

Document that shall be shown and sent to the company for registration of attendance, procedures for vote counting and voting results report and the guidelines for attending the Meeting via electronic and user manual e-Shareholder Meeting system

The company organize the Annual General Meeting of Shareholders for the year 2022 held on April 21, 2022, at 4 pm. via electronic meeting broadcast at Meeting room 3rd floor Head Office of the company Therefore, the company would like to inform about the method of attending the meeting via electronic (E-AGM) as follows:

1. Shareholders who do not wish to attend the meeting via electronic (E-AGM)

For those shareholders who are unable to attend the Meeting via electronic (E-AGM) themselves, the company recommends the shareholders appoint an independent director as their proxy to attend the meeting in person. (Attachment 6) by sending documents to the Company "Company Secretary Department" Carabao Group Public Company Limited, 393 Silom Building, No. 393 Silom Road, Silom Sub-district, Bangrak District, Bangkok 10500 within April 12, 2022.

2. Shareholders and proxies who wish to attend the meeting via electronic (E-AGM)

Shareholders and proxies (Form A. B. or C.) self-register

Register to verify your identity or appoint a proxy via Link: <https://shorturl.asia/wjuGJ> within April 12, 2022. for verified the identity of the shareholders.

Shareholders and proxies (Form A. B. or C.) register by sending documents to the company

Fill in the information of shareholders or the proxies in the request form to attend the meeting. Download <https://shorturl.asia/8 ScOd> (Attachment 7) and Proxy Form (Attachment 6) and to the Company "Company Secretary Department" Carabao Group Public Company Limited, 393 Silom Building, No. 393 Silom Road, Silom Sub-district, Bangrak District, Bangkok 10500 within April 12, 2022. for verified the identity of the shareholders.

When the company has already verified the identity of the shareholders, the company will send a link to the shareholders for attend meetings via DAP e-Shareholder Meeting system.

In case of that your Username and Password are lost or have not received within April 12, 2022 please immediately contact "Company Secretary Department" Miss Raewadee Rassameesangpetch 081-842-3219 or Miss Phenyalaq Chansuthep 099-419-2956

Registration for attending the Annual General Meeting of Shareholders on April 21, 2022, will be open for login from 13.00 hrs. onwards.

1. Form of Proxy

Department of Business Development, Ministry of Commerce specified 3 Forms of Proxy according to Regulation of Department of Business Development Re: Form of Proxy (No.5) B.E. 2007. The Company arranges the 3 styles of Form of Proxy are enclosed herewith (Attachment 6) for the shareholders who will not be able to attend the meeting may appoint a person as your Proxy as follows:

- Proxy (Form A): General Form of Proxy (simple form)
- Proxy (Form B): Specific Form of Proxy

- **Proxy (Form C):** Only foreign shareholders as registered in the registration book who have Custodian in Thailand

In case the shareholder would like to get more Form of Proxy, kindly download from the Company's website at <https://shorturl.asia/8ScOd>

2. Proxy procedures

Shareholders who are unable to attend the Meeting may appoint a person as your proxy according to the following procedures:

2.1 Complete **only one** of above Forms of Proxy as follows:

2.1.1 General shareholder shall select only one of either Form A or Form B

2.1.2 Shareholders listed in the share registration book as foreign investor appointing the Custodian in Thailand shall select only one of three Forms of Proxy (Form A, Form B or Form C)

2.2 Authorize a person as you wish or a Member of Audit Committee of the Company to attend and vote at the Meeting on your behalf by specifying the name details of a person to be your proxy.

2.3 Affix the 20 Baht stamp duty with specifying the date of Form of Proxy across such stamp duty. For your convenience, the Company will facilitate in affixing the stamp duty when registration to attend the Meeting.

Allocation of shares to several Proxies to vote in the meeting is not allowed. The shareholder shall authorize the Proxy to cast the votes for all of the shares being held. Authorization of less than the total number of shares is not allowed, except the foreign investors whose names appear in the share register book who authorize the Custodian in Thailand to take care of the shares according to the Form of Proxy (Form C).

