



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

ONL-MN-001

Revision: 02

Effective Date: 24 February 2022





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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

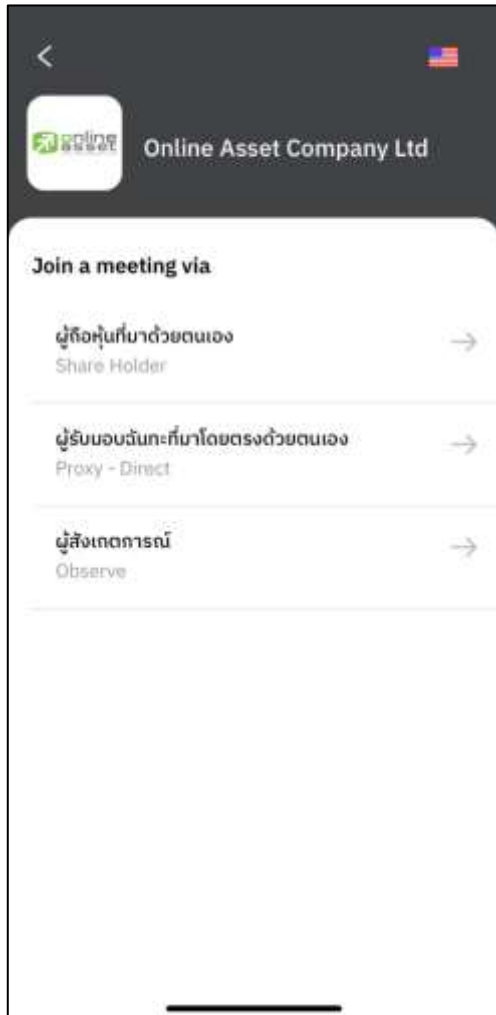


Usage of Electronic-Annual General Meeting (E-AGM)

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'

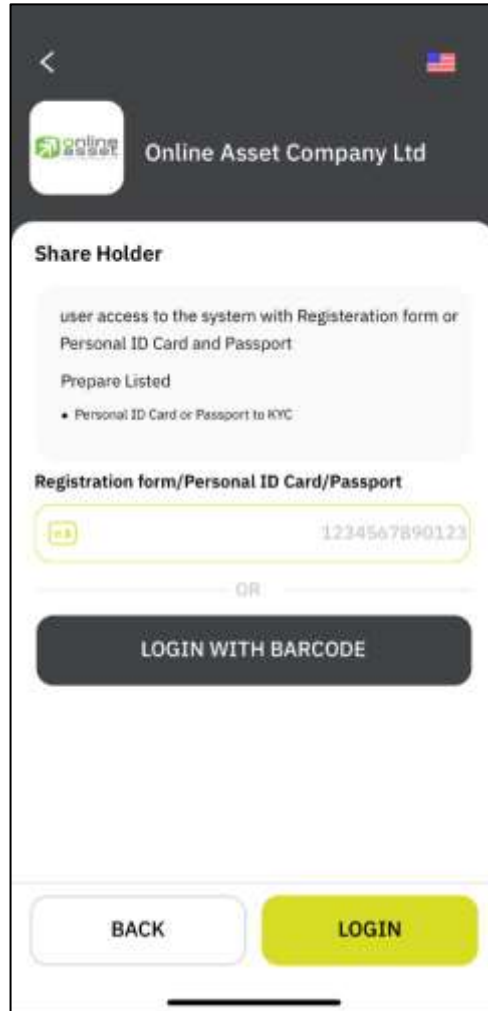
- Proxy form



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

Category 1: Shareholder

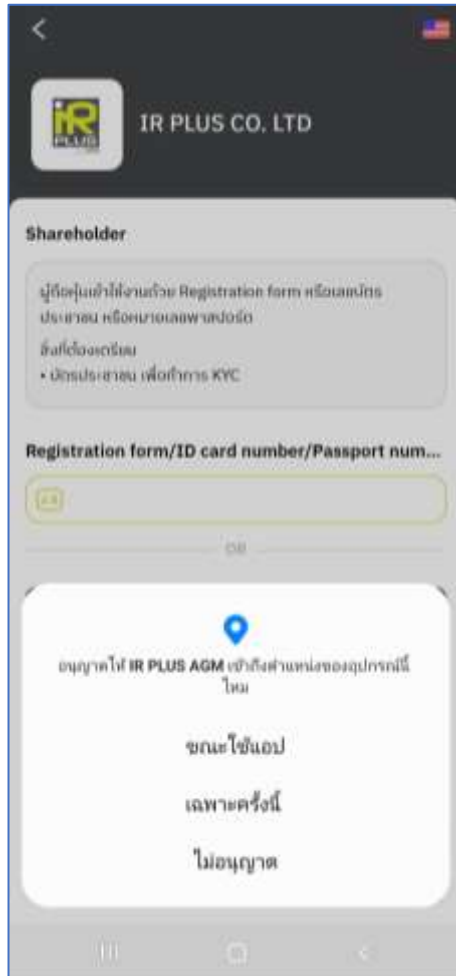
1. The shareholder can select to login by scanning a barcode appeared in the AGM registration form, or to login by using 13 digits of Identification Card or a pursuant to the Picture 1.1 (Shareholder login)



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."

