he will inform the approved result to the direct proxy promptly with the notification stating that “Self-verification: Approved.



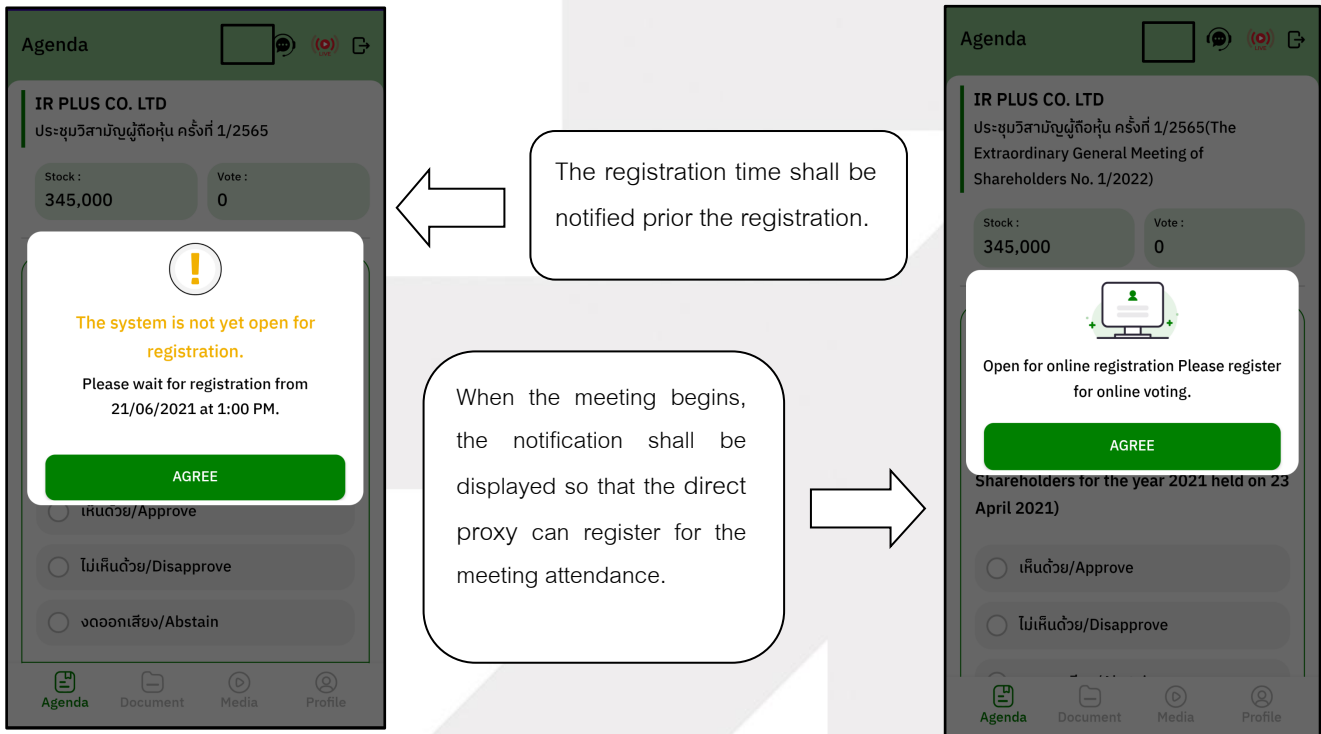
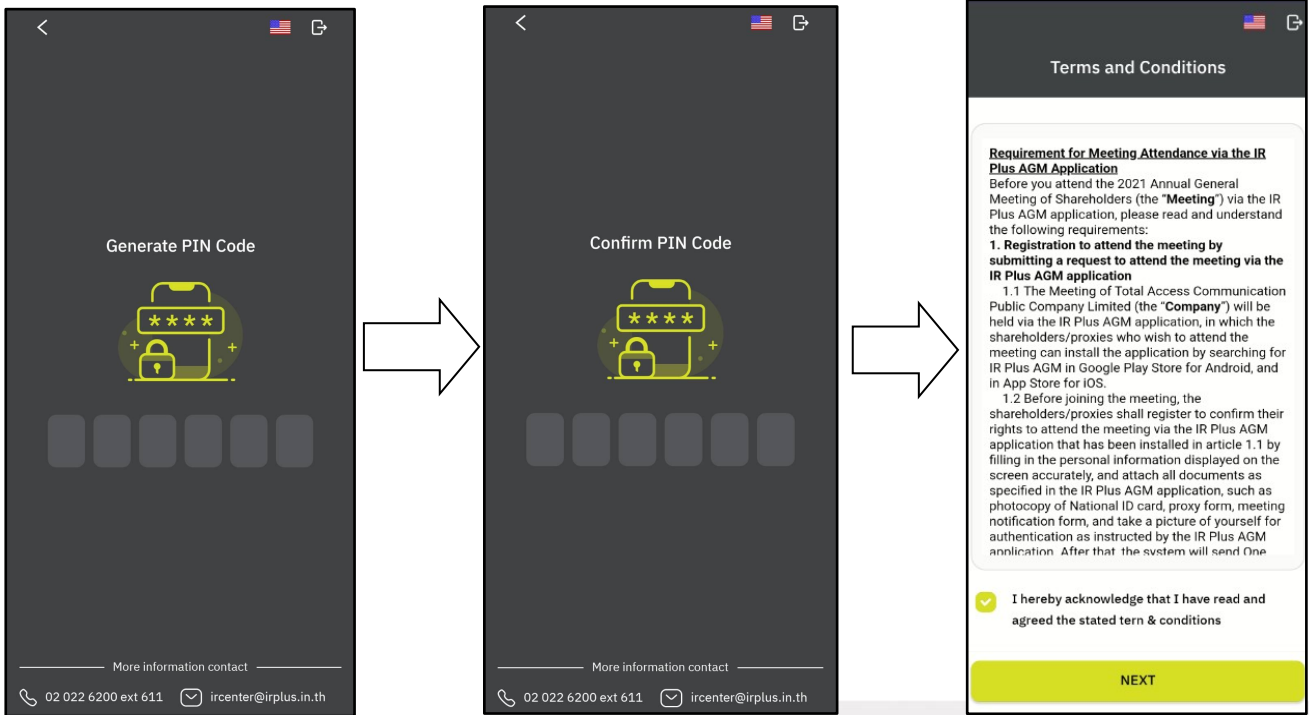
IR PLUS AGM