Documents required prior to attending the Meeting

1. For individual

1.1 In case of self-attending:

Valid ID issued by governmental authorities, e.g. ID card, Governmental ID, driver license or passport, the evidence of name or last name's change (if any).

1.2 In case of proxy:

- One of the Form of Proxy (either Form A. or Form B.) completely filled up and signed by the shareholder and the Proxy
- Copy of ID card or others issued by the government authorities to the Shareholder, and completely signed by the shareholder.
- Copy of ID card or others issued by the government authorities to the Proxy, completely signed by the proxy.

2. For Juristic Person

2.1 In case of proxy:

- One of the Form of Proxy (either Form A. or Form B.) filled up and signed by the authorized representative (director) of the Shareholder and the Proxy.
- Copy of shareholder Certification of Juristic Person Registration, certified true and correct by authorized representative (director) and containing particulars that such a person is an authorized representative.

- Copy of ID card or others issued by the government authorities to representative (director) who is the Shareholder duly certified by him/her/them;
- Copy of the proxy issued by governmental authorities, completely signed by the Proxy, and shall present the document at the registration site.

2.2 In case of Foreign Investor appointing the Custodian in Thailand

2.2.1 The documents as under the Juristic Person in Item 1 and 2 shall be prepared by selecting one of any Form of Proxy (either Form A, Form B or Form C).

2.2.2 In case the foreign investor authorizes the Custodian to sign the Form of Proxy on its behalf, the following documents are required:

- Power of Attorney by foreign investor authorizing Custodian to sign the Form of Proxy on its behalf.
- Letter to certify that the person signing in the Form of Proxy is legally allowed to do the Custodian business. In case the original documents are not in English, the English translation shall be required and certified true and correct by the shareholder or the authorized representative(s) of the shareholder.

Voting Process

1. A voting in each agenda shall be made openly. Shareholder or proxy shall make only one vote for approval, disapproval, or abstention. The allocation of voting is not allowed (except voting of the Custodian).
2. Shareholders wishing to cast their votes as disapproval, or abstention shall be required to indicate a mark in the disapproval, or abstention section on the ballot program and will announce the voting results to the Meeting.
3. Any shareholder who did not cast their votes on the ballot or failed to submit their ballot program would be assumed to have approved the agenda item as proposed by the Chairman.