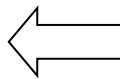




In case of logging in via a scanned barcode, the shareholder shall prepare the registration form received from the TSD prior to accessing the application as displayed in the Picture 1.3



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 to 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

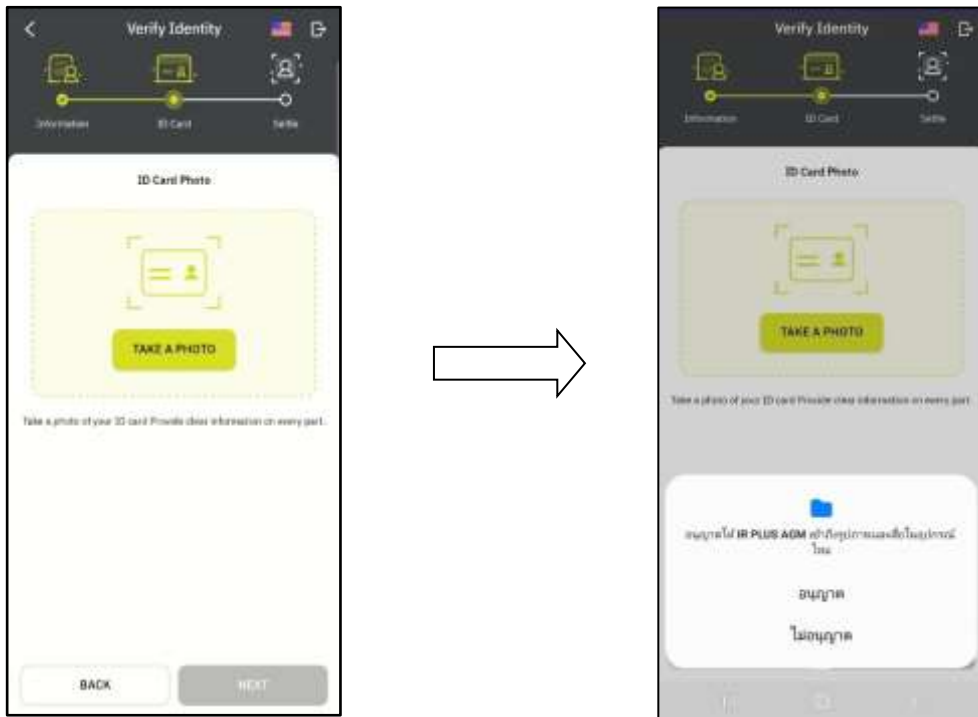
The screenshot displays the 'Verify Identity' interface. At the top, there's a title 'Verify Identity' and a share icon. Below the title is a progress indicator with three steps: 'Information', 'ID Card', and 'Settle'. The 'ID Card' step is highlighted. The main content area contains three input fields: 'ID Card Number' (with a value of 1000000000017), 'Telephone' (with a placeholder 'Enter phone number'), and 'Email' (with a placeholder 'Enter email'). Below these fields, there's a section titled 'You want to send otp to' with two radio buttons: 'Mobile number' (selected) and 'Email'. At the bottom, there's a 'NEXT' button.

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

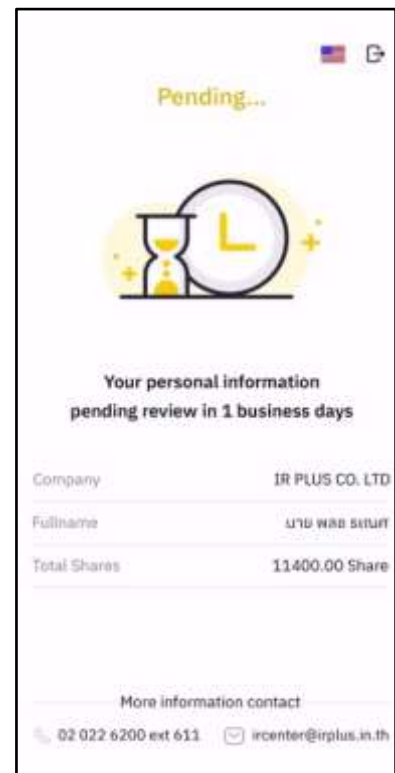
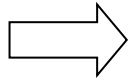
Picture 3.2.2: A screen of the OTP verification

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.

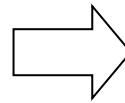
- Once the administrator examines the self-verification of the shareholder, s/he will inform the disapproved result to the shareholder promptly with the notification stating that “Self-verification: Disapproved / together with the justification.

 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.**



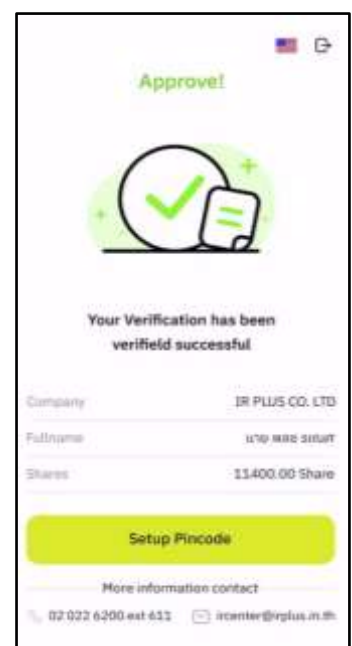
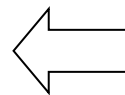
3. Approve means self-verification is complete.

- 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.

 IR PLUS AGM

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.

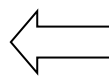




- Once the self-verification is complete, the shareholder, for safety reason, will be directed to the pin code setup when using the application.

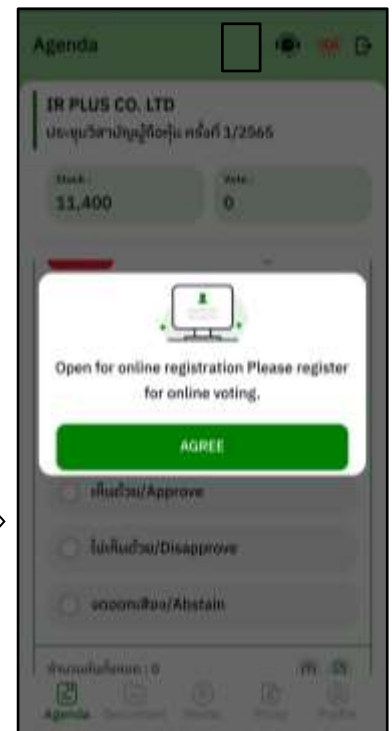
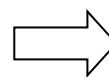


Meeting Attendance



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.





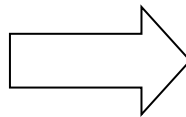
- Once a shareholder has registered, the shareholder will be able to vote immediately. The shareholder can vote either Approve, Disapprove, or Abstain.



- 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.