Self-verification : Approved

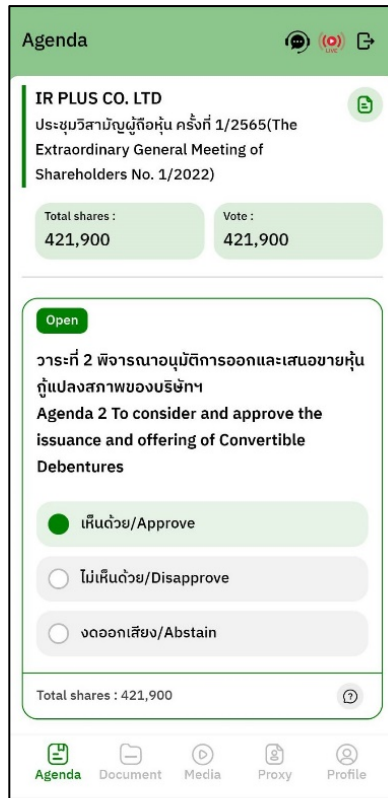
- Once the self-verification is complete, the user, for safety reason, will be directed to the pin code setup when using the application.



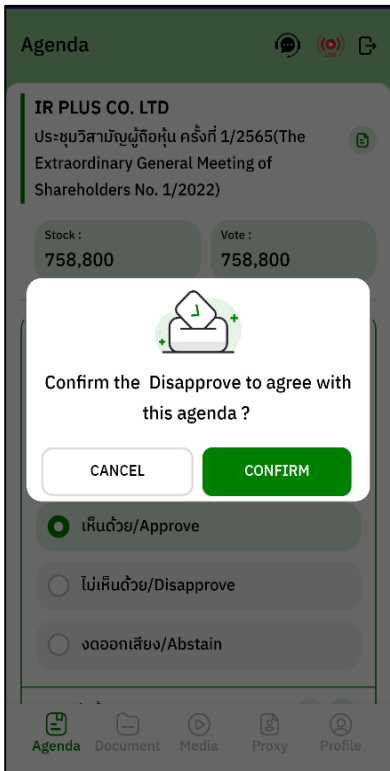
- User for safety reason, shall set up the pin code when using the application



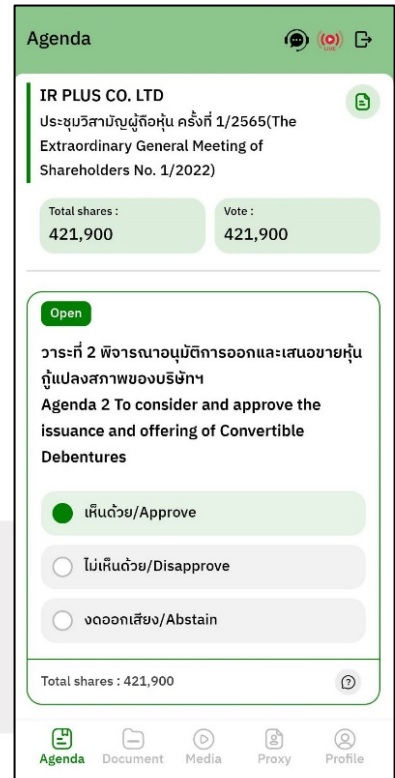
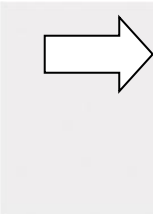
- Once a direct proxy has registered, the direct proxy will be able to vote immediately. The direct proxy can vote either Approve, Disapprove, or Abstain.



- Once the vote is complete, the direct proxy shall confirm his/her vote. To confirm, the direct proxy may confirm either by the press the button “confirm”. The direct proxy may fix his/her vote as long as the voting session is closing.