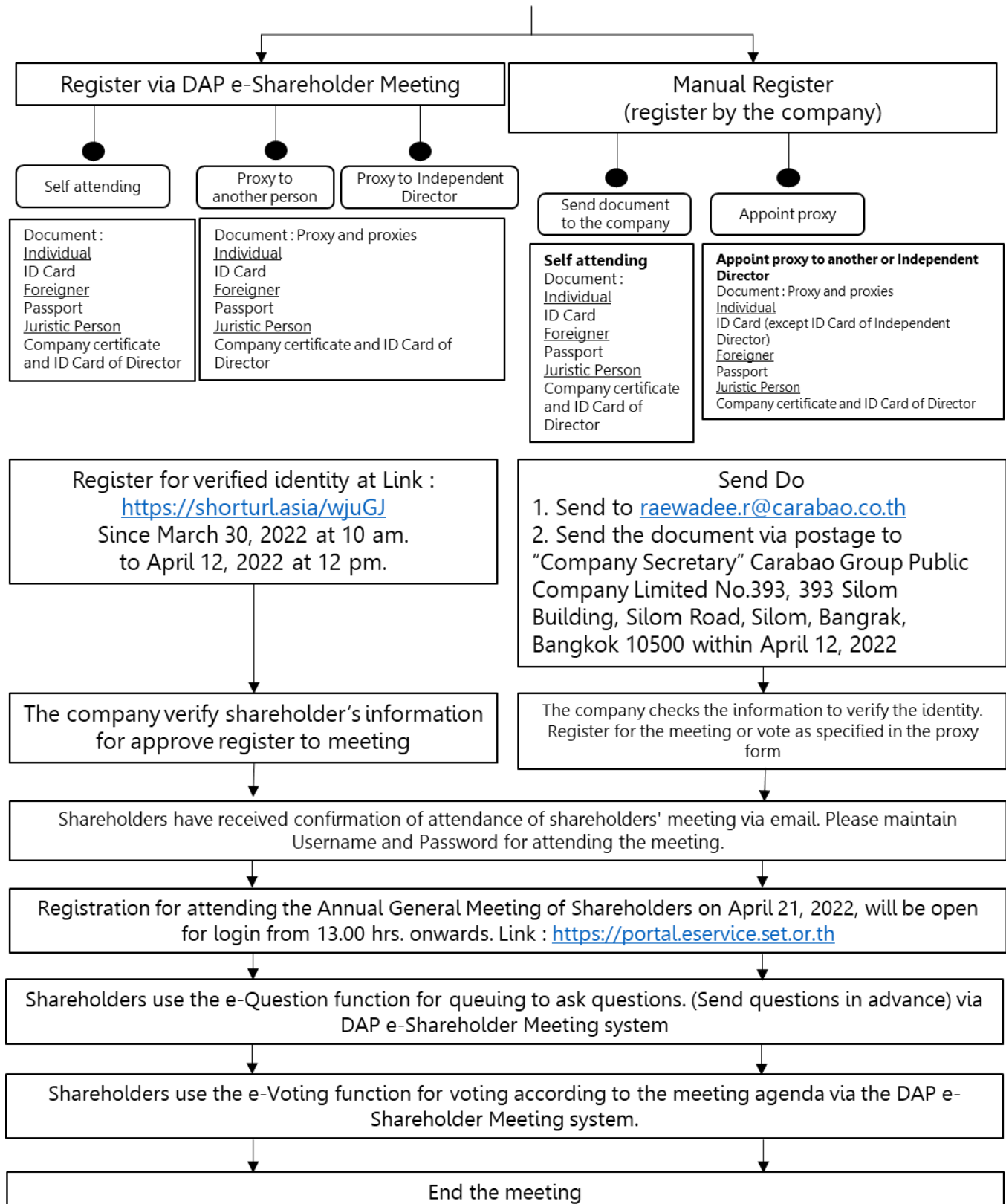
Procedures for Vote Counting

1. The method of voting shall be based on one share one vote and the majority of votes shall be deemed as a resolution except as stated otherwise by law, in the event of an equality of votes, the Chairman shall be entitled to a second or casting vote.
2. For vote counting on each agenda item, disapproval and/or abstention votes shall be deducted from the total number of votes cast by the shareholders present at the meeting. The number of votes cast by the proxy form has already been included, which were recorded at the time of registration.
3. The voting results will be announced as votes of approval, disapproval, abstention. In each agenda item, the quorum will be based on the latest number of shares held by attendants present at the Meeting
4. A voting ballot is considered invalid when shareholders of proxies do not clearly express their intention on the electronics ballot, such as there are more than one marked box on the electronics ballot or there are split votes (except for the case of custodian)

Steps of joining the e-Meeting via DAP e-Shareholder Meeting



Shareholder



User Manual

e-Shareholder Meeting System



DAP e-Shareholder Meeting

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Preparation for DAP e-Shareholder Meeting

2

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Steps of joining the e-Meeting

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e-Question and e-Voting functions

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Resetting password

1

Preparation for DAP e-Shareholder Meeting



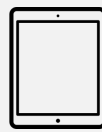
For registration, please prepare an electronic device with a camera.



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

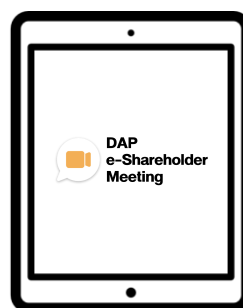
e-Registration via DAP e-Shareholder Meeting system

Attend the meeting in person

Thai person Foreign person Juristic person

Proxy to another person (A)

Proxy to 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"

