International Co., Ltd
บริษัท โอเจ อินเตอร์เนชั่นแนล จำกัด

User Manual

Shaereholder

For Smartphone or Tablet

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

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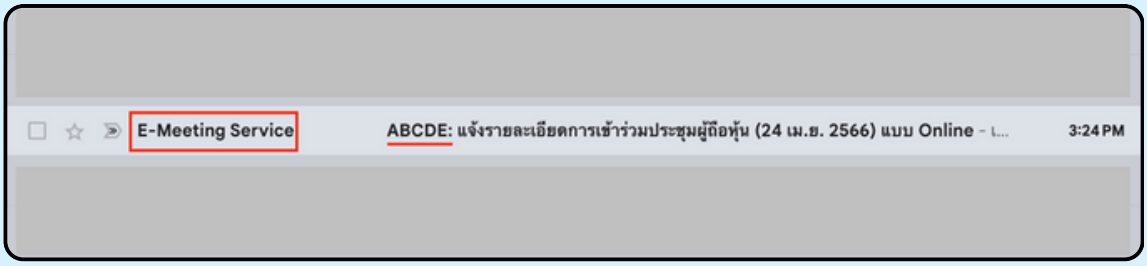
01 Procedure for receiving information to attend the meeting via email

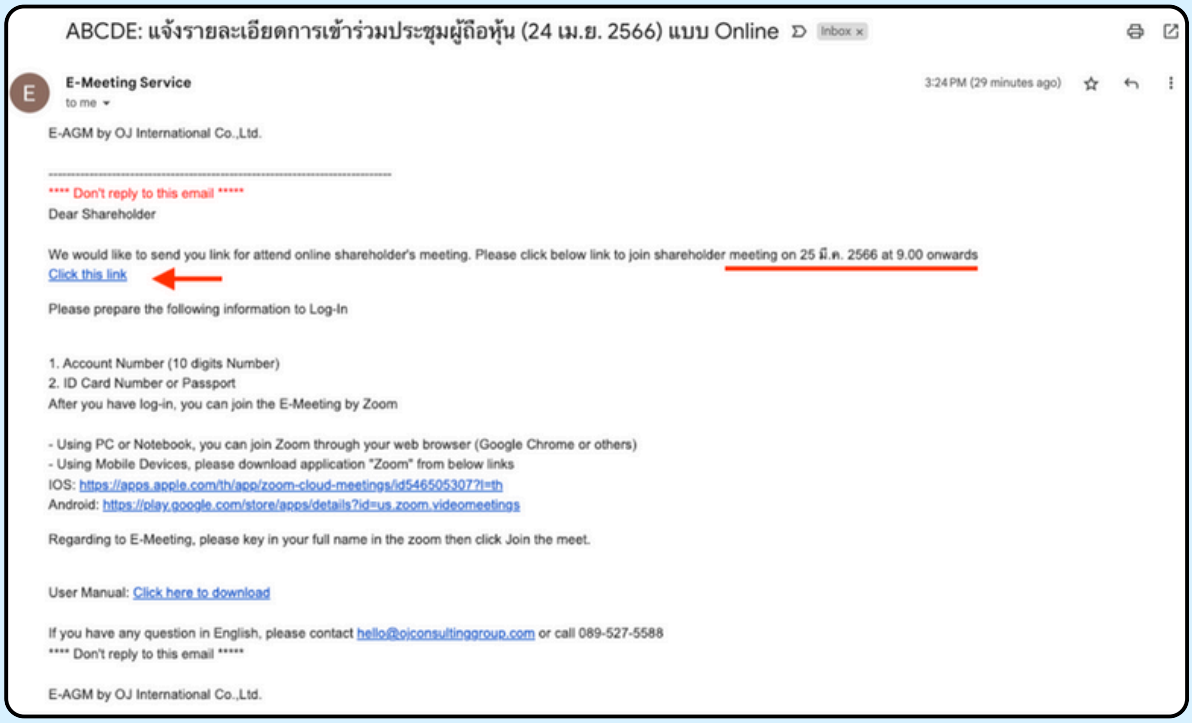
STEP 1

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



ABCDE: แจ้งรายละเอียดการเข้าร่วมประชุมผู้ถือหุ้น (24 เม.ย. 2566) แบบ Online Inbox x

E-Meeting Service
to me
3:24 PM (29 minutes ago)

E-AGM by OJ International Co.,Ltd.

**** Don't reply to this email *****

Dear Shareholder

We would like to send you link for attend online shareholder's meeting. Please click below link to join shareholder meeting on 25 มี.ค. 2566 at 9.00 onwards

Click this link

Please prepare the following information 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

- Using PC or Notebook, you can join Zoom through your web browser (Google Chrome or others)
- Using Mobile Devices, please download application "Zoom" from below links

IOS: https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307?l=th
Android: https://play.google.com/store/apps/details?id=us.zoom.videomeetings

Regarding to E-Meeting, please key in your full name in the zoom then click Join the meet.