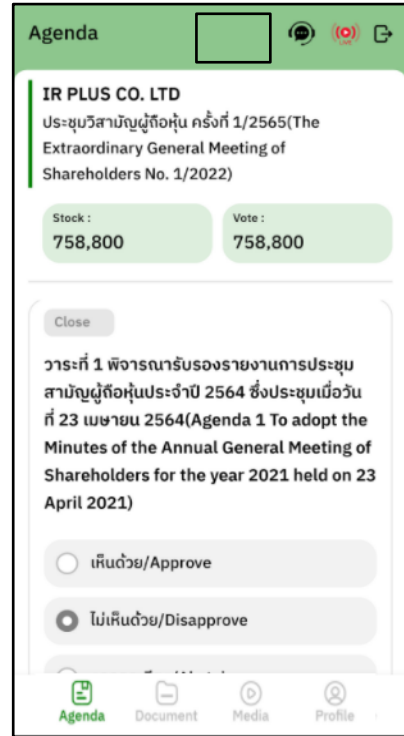
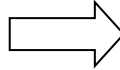
Once the vote is made, it will be shown according to his/her choice.



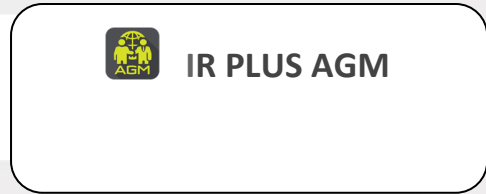
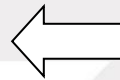
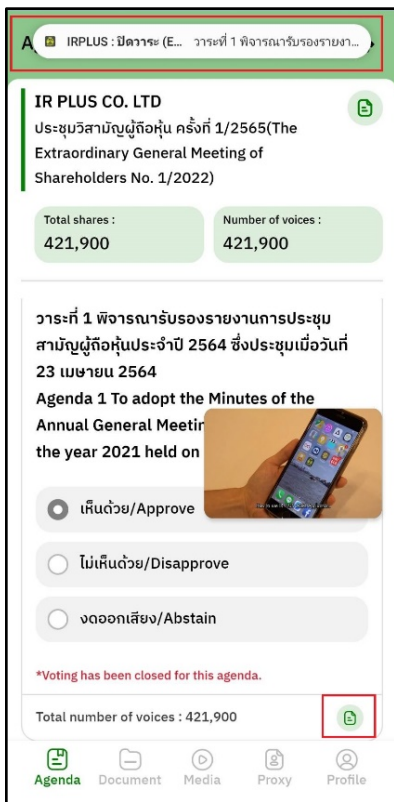
- When the voting reaches to the closing time, it shall be notified.



Once the vote is closing, the system will no longer allow the direct proxy to fix the vote.



- Once the agenda is final, it shall be notified.



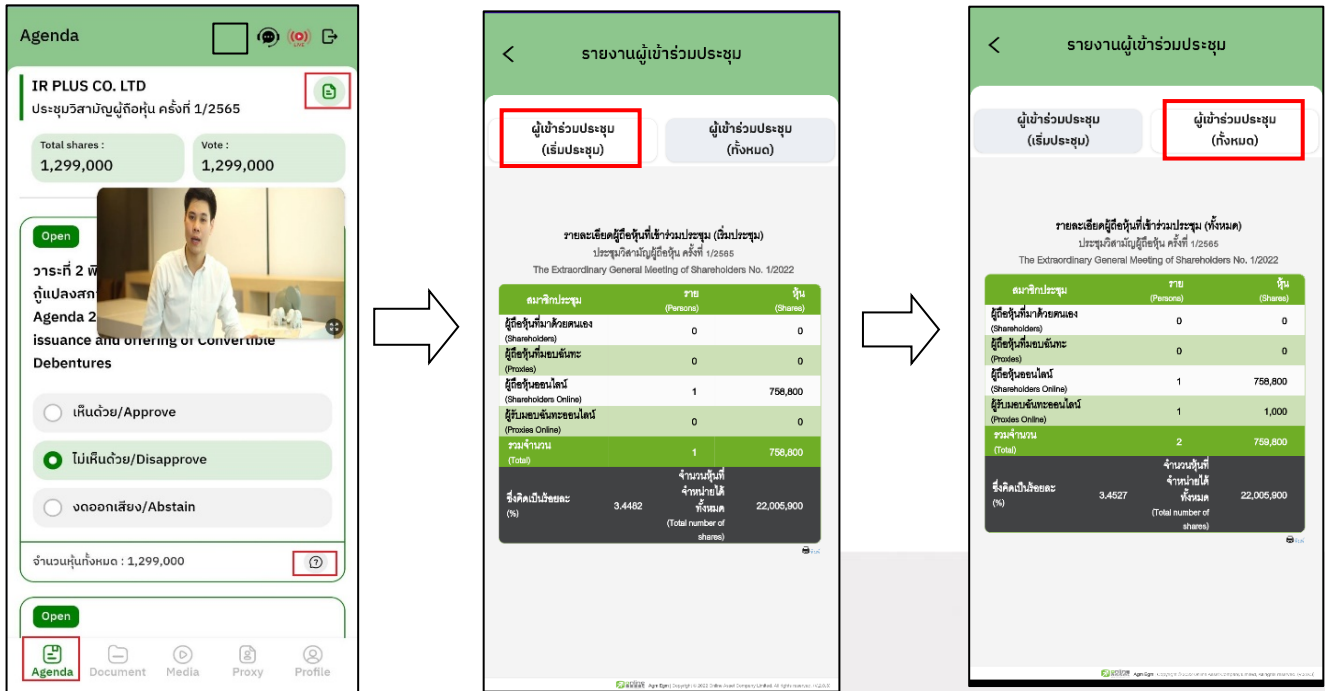
Once the agenda is closing, direct proxy may check the minute of the meeting promptly.