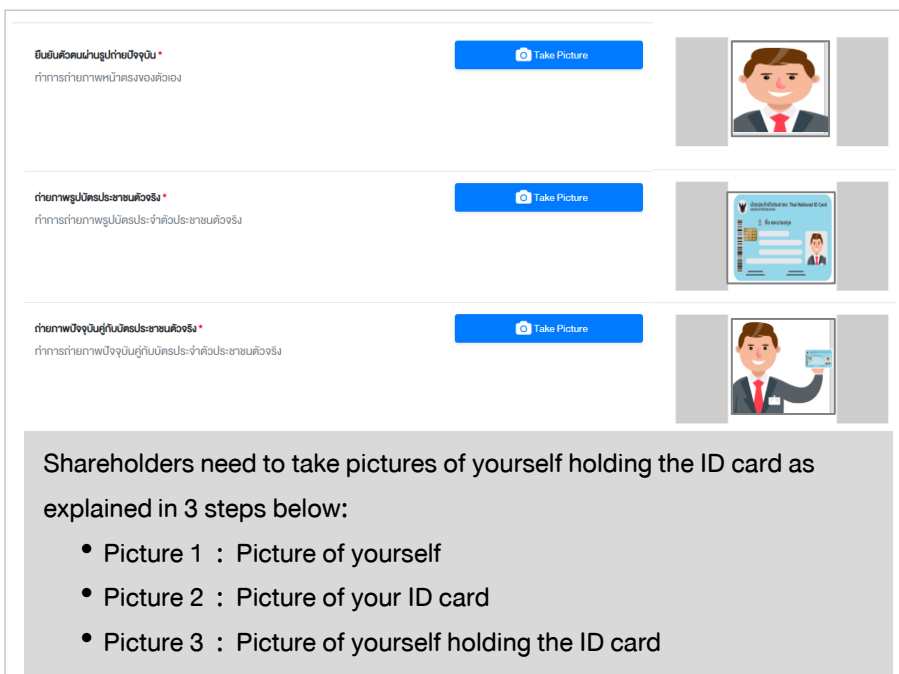
2

Steps of e-Registration

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

Step 5

Take pictures of yourself



ยืนยันตัวตนผ่านรูปถ่ายปัจจุบัน *

ทำการถ่ายภาพหน้าตนเอง

Take Picture

ถ่ายภาพรูปบัตรประชาชนตัวจริง *

ทำการถ่ายภาพรูปบัตรประชาชนตัวจริง

Take Picture

ถ่ายภาพปัจจุบันถือบัตรประชาชนตัวจริง *

ทำการถ่ายภาพปัจจุบันถือบัตรประชาชนตัวจริง

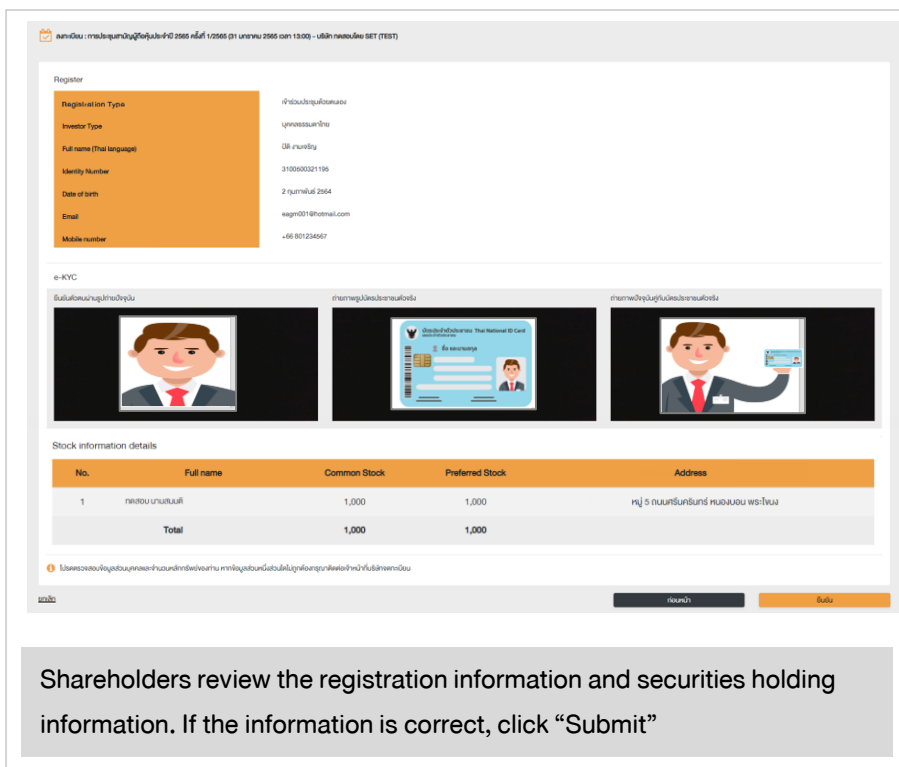
Take Picture

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



สถานะ: ยืนยัน - การลงทะเบียนเสร็จสิ้นแล้ว (ID 2565 รหัส 1 2565 01) เลขที่ 2565 001 1300 - บริษัท ไทยพาณิชย์ จำกัด (มหาชน)

Register

Registration Type	เจ้าของประเภทบุคคล
Investor Type	บุคคลธรรมดา
Full name (Thai language)	DR. นายชัย
Identity Number	3105030321195
Date of birth	2 กุมภาพันธ์ 2564
Email	eeagn001@hotmail.com
Mobile number	+66 801234567

e-KYC

ยืนยันตัวตนผ่านรูปถ่ายปัจจุบัน

ถ่ายภาพรูปบัตรประชาชนตัวจริง

ถ่ายภาพปัจจุบันถือบัตรประชาชนตัวจริง

Stock information details

No.	Full name	Common Stock	Preferred Stock	Address
1	หุ้นสามัญ	1,000	1,000	หมู่ 5 ถนนวิภาวดีรังสิต แขวงจตุจักร เขตจตุจักร กรุงเทพมหานคร
Total		1,000	1,000	

หมายเหตุ: ข้อมูลการลงทะเบียนและการถือหุ้นจะแสดงตามข้อมูลที่ยืนยันแล้วเท่านั้น การถือหุ้นจะแสดงตามข้อมูลที่ยืนยันแล้วเท่านั้น

ยืนยัน

Submit

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 : YBPCUJ

Resend OTP (02:56)

OTP will be sent to the mobile phone number and email you have entered.

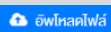
(If shareholder have entered a foreign phone number, the OTP will be only sent to your email.)

Enter OTP and click “Next”

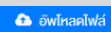
Step 5

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

Specify the type of proxy

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

Step 3

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

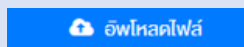
Shareholders consent to receive documents in electronic format from the meeting organizer by marking ☒ and click “Next”

- Enter OTP

Step 4

Fill out [proxies](#) information