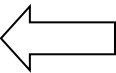
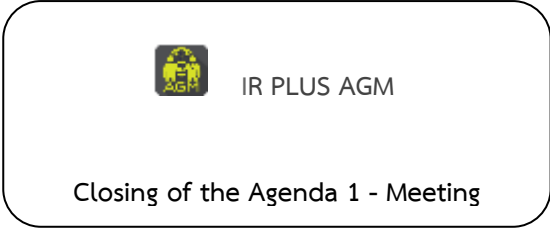
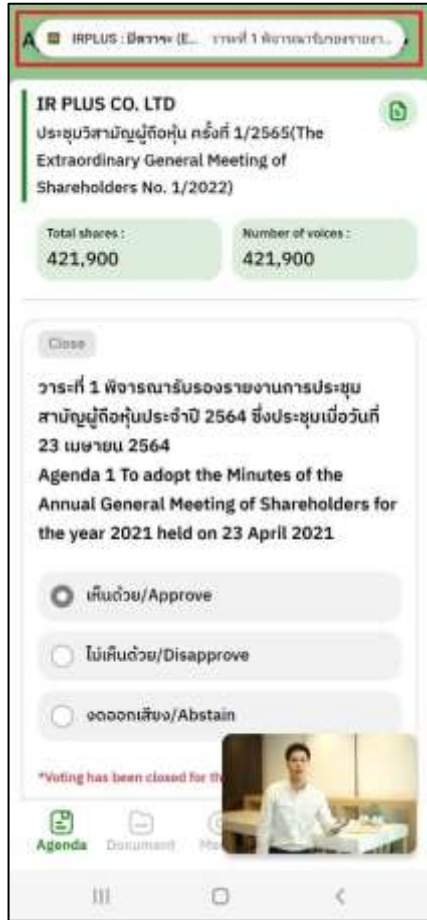
 **IR PLUS AGM**
Vote closing for the Agenda 1 - Meeting

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.

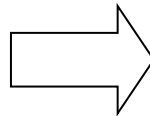


Once the agenda is closing, shareholder can check the voting results promptly.

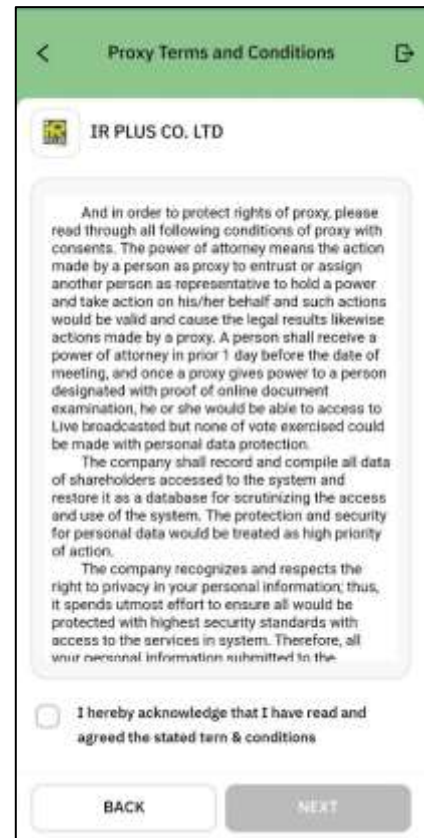




In case the shareholder would like to assign the right to his/her proxy
Right assignment may be made
To the independent director : Form B.

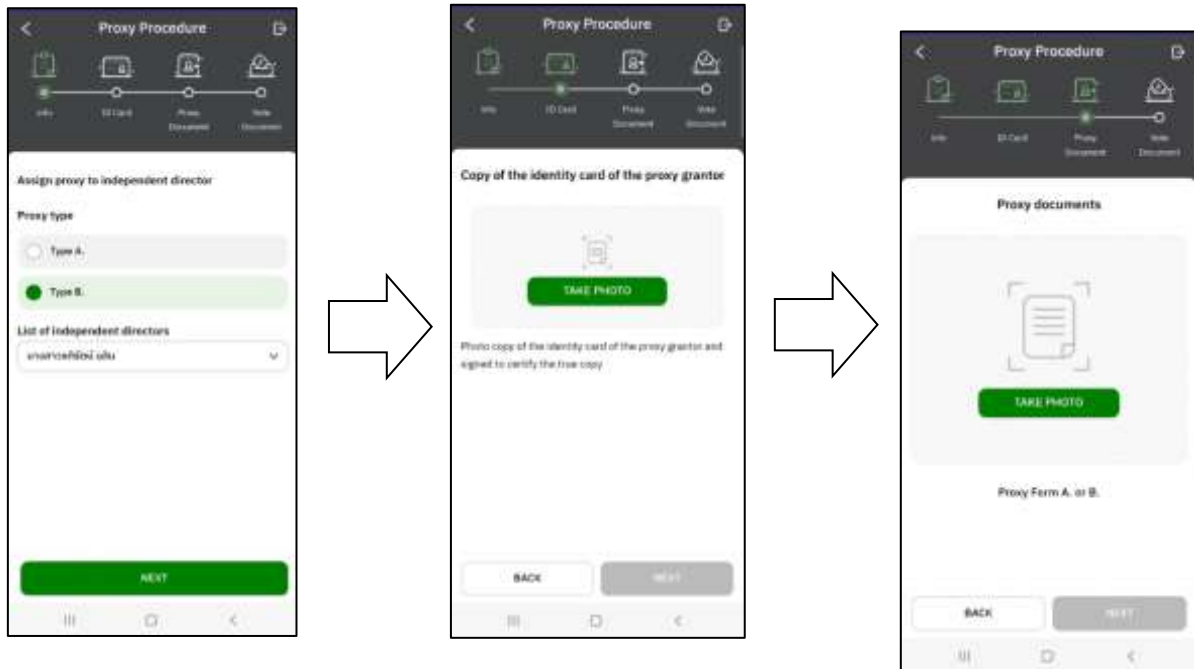


Once the right is assigned to any kind as required, the shareholder will be directed to term and conditions page.