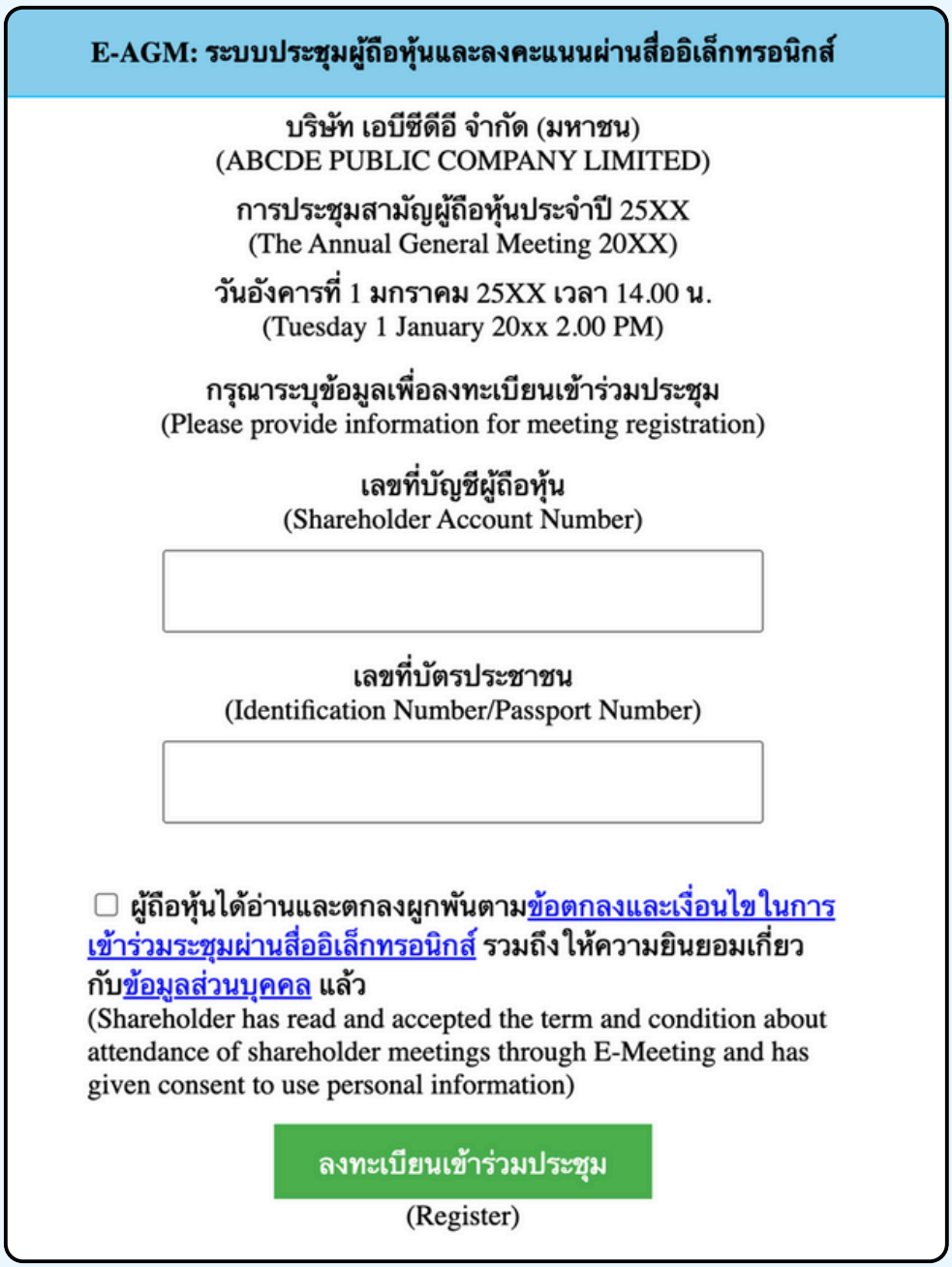
User Manual: Click here to download

If you have any question in English, please contact hello@ojconsultinggroup.com or call 089-527-5588
**** Don't reply to this email *****

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”



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)

กรุณาระบุข้อมูลเพื่อลงทะเบียนเข้าร่วมประชุม
(Please provide information for meeting registration)

เลขที่บัญชีผู้ถือหุ้น
(Shareholder Account Number)

เลขที่บัตรประชาชน
(Identification Number/Passport Number)

☐ ผู้ถือหุ้นได้อ่านและตกลงผูกพันตามข้อตกลงและเงื่อนไขในการเข้าร่วมระชุมผ่านสื่ออิเล็กทรอนิกส์ รวมถึงให้ความยินยอมเกี่ยวกับข้อมูลส่วนบุคคล แล้ว
(Shareholder has read and accepted the term and condition about attendance of shareholder meetings through E-Meeting and has given consent to use personal information)

ลงทะเบียนเข้าร่วมประชุม
(Register)

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”

STEP 4

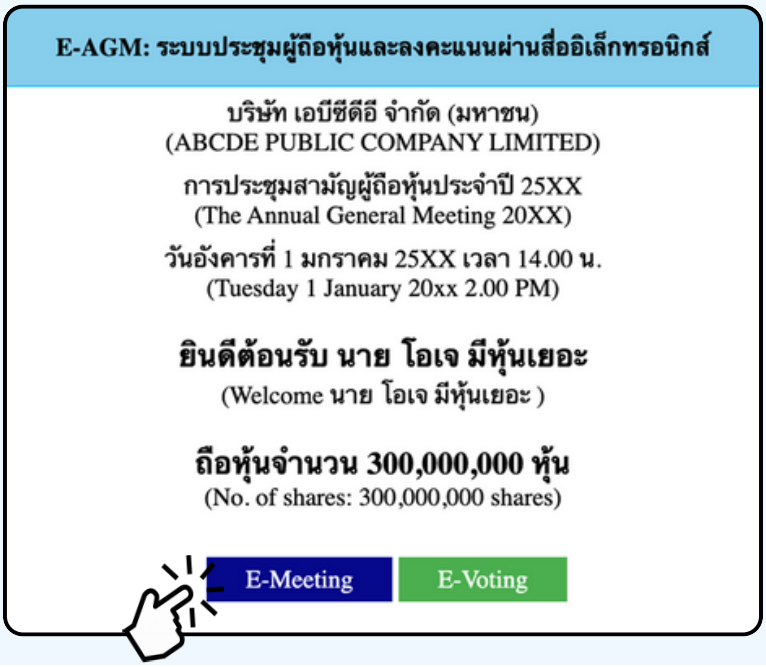
Check the name, surname and number of shares of the shareholder, then click “Confirm to attend the meeting” to attend the meeting.