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



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

Proxy form A can be downloaded at [เอกสารใบมอบฉันทะ ก.](#)

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 independent director (B)

Step 1

Choose a registration form

Step 2

Specify the type of proxy

Step 3

Fill out the information of the [shareholder who appoints a proxy](#) and enter OTP

Step 4

Specify the name of the independent director

Step 5

Cast a vote in advance

Step 6

Review registration and securities holding information

☐ Attend in person ☒ Proxy

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

- 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

Specify an independent director you wish to appoint a proxy

Independent Director*

Independent Director

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

☒ 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

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

There are 3 voting options:

- 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 [เอกสารใบมอบอำนาจฯ](#)

Click “Next”

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

Login

Email
Email

Password
Password

[Forgot password](#)

Login

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

Step 3

Meeting list

Company Name Meeting Type Status Year

Company Name Meeting Type Status Year

Search Cancel

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

บริษัท คอลอยด์ SET

Active

19 July 2022 AGM Online

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

Step 4

Meeting list

Join Meeting

Meeting information Agenda Q&A Summary voting results

Meeting information

Company Name: DAP (มหาชน) SET

Company Symbol: TSET

Meeting Name: Annual General Meeting of Shareholder for the year 2022 No. 1/2022

Meeting Type: AGM

Meeting Location: via electronic meeting @ ASX@ 11:00 PM

Stock information details

No.	Full name	Common Stock	Preferred Stock	Address
1	mettel co.,ltd.	1,000	1,000	200/201 ng 11 road (Bangkok) mettel co.,ltd.
	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