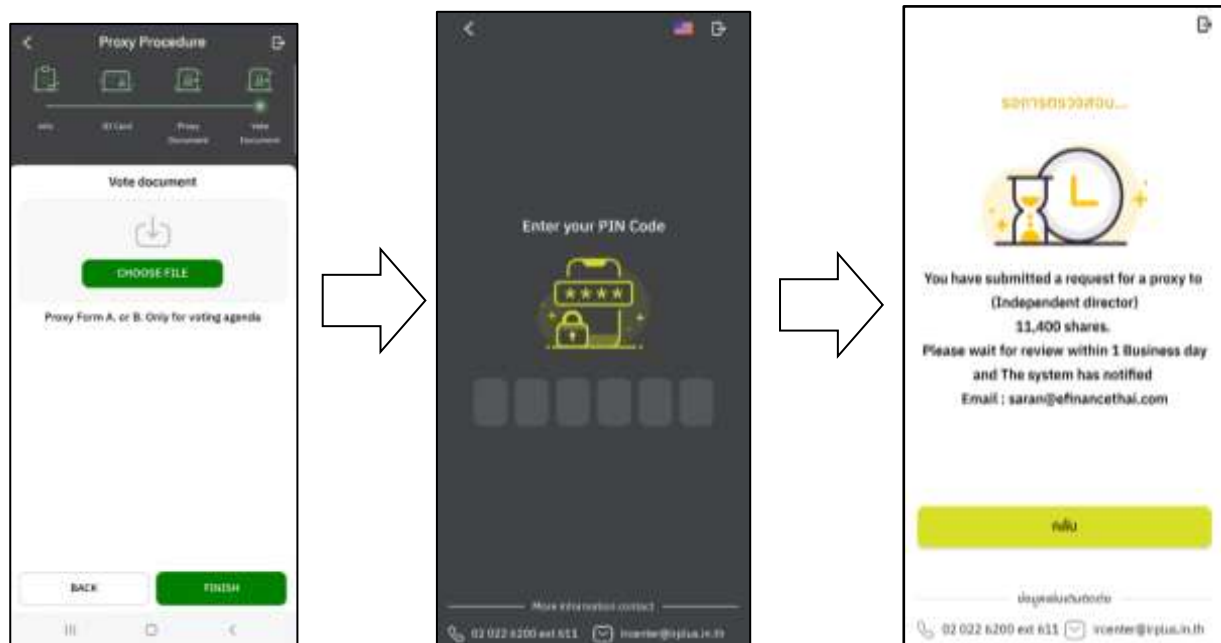


Process of right assignment to the independent director by the use of Form B.

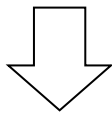
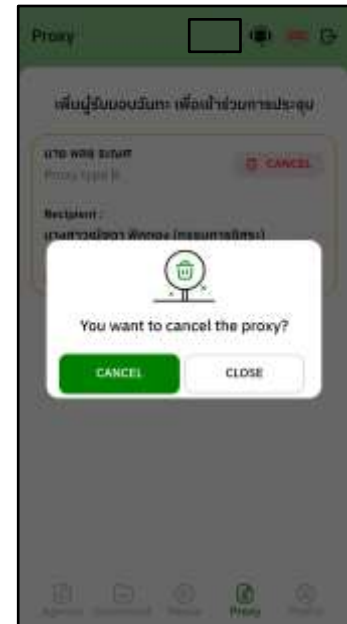
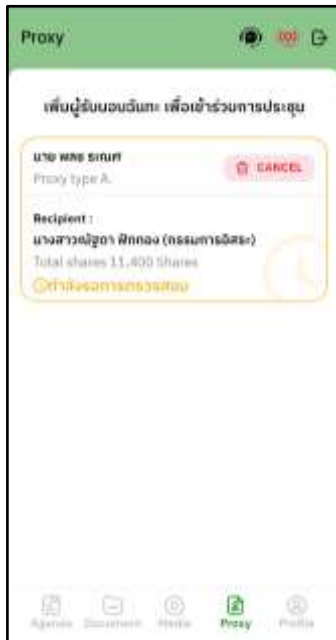
- Kindly upload the picture of ID card
- Kindly upload the proxy document
- Kindly upload the vote document



- 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.



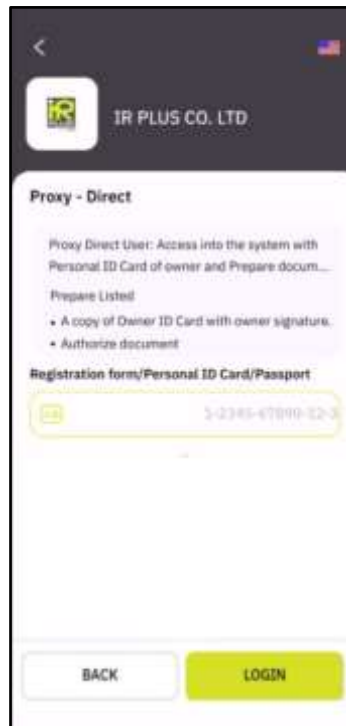
- After completing the process, the administrator shall examine. Meanwhile, there are 3 kinds of statuses during the examination: Pending; Disapproved; Approved in Form B. When the process of examination is pending, the shareholder may revoke the right assignment anytime.





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.