STEP 5

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

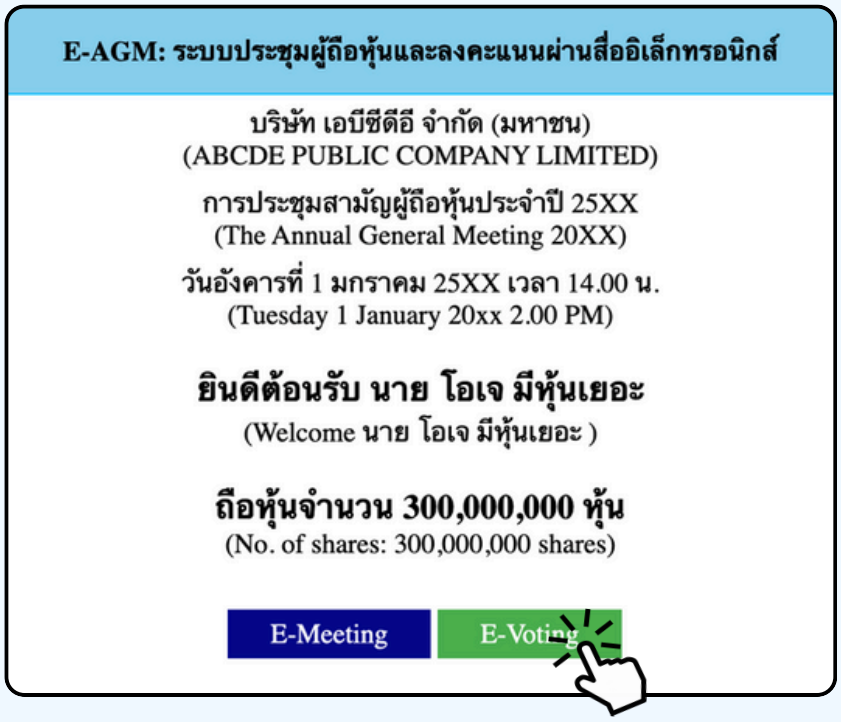
STEP 6

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



02 Viewing the meeting via the E-Meeting system

Using E-Meeting (when click E-Meeting button from the main Browser)

The first step of using E-Meeting via mobile phone is installation of Zoom Meeting application in your mobile phone before joining E-Meeting. You can download Zoom application for Smart Phone at the below details;

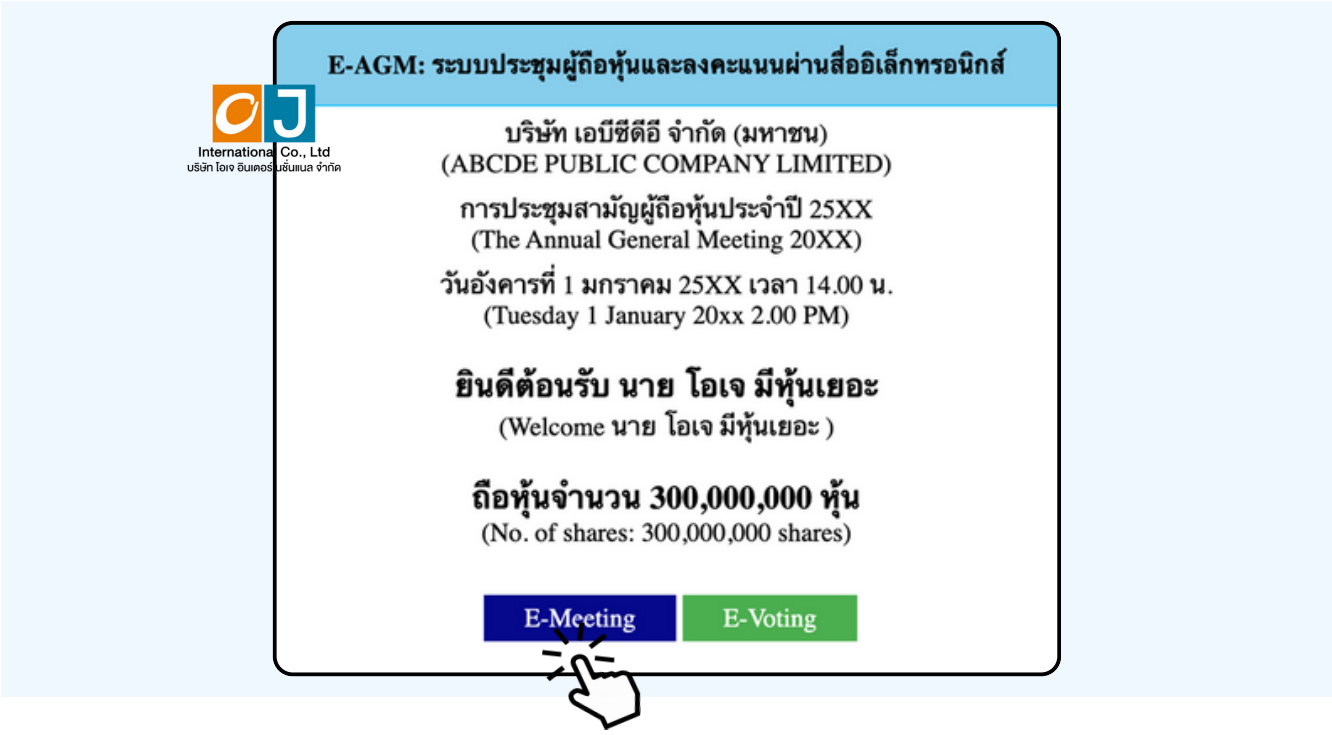
iOS operating system:
https://itunes.apple.com/th/app/zoom-cloudmeetings/id546505307
or