DAP e-Shareholder Meeting

1

คุณกรรมการ อิสระ ประธานกรรมการ

ประชุมสามัญผู้ถือหุ้นประจำปี 2564

Unmute Start video Start Sharing

3 4

Send Question or Vote

Submit Vote Send Question

- 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 : ยกยอไปตอบในวาระที่ 3

🕒 06 February 2022 14:09

Delete

Completed

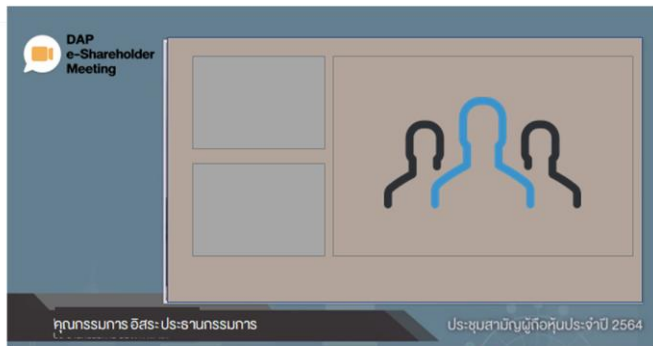
Description

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



- 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.
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

Submit Vote

Send Question

During the meeting, shareholders can submit questions in advance:

1. Click "Send Question" Send Question
2. Choose the agenda you wish to ask question
3. Type your question (Optional)
4. Click "Send Question" Send Question

Send Question

Agenda *

Select agenda

Question (Optional)

0/1000

Close 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

Submit Vote

Send Question

Submit Vote

Agenda

To consider and approve the Balance Sheet Statement and Profit and Loss Statement for the fiscal year ended 31st December 2020