Usage Menu of Mobile Application

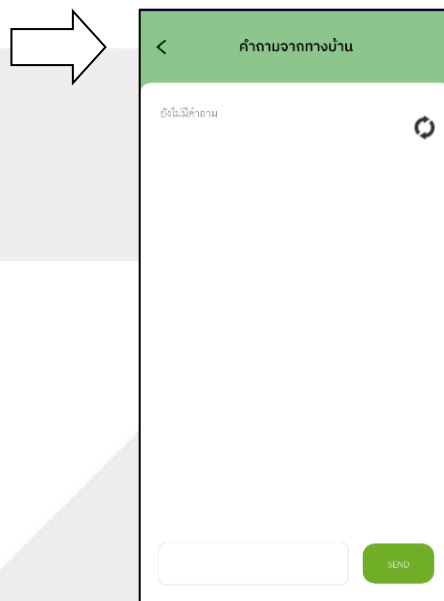
*Remark : The usage menu of mobile application shall be reserved only for those who is successfully self-verified.

1. Agenda menu

- Summary of participants

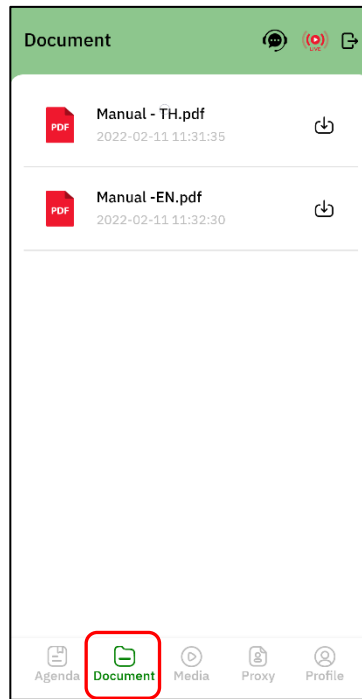


- Question to be asked regarding the agenda



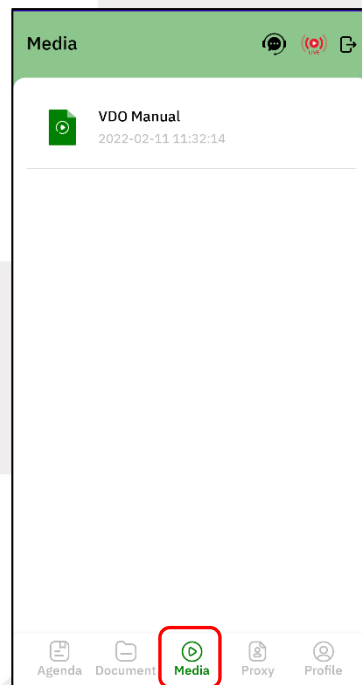
2. Document menu

- For the shareholder to study during the meeting



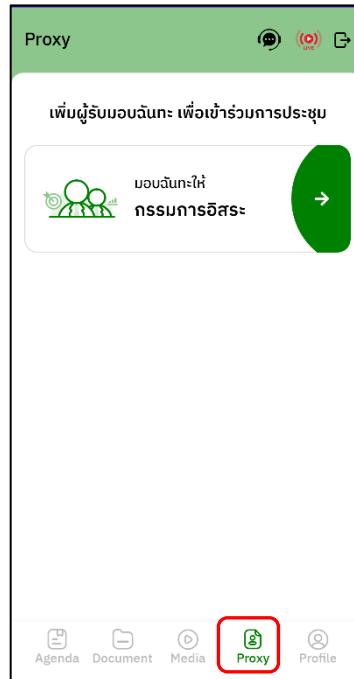
3. Media menu

- For the shareholder to play the VDO related to the meeting



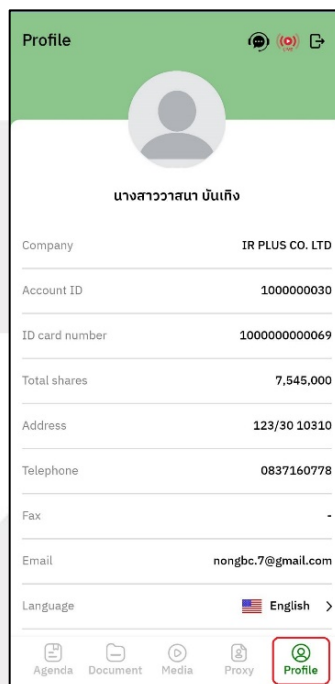
4. Proxy menu

- In the case of proxy appointment, those who are only the shareholder can be entitled to use this menu.