Scan QR Code ZOOM Cloud Meetings for iOS

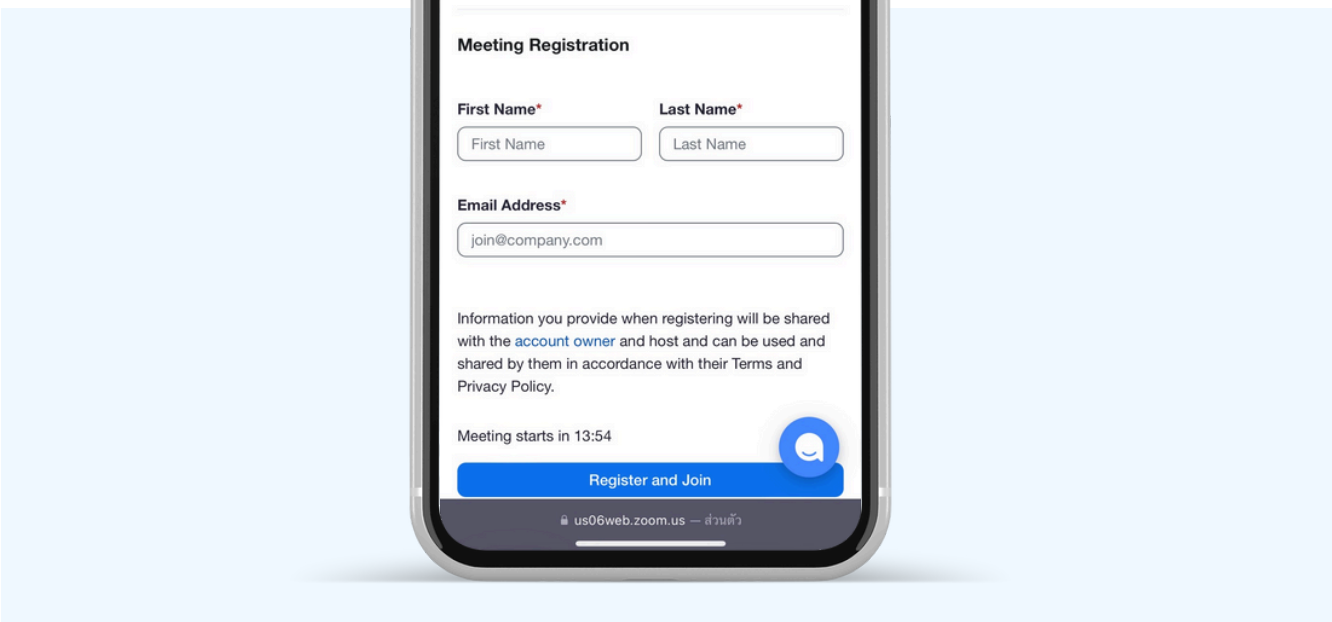
Android operating system:
https://play.google.com/store/apps/details?id=us.zoom.videomeetings
or

Scan QR Code ZOOM Cloud Meetings for Android

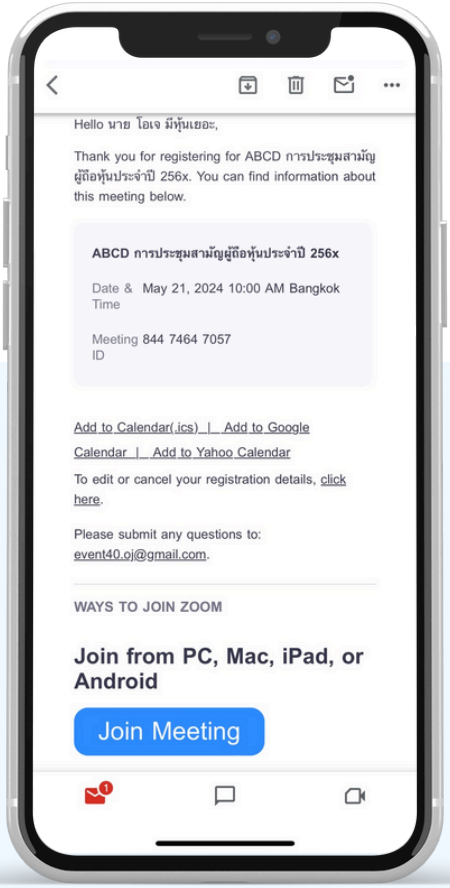
As shown below, when attendees join the E-Meeting,
please click the “E-Meeting” button from the main Web Browser