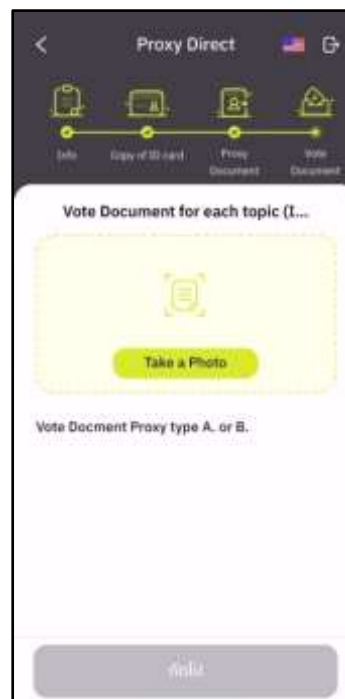
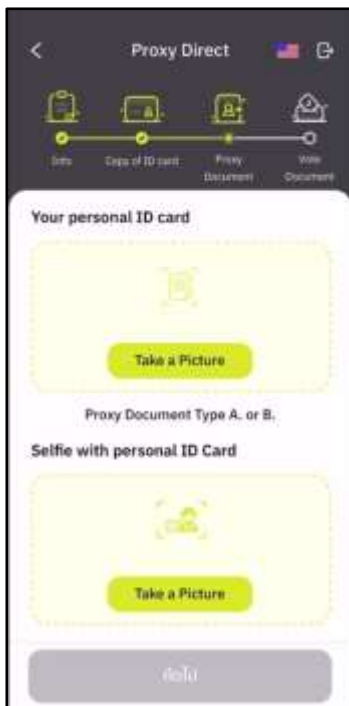
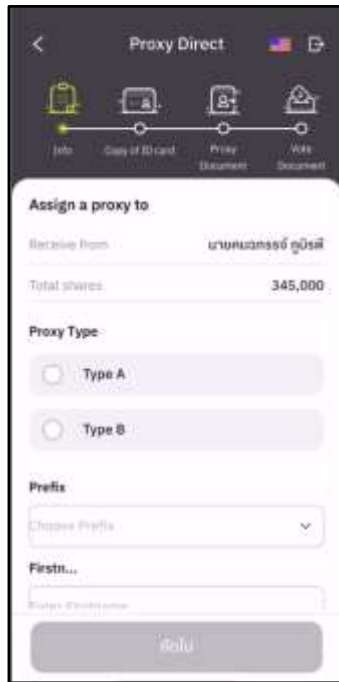


2. Term and conditions to participate in the E-AGM, once the direct proxy acknowledges the term and conditions, the direct proxy shall accept and go the next page.





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



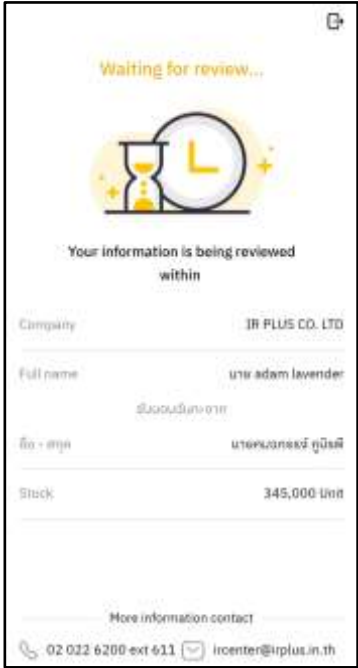
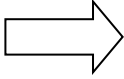


- The status of verification shall consist of 3 statuses as follows.

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.

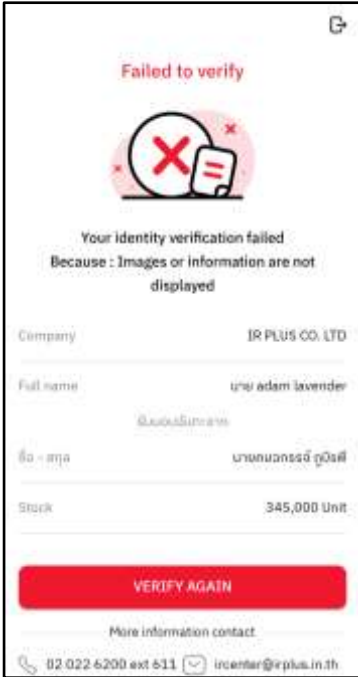
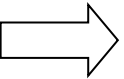
- Once the administrator examines the self-verification of the direct proxy, s/he will inform the disapproved result to the direct proxy promptly with the notification stating that “Self-verification: Disapproved / together with the justification.

 **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.

Successfully approved!



Your identity has been verified successfully.

Company	IR PLUS CO. LTD
Full name	วิฑูรย์ อ่วมใจ
ชื่อ	วิฑูรย์ อ่วมใจ
ชื่อ - นามสกุล	วิฑูรย์ อ่วมใจ ก่อเกียรติ
Stock	345,000 Unit


NEXT

More information contact

☎ 02 022 6200 ext 611 | ✉ icenter@irplus.in.th

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


Generate PIN Code



More information contact

☎ 02 022 6200 ext 611 | ✉ icenter@irplus.in.th

Confirm PIN Code



More information contact

☎ 02 022 6200 ext 611 | ✉ icenter@irplus.in.th

Terms and Conditions

Requirement for Meeting Attendance via the IR Plus AGM Application
Before you attend the 2021 Annual General Meeting of Shareholders (the "Meeting") via the IR Plus AGM application, please read and understand the following requirements:

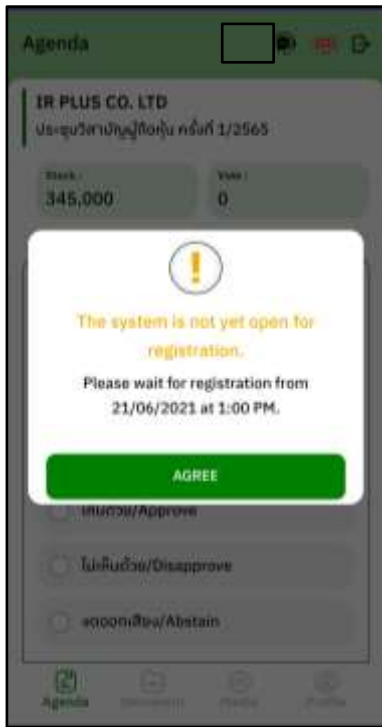
1. Registration to attend the meeting by submitting a request to attend the meeting via the IR Plus AGM application

1.1 The Meeting of Total Access Communication Public Company Limited (the "Company") will be held via the IR Plus AGM application, in which the shareholders/proxies who wish to attend the meeting can install the application by searching for IR Plus AGM in Google Play Store for Android, and in App Store for iOS.