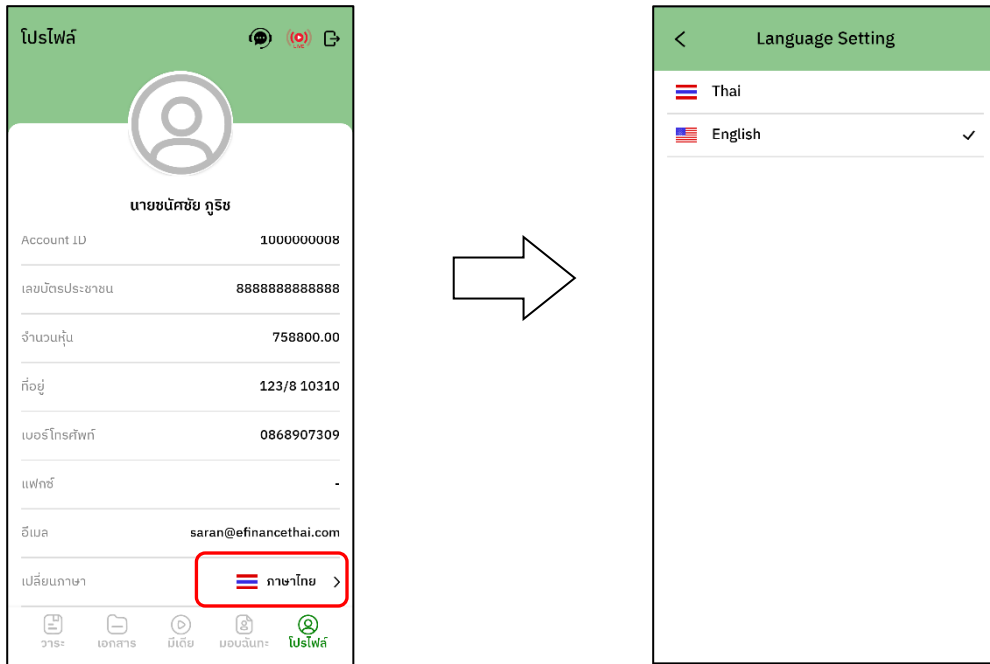
5. Profile menu

- Personal information of the shareholder



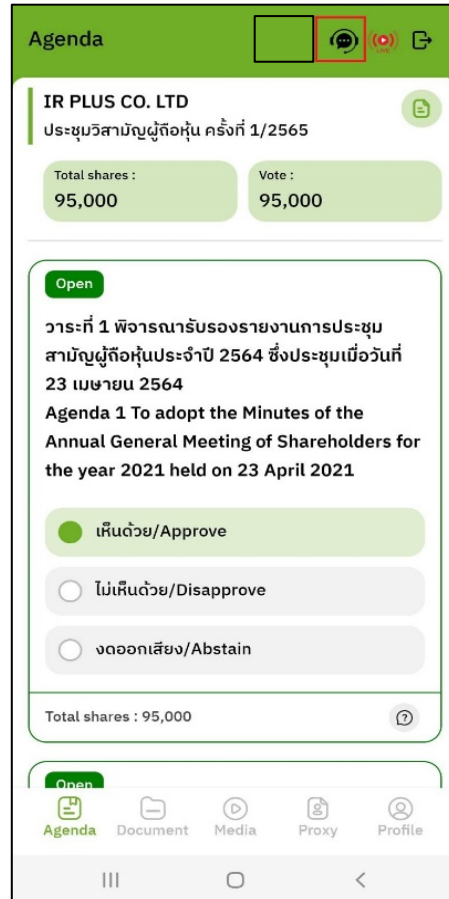
6. Setup menu

- This menu aims to change the language or to exit the application.

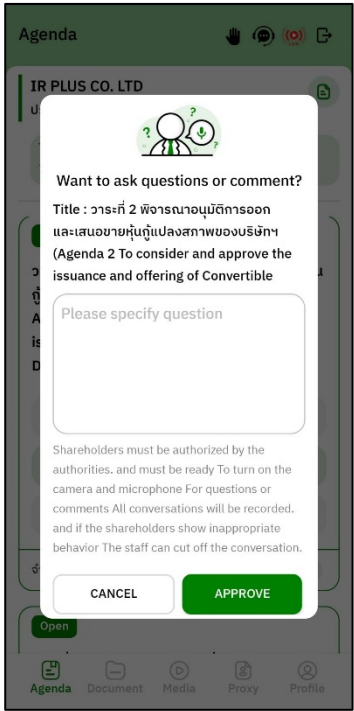
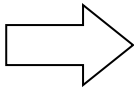