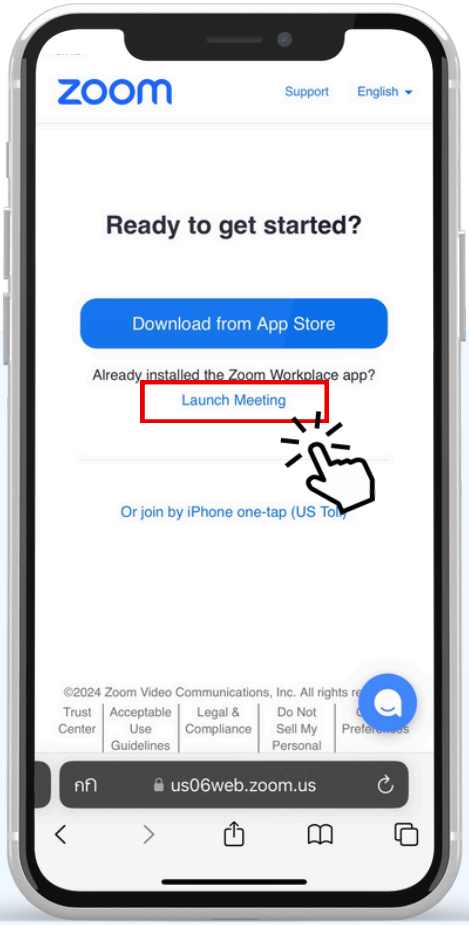
When a meeting attendee click “E-Meeting” button, a new window will open as shown below.
Enter the name and email of meeting attendee. The name will appear in the e-meeting room.
When you finish filling out, click “Register and Join”



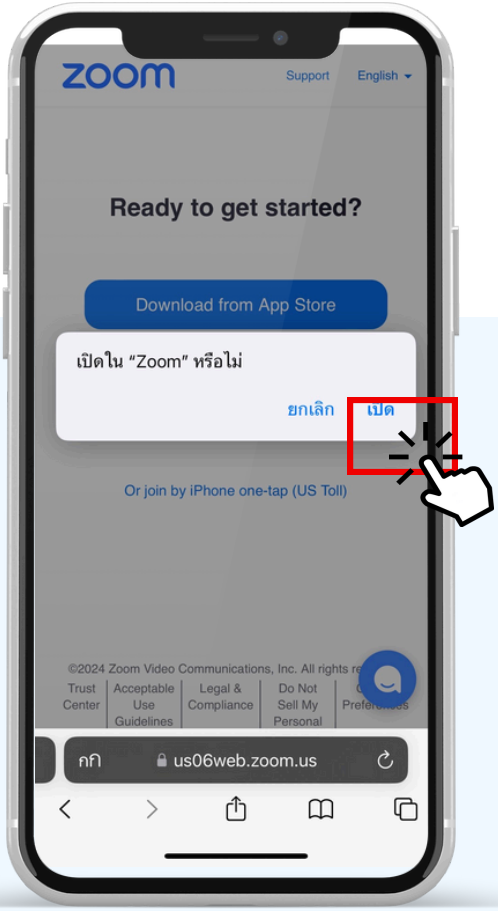
When registration is completed, an email from Zoom will be sent to you at the email address you entered.



Let's Launch Meeting.



Click the “Open” button to open the Zoom application.



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

Allow Zoom to access your device according to the two figures below.