Submit Vote

☒ Agree All ☐ Disagree All ☐ Abstain All

Shareholder : Mr. A Tester

☐ Agree ☐ Disagree ☐ Abstain

1) Proxy : Mr. B Testertproxy

☐ Agree ☐ Disagree ☐ Abstain

2) Proxy : Mr. C Testertproxy

☐ Agree ☐ Disagree ☐ Abstain

Close Submit Vote

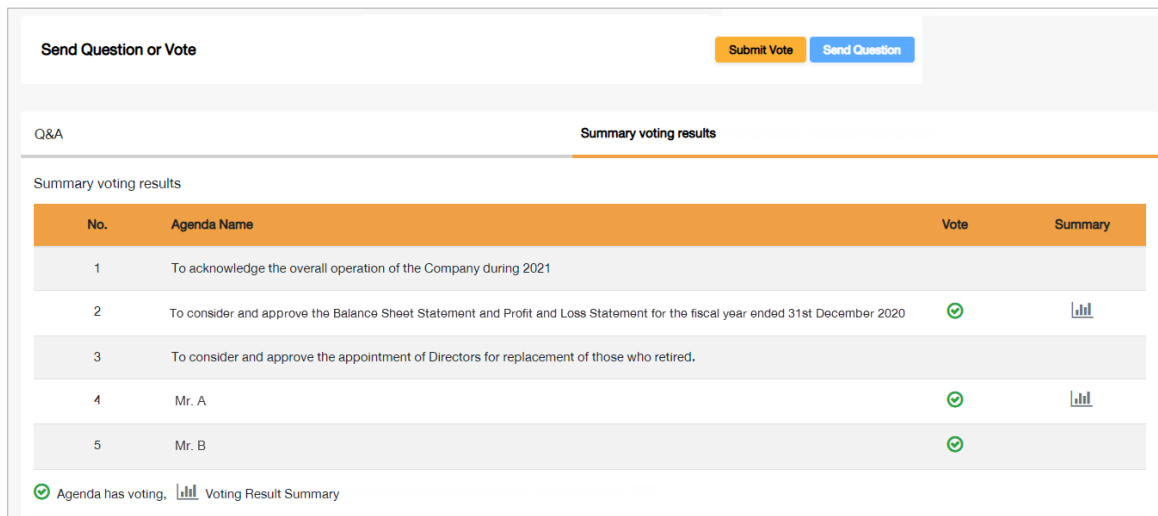
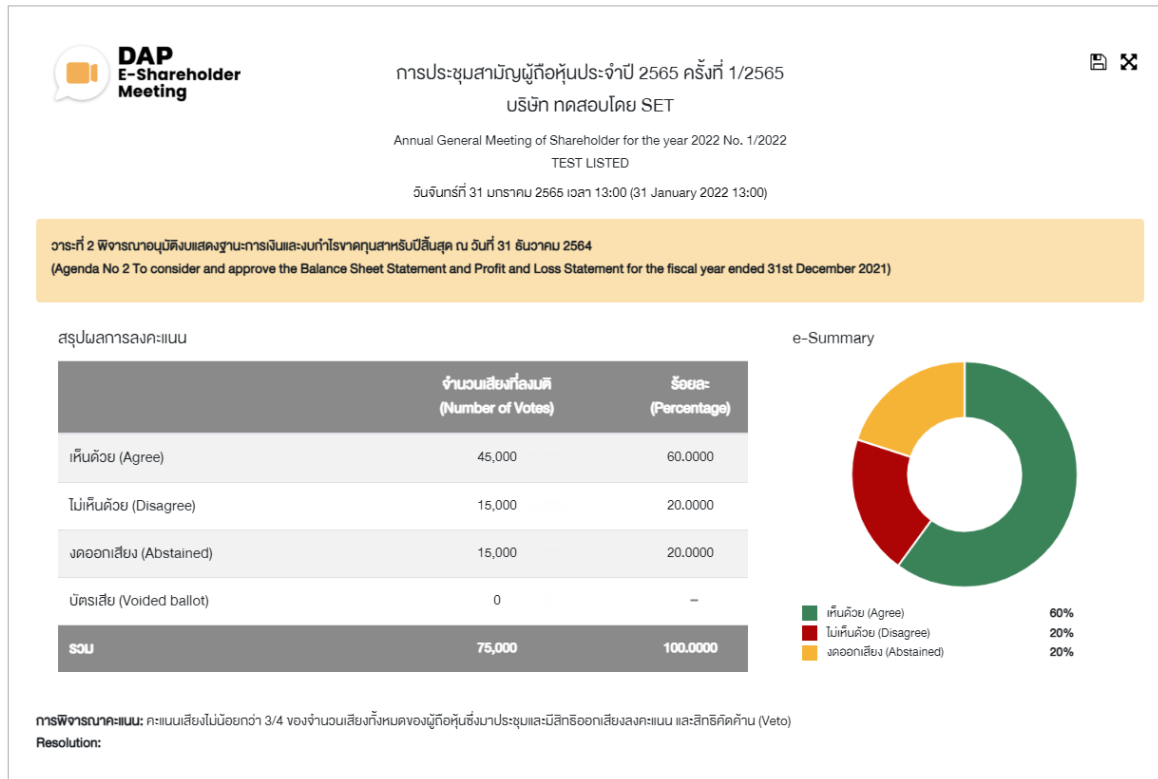
For each agenda, there are 3 voting options:
"Approve", "Disapprove" and "Abstain"

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

Shareholders are able to vote only within given time frame.

e-Voting functions

Example of voting results



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.

DAP E-Shareholder Meeting

TEST LISTED
Annual General Meeting of Shareholder for the year 2022 No. 1/2022
10 February 2022 via electronic meeting (E-AGM) at 3.00 PM

Login

Email

Password

Forgot password

Login

or

New registration

[Investor Registration Manual](#)
Recommended Browser: Chrome

There are 2 options to reset your password:

1 Reset password via email

Enter your registered email

Forgot password

Email *

Email

Please enter the registered email address

[Password reset with mobile number](#)

Close Submit

Check your inbox

Email sent success

Please check your email to reset your password

Close

Set new password

Reset password

Email
eservice002@hotmail.com

Password

Confirm password

Submit

2 Reset password via mobile phone number

Click the link to reset password via mobile phone

Forgot password

Email *

Email

Please enter the registered email address

[Password reset with mobile number](#)

Close Submit

Enter your mobile phone number

Forgot password

Mobile number *

Mobile number

Please enter the registered mobile address

[Password reset with email](#)

Close Submit

Request for OTP and enter OTP

Please fill 6 digits to confirm

Reference Code : FBJMFV

[Resend OTP](#) (01:22)

Set new password

Reset password

Password

Confirm password

Submit

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