1.2 Before joining the meeting, the shareholders/proxies shall register to confirm their rights to attend the meeting via the IR Plus AGM application that has been installed in article 1.1 by filling in the personal information displayed on the screen accurately, and attach all documents as specified in the IR Plus AGM application, such as photocopy of National ID card, proxy form, meeting notification form, and take a picture of yourself for authentication as instructed by the IR Plus AGM application. After that the system will send One

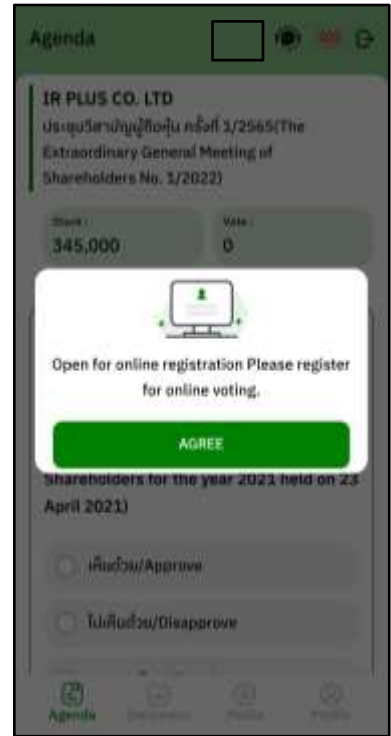
I hereby acknowledge that I have read and agreed the stated term & conditions.

NEXT

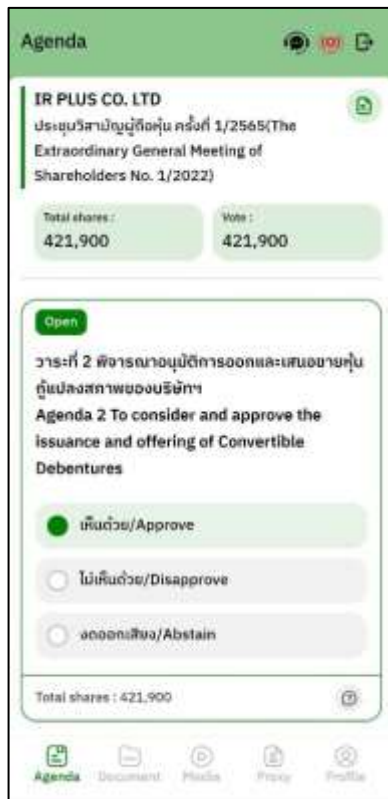


The registration time shall be notified prior the registration.

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

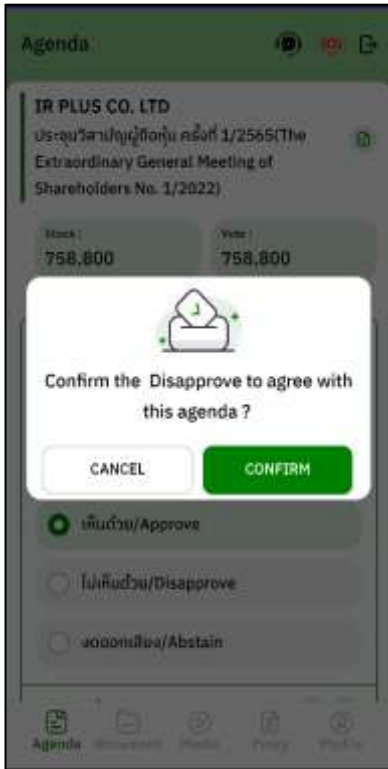


- Once a direct proxy has registered, the direct proxy will be able to vote immediately. The direct proxy can vote either Approve, Disapprove, or Abstain.

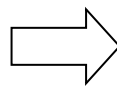




- Once the vote is complete, the direct proxy shall confirm his/her vote. To confirm, the direct proxy may confirm either by the press the button “confirm”. The direct proxy may fix his/her vote as long as the voting session is closing.



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



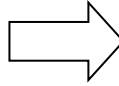


- When the voting reaches to the closing time, it shall be notified.

 **IR PLUS AGM**

Vote closing for the Agenda 1 -

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



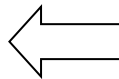
- Once the agenda is final, it shall be notified.