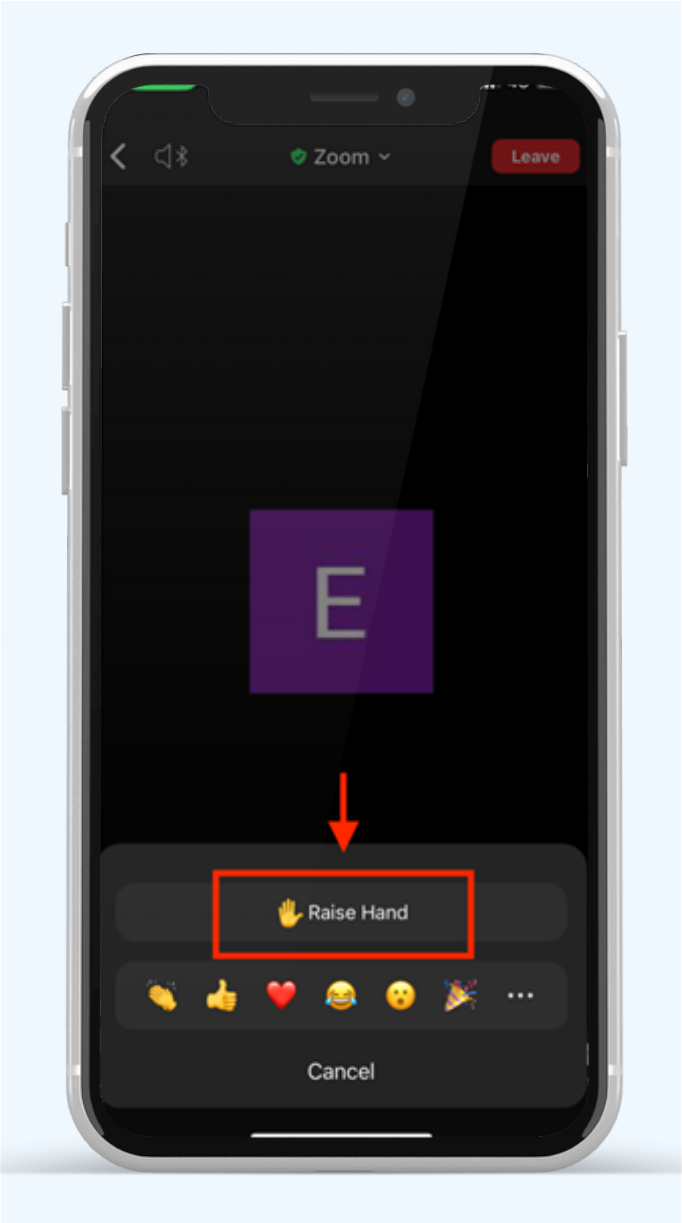
03 How to ask questions

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

Inquiries through the voice system

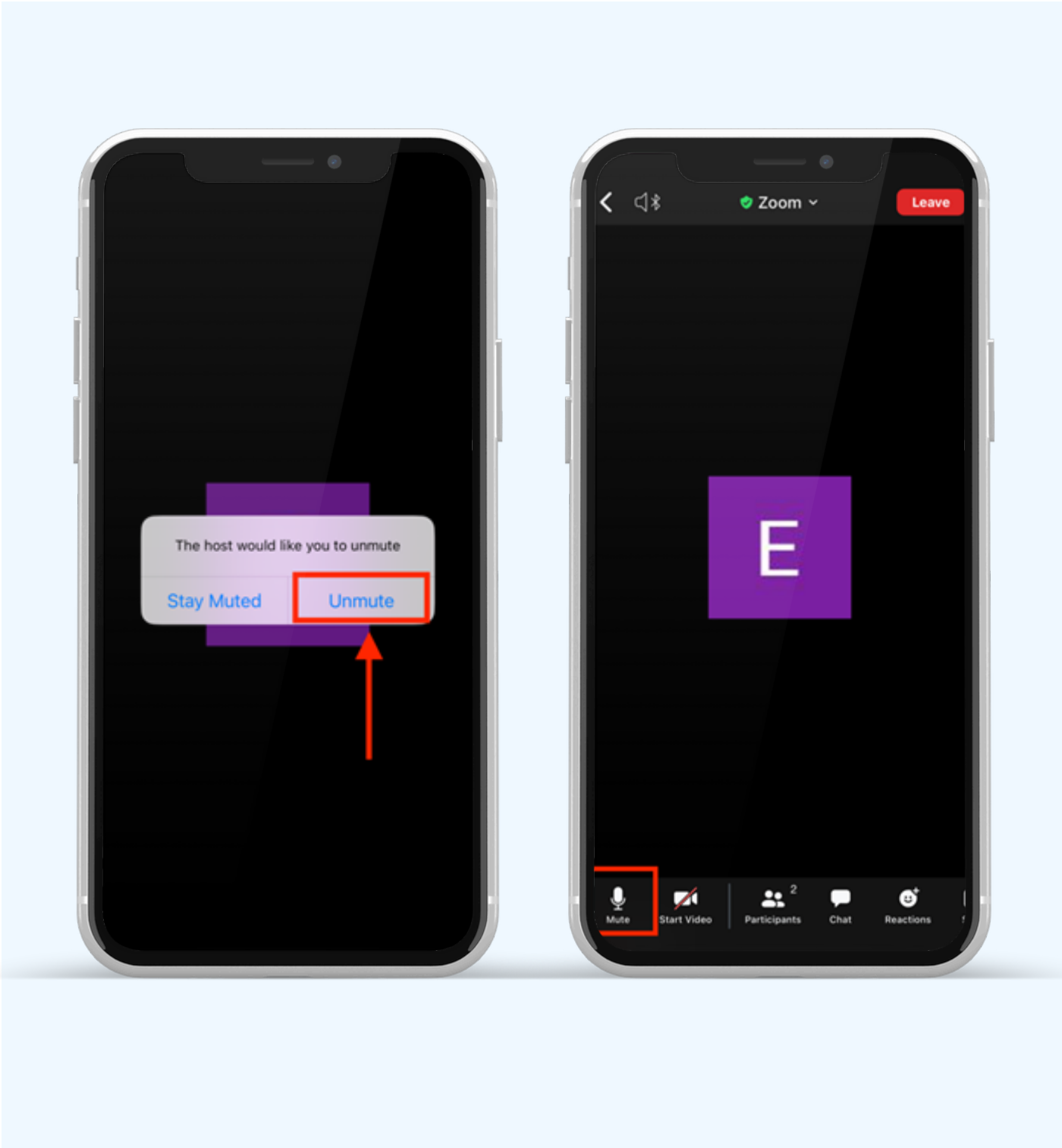
1. Press the “Reaction” button, as shown top.

