Guideline for attending the Annual General Meeting of Shareholders

via electronic meeting (E-AGM)

By Microsoft Teams VDO Conference System

The system requirement.

- 1. Notebook PC or Smart Phone
- 2. Notebook PC speakers or speakers that can connect to a Notebook PC.
- Web Browser for PC Version 72, IOS and Android or Microsoft Teams Application (with Window10)
- 4. Internet speed not lower than 1 Mbps

Steps to attend the Meeting via Google Chrome Web Browser.

Shareholders open the Invitation E-mail that was sent after completed the registration.
 Then click the link shows 'Click here to join the meeting' to enter the meeting room.

กรุณา login Account และPassword ตามที่ระบุ		
Account : 001@EMC.onmicrosoft.com Password : Tpk12312]	Email / Password for sign in before join meeting
Microsoft Teams meeting		
Join on your computer or mobile app Click here to join the meeting	k Link to jo	in the Meeting

 Browser will automatically ask user whether the user wants to open Microsoft Teams Application or not.

Then Click Cancel.



3. Click Join on Web instead



มีแอป Teams อยู่แล้วใช่หรือไม่ เปิดใช้ตอนนี้

4. Click **Sign in** below. If shareholders have old account, shareholders need to sign out first.

Choose your audio and video settings for Meeting now						
Enter name Join now						
■I ● I ● I ● 〔〕 〔兌 Realtek(R) Audio						
Other join options						
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For a better experience sign in or lownload the desktop version						
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The system will display "Pick an account". Then choose "Use another account" and fill in Username / Password that received from the invitation email (step 1.)

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Pick an account	
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Use another account	

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Sign in	
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Can't access your account?	
Back	Next

The system will force users to change password on their first login for privacy.

Current Password	: The password from invitation e-mail
New Password	: New password created by shareholders
Re-New Password	: Re-enter New password

5. Click Join now



Then

shareholders will wait in the Meeting Lobby. Meeting organizer will verify the identity and allow shareholders that login with correct Username from Invitation E-mail to the Meeting Room



The system will let shareholders into the meeting room. If shareholders want to change display to full screen, and select Full screen



Steps to attend the Meeting via Smart Phone

1. Shareholders open "Microsoft Teams Mobile Application".

Microsoft Teams



ยินดีต้อนรับสู่ Microsoft Teams! สถานที่ซึ่งทีม ทำงานร่วมกันได้อย่างมี ความสุขมากยิ่งขึ้น

2. Shareholders sign in Teams Application with Email / Password from Invitation Email. If shareholders have old account, shareholders need to sign out first.





The system will force users to change password on their first login for privacy.

- Current Password : The password from invitation e-mail
- New Password : New password created by shareholders
- Re-New Password : Re-enter New password



 Click the link show 'Click here to join the meeting' button from the Invitation Email to attend the meeting.

กรุณา login Account และPassword ตามที่ระบุ	
Account : 0 001@EMC.onmicrosoft.com	
Password : Tpk12312	
Microsoft Teams meeting	
Join on your computer or mobile app Click here to join the meeting	

4. Click "Join Now" to join the Meeting

Only sign in with Username / Password from invitation E-mail.

If shareholders have old account, shareholders need to sign out first.

Then shareholders will wait in the Meeting Lobby. Meeting organizer will verify the identity and allow shareholders that login with correct Username from Invitation E-mail to the Meeting Room



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Steps to attend the Meeting via Microsoft Teams Application Desktop.

- Shareholders open the Invitation E-mail that was sent after completed the registration.
 Then click the link shows 'Click here to join the meeting' to enter the meeting room.
- Browser will automatically ask user whether the user wants to open Microsoft Teams Application or not.

Then Click Open Microsoft Teams.

Sign-in the E-mail Username / Password that received by invitation e-mail (step 1.).
 If shareholders have old account, shareholders need to sign out first.

กรุณา login Account และPassword ตามที่ระบุ	
Account : 001@EMC.onmicrosoft.com	
Password : Tpk12312	
Microsoft Teams meeting	
Join on your computer or mobile app Click here to join the meeting	

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How to ask questions in the Meeting Room(Q&A)

When entering the Q&A session, participants can click 'Raise Hand' to ask questions.



> Raise Hand via Web Browser

> Raise Hand via Microsoft Teams Desktop application.





Raise Hand via Smart Phone

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Online Voting Procedure

- 1. Join Microsoft Teams Meeting Online
- Open poll list in Show Conversation in the right.
 when it's time to vote , shareholders will be able to vote Real-Time only and cannot reverse to vote in the past agenda.

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> Voting via Web Browser

Voting via Application Desktop

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Voting via Smart Phone



3. To vote click > Submit vote



For a troubleshooting related to the system , please click **'Raise Hand'** to ask for Technical support or contact Poise Technology, the provider of the company's E-AGM conferencing system, according to this below contact information :

Mr. Norrapat Sakaeo (Pre-sale Engineer) Mobile : 0824488949 E-Mail : <u>norrapat@poisetechnology.com</u> Miss Kantarat Jungtanapond (Pre-sale Eng

Miss Kantarat Jungtanapond (Pre-sale Engineer) Mobile : +66 92-670-3232 E-mail : <u>kantarat@poisetechnology.com</u>