7. Enquiry or comment during the meeting menu

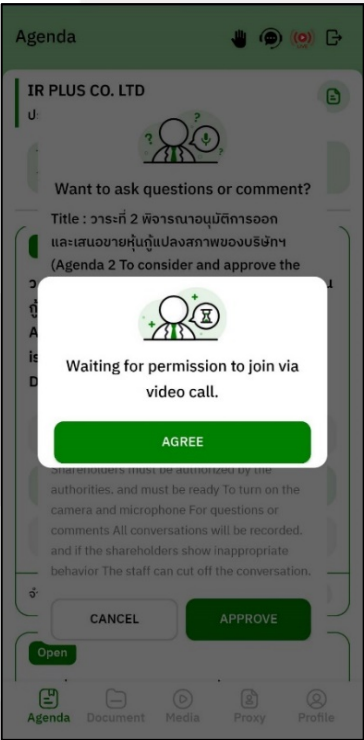
7.1 How to comment or raise the question to the Committee during the meeting through a VDO call. The shareholder can use the vdo call to raise a question to the Board of Directors in the live broadcast.



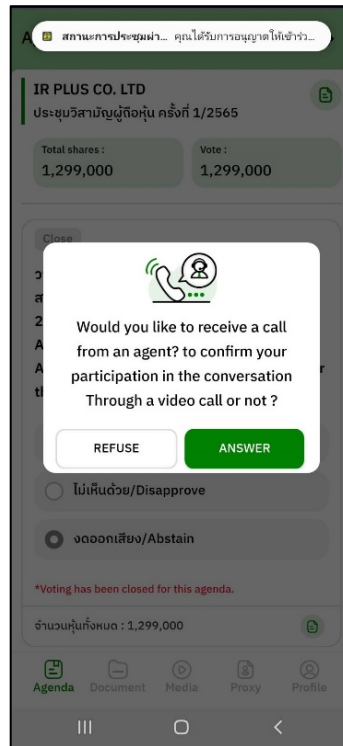
Once the shareholder selects the comment menu during the meeting, confirmation is prerequisite. After confirmation, the administrator will manage the queue for the shareholder to ask or to comment.



- When the shareholder requests to ask the question via a VDO call, the administrator shall examine such request and contact the shareholder accordingly.



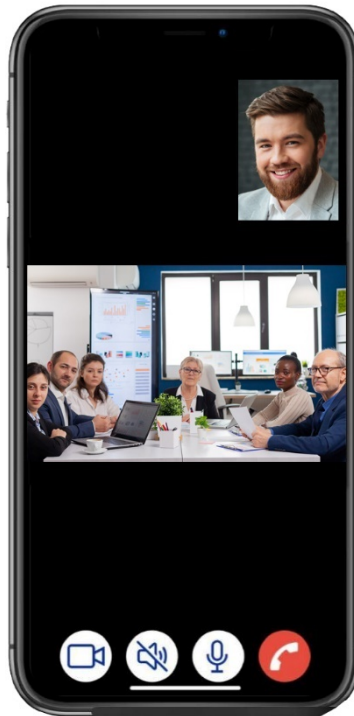
- Once the shareholder is verified from examination, the administrator shall contact the shareholder asking to confirm the VDO call participation and pressing the “confirm” button to participate.



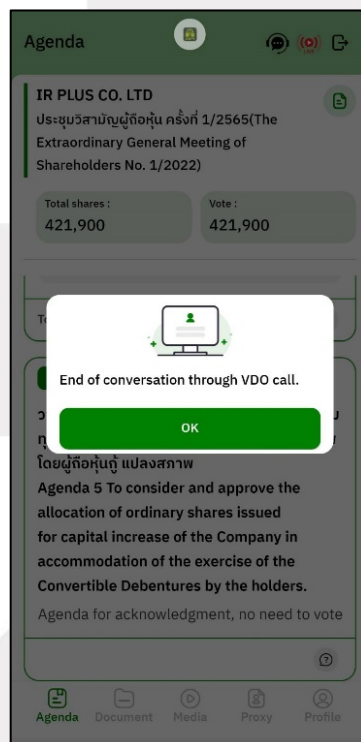
- Once the shareholder confirms to participate the VDO call participation, the VDO call function, as well as the camera, will be operated. The administrator shall follow up with the shareholder and put on hold prior to switch the camera to the Committee for further comment and question.