2. Press the “Raise Hand” button to raise your hand for the meeting administrator to see.

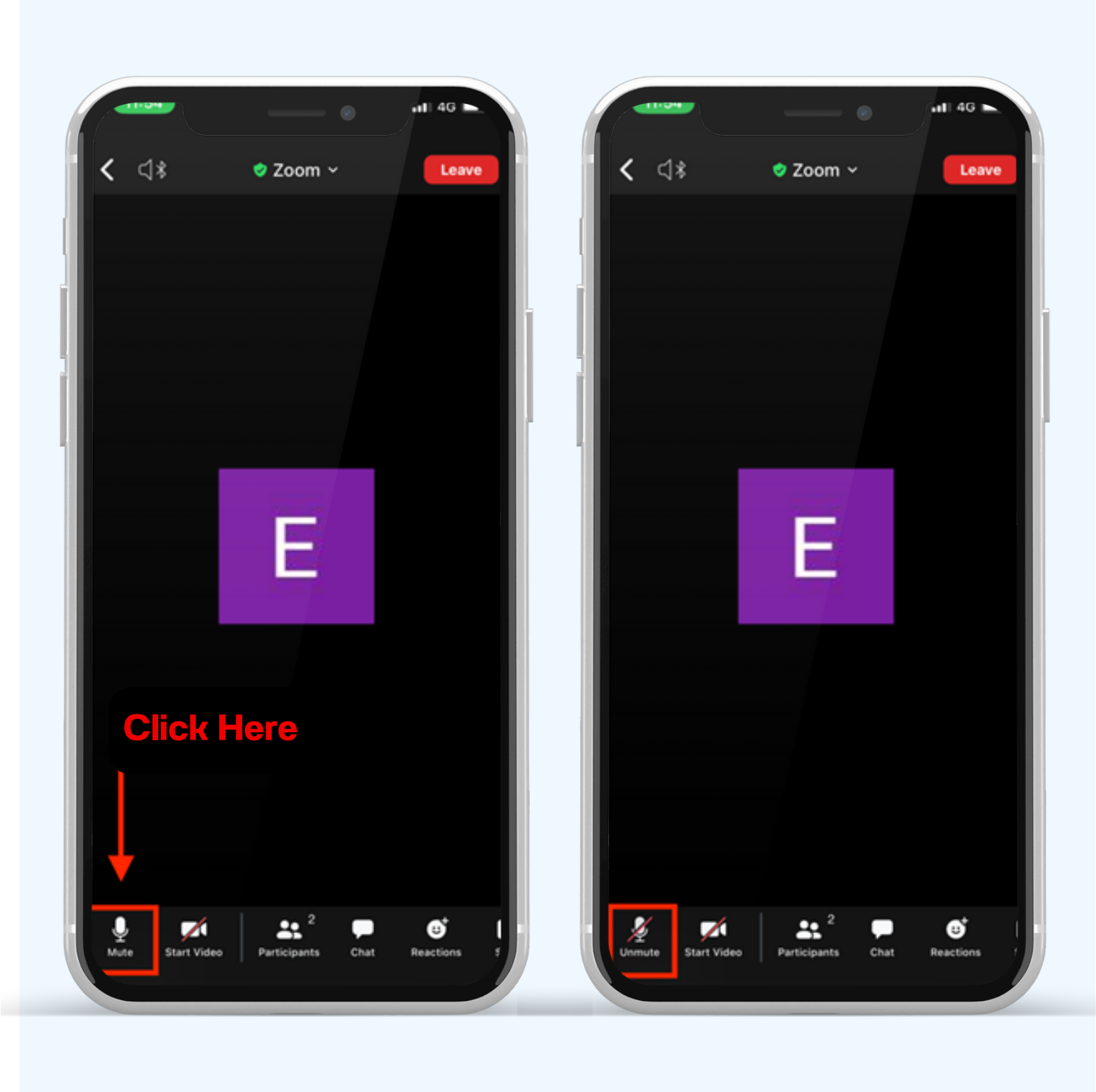


3. Wait until the staff turns on the microphone to ask questions; attendees cannot turn on the microphone to speak themselves. When the staff has turned on the microphone for you, it will show as the figure left side; press “Unmute” to inquire by voice.

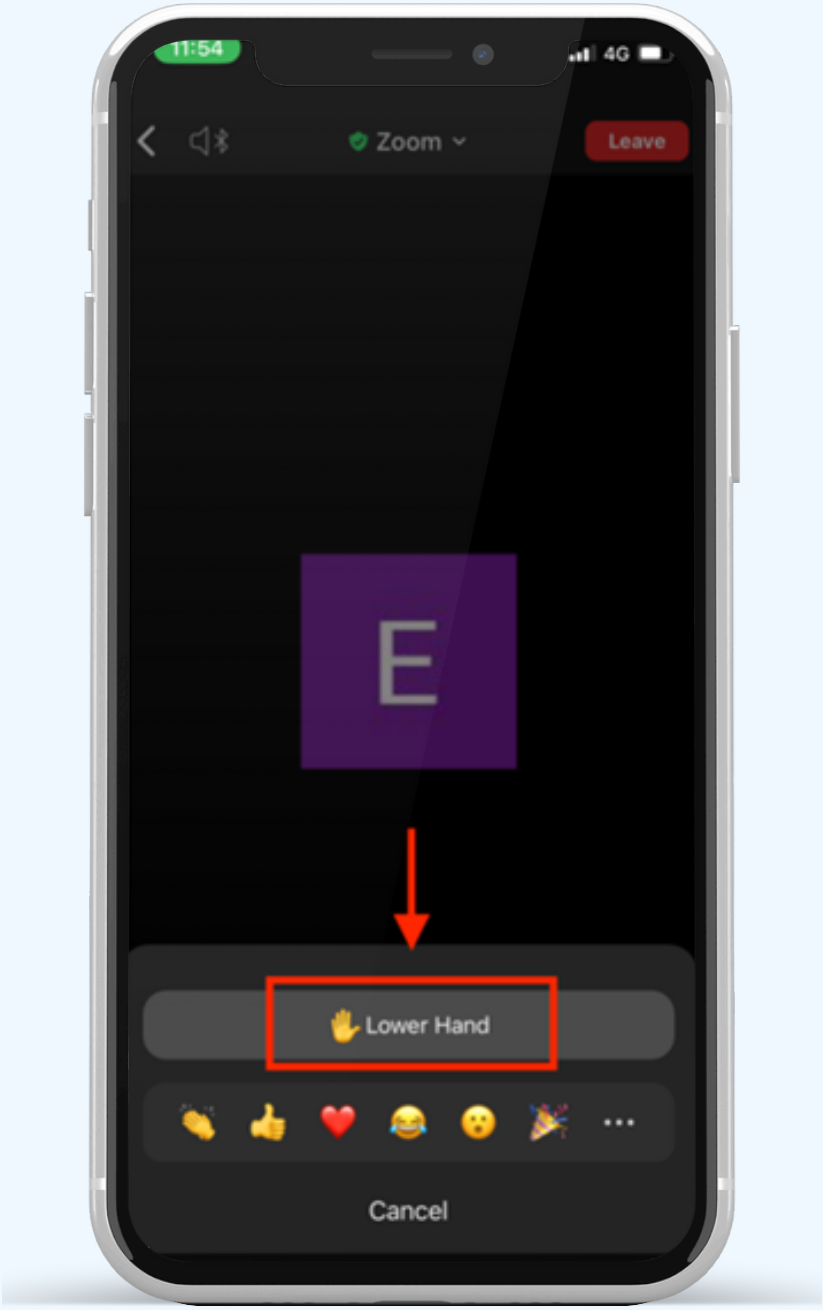
4.As shown right side, you can make voice inquiries when the microphone appears.