 **IR PLUS AGM**

Closing of the Agenda 1 - Meeting

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

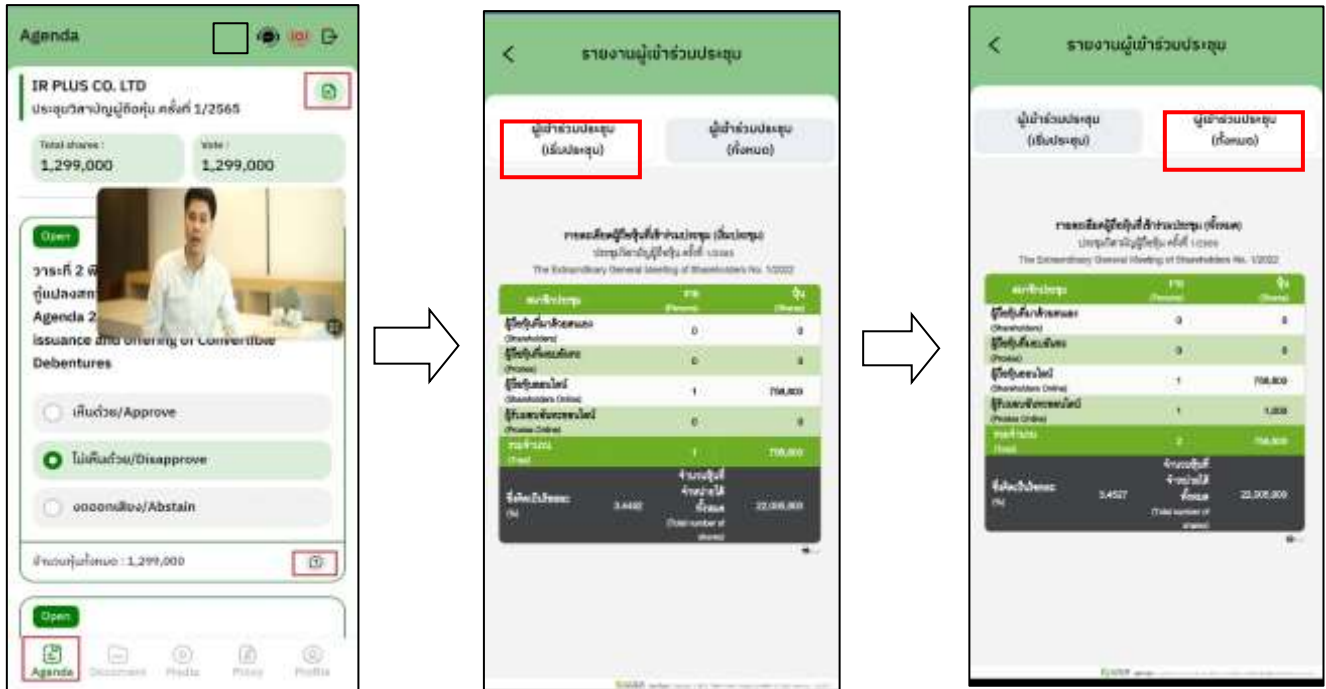


Usage Menu of Mobile Application

*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





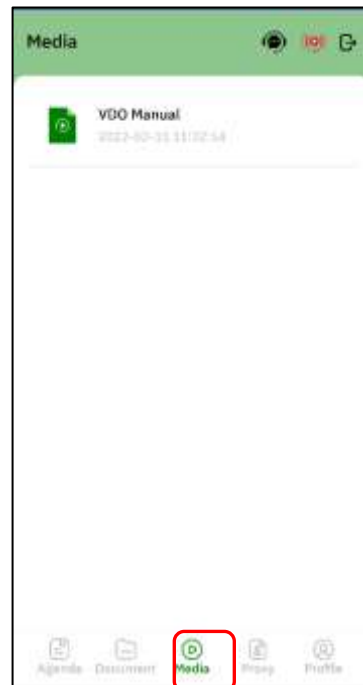
1. Document menu

- For the shareholder to study during the meeting



2. 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

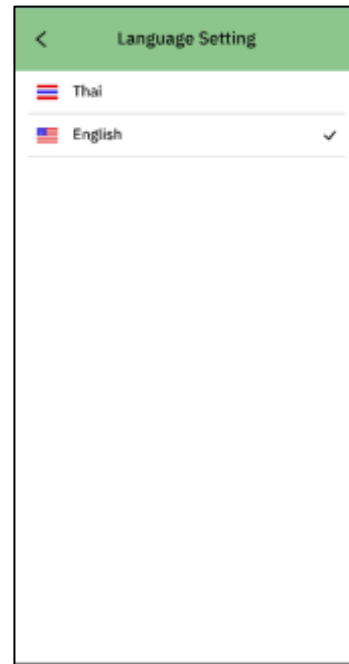
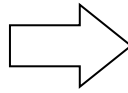
- Personal information of the shareholder





6. Setup menu

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





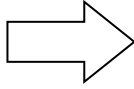
7. Enquiry or comment during the meeting menu

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.

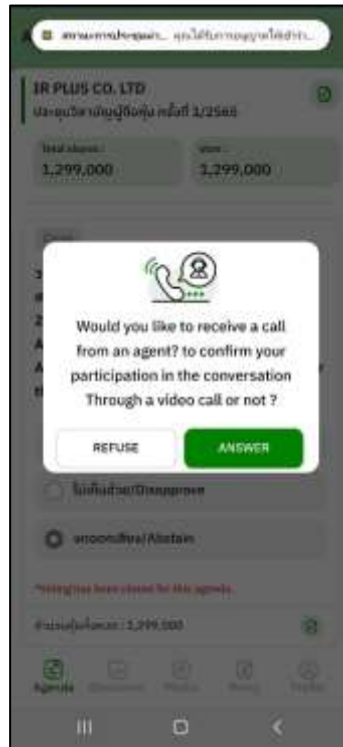


- When the shareholder requests to ask the question via a VDO call, the administrator shall examine such request and contact the shareholder accordingly.





- 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.

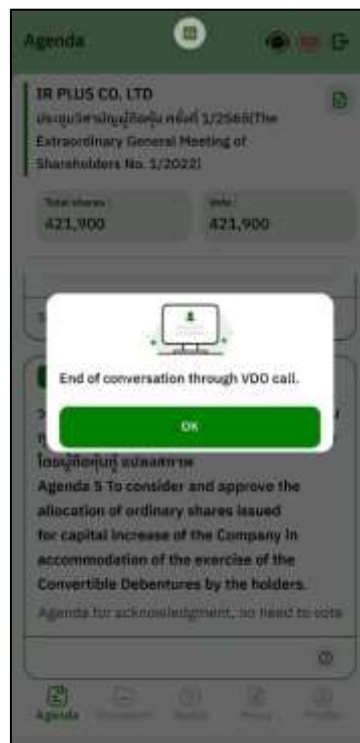




- Once the administrator finishes running the test, s/he shall switch the camera to the Committee so that the enquiry or comment can be raised by the shareholder.

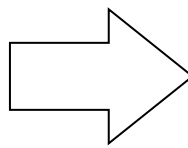
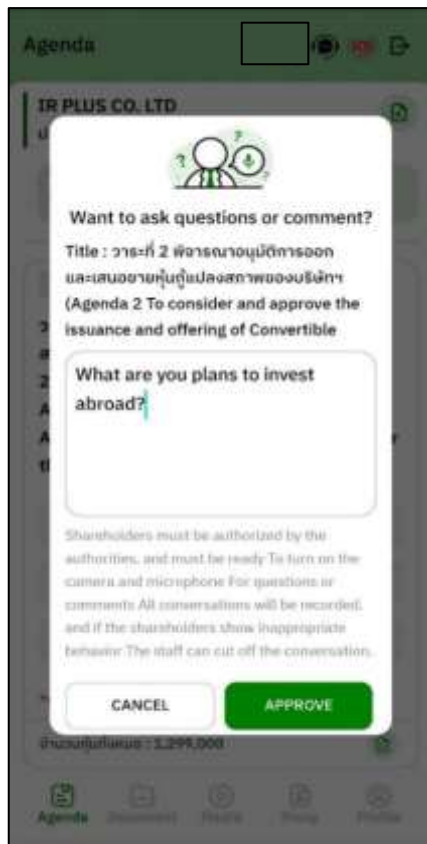


- When the participant finished asking or receives the answer from the Committee, the Committee shall hang up to end the conversation.