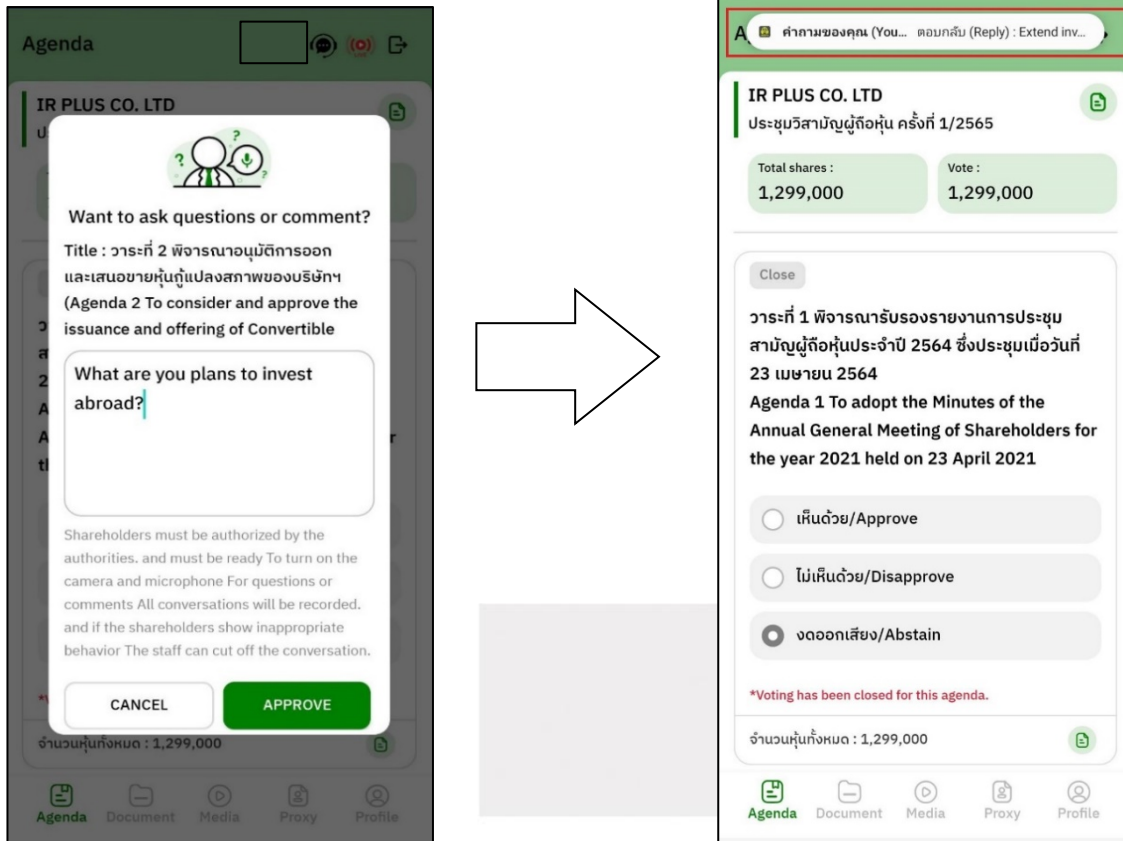
- Once the administrator finishes running the test, s/he shall switch the camera to the Committee so that the enquiry or comment can be raised by the shareholder.



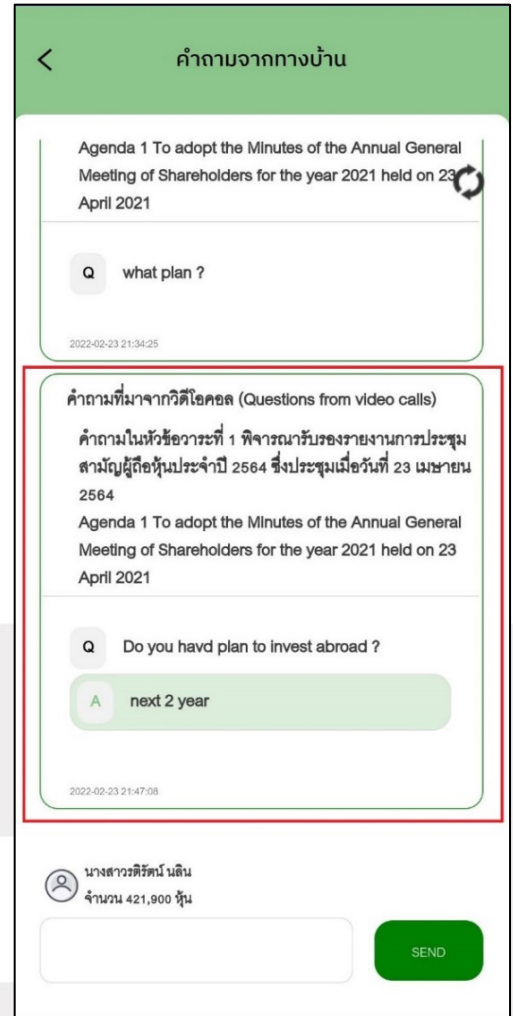
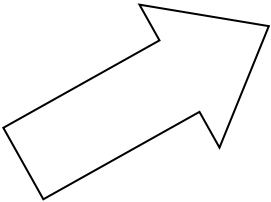
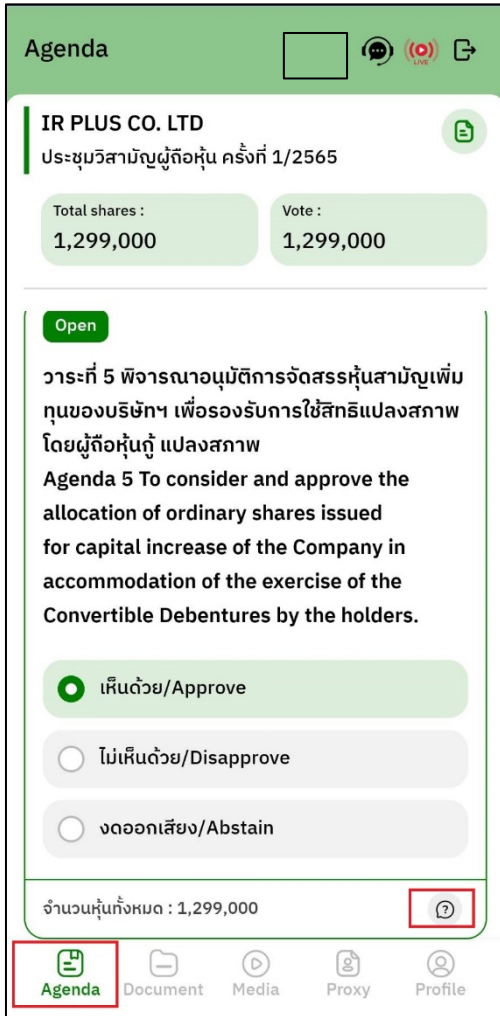
- When the participant finished asking or receives the answer from the Committee, the Committee shall hang up to end the conversation.