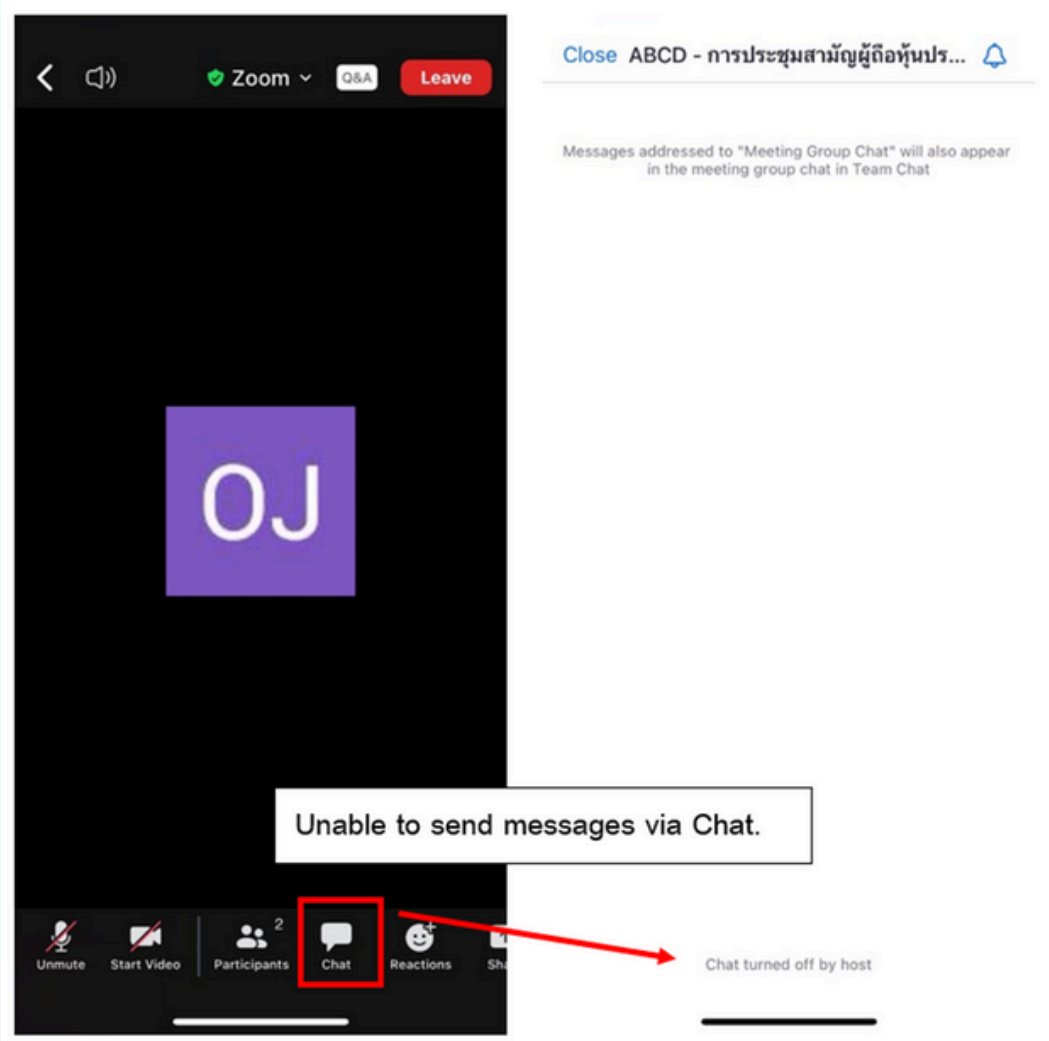
5. When finished asking, press "Microphone" (as shown in the left figure) to turn off your microphone. When you successfully turn off the microphone, it will be displayed as shown on the right.



6. Press the Reaction and Lower hand buttons to bring your hand down, as shown below.