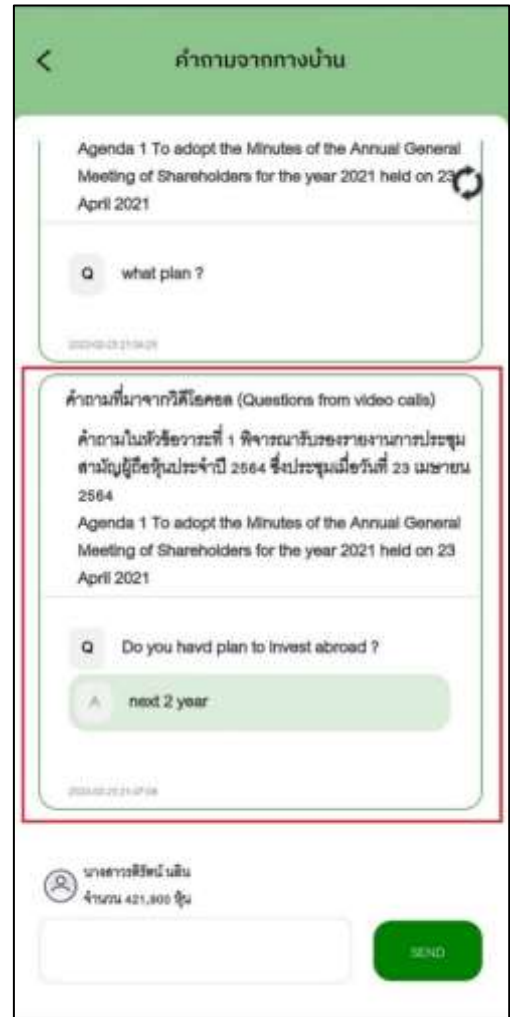
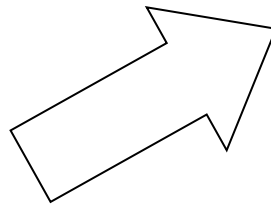


- In case the participants ask the question via a VDO call and don't get a video call response, the administrator shall reply with text instead. The participants will receive a notification message. As displayed in the picture.

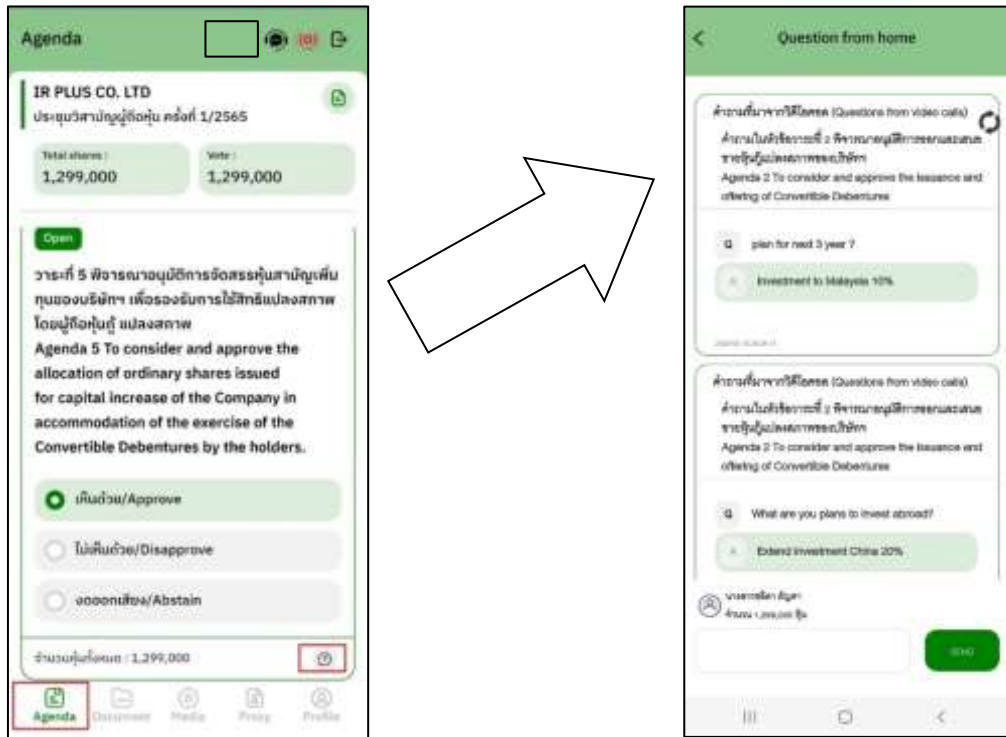




- When pressed to see the reply from the notification message, it will be shown as in the picture, or the participants can come back to see the answers from the administrator again. through a "Message" button as displayed in the picture



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



Steps for Shareholders / Proxy Holders to Verify Identity (KYC) through the IR PLUS AGM System



On the meeting day, shareholders/proxy holders log in to the IR PLUS AGM system and enter the 6-digit Pincode to register for the meeting.

Download the Application IR PLUS AGM iOS system ver. 15 or higher	Download the Application IR PLUS AGM Android system ver. 9 or higher	User Manual IR PLUS AGM system TH and ENG	Meeting on Web App "webagm.irplus.in.th"

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Steps for Shareholders / Proxy Holders to Verify Identity (KYC) through the IR PLUS AGM System

Assigning Proxy to the "Independent Director"

Select the menu "Proxy-Direct"

The "Shareholder" logs in with their ID to authorize the "Independent Director"

Prepare documents: A copy of your ID card and the completed proxy form.

Select "Independent Director"
Choose the name of the Independent Director to assign as your proxy.

Upload documents Upload the ID card copy and completed proxy form. Ensure all documents are complete, then click "Confirm" and proceed with the process.

Set a 6-digit Pincode to access the IR PLUS AGM system.

Proxy Holder Attending the Meeting

Select the menu "Proxy-Direct"

"Proxy Holder" logs in with their ID card number to complete the identity verification (KYC) process for meeting attendance.

Prepare documents: A copy of the ID card for both the "Shareholder" and the "Proxy Holder" along with the completed proxy form. If applicable, include company representative details.

Select "Other Names"
Enter the information for the "Proxy Holder"

Upload documents: Upload the ID card copies for both the "Shareholder" and the "Proxy Holder," along with the completed proxy form. Ensure all documents are complete, then click "Confirm" to proceed with the

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