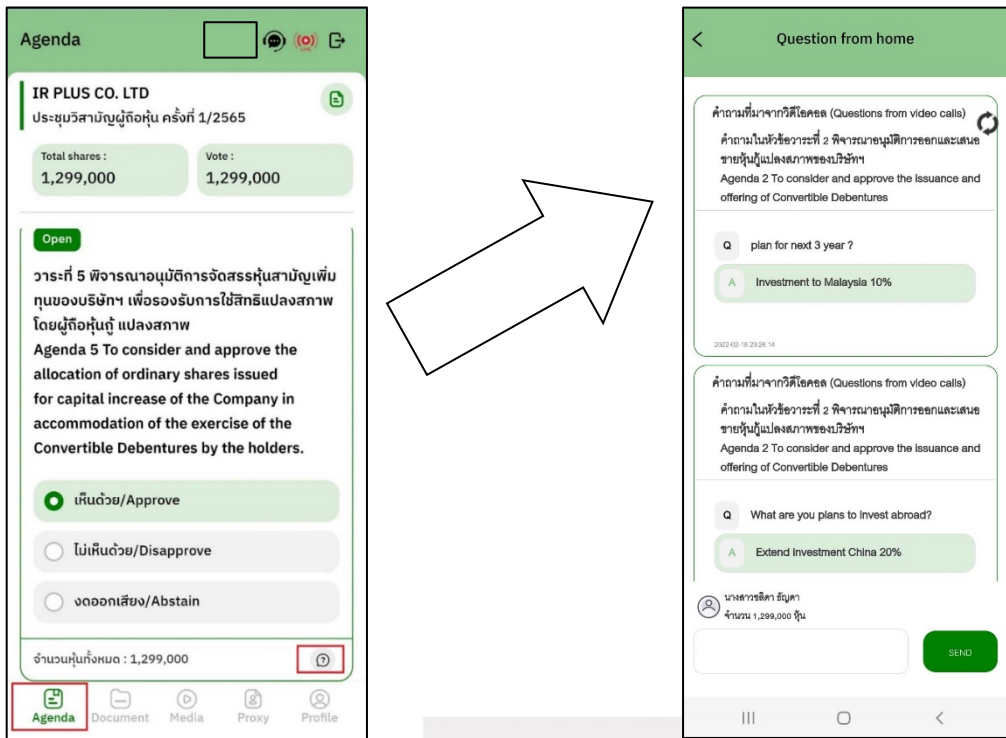
- In case the participants ask the question via a VDO call and don't get a video call response. the administrator shall reply with text instead. The participants will receive a notification message. As displayed in the picture.



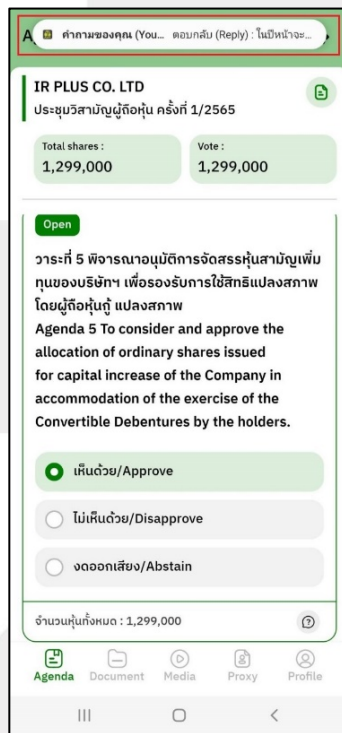
- When pressed to see the reply from the notification message, it will be shown as in the picture, or the participants can come back to see the answers from the administrator again. through a “Message” button as displayed in the picture



7.2 How to comment or raise the question to the Committee during the meeting through a “Message” button. The shareholder may press the button for leaving a question in each agenda.



- Once the Committee responds the question, the shareholder shall receive the notification in order to access such response.



Revision History

Action : C = Created A=Added M=Modified D=Deleted

Date Started	Date Finished	Version	Action	Description
25/11/2021	25/11/2021	00	C	Created
27/12/2021	27/12/2021	01	M	Identify Secret Class
09/02/2022	24/02/2022	02	M	Update Graphic User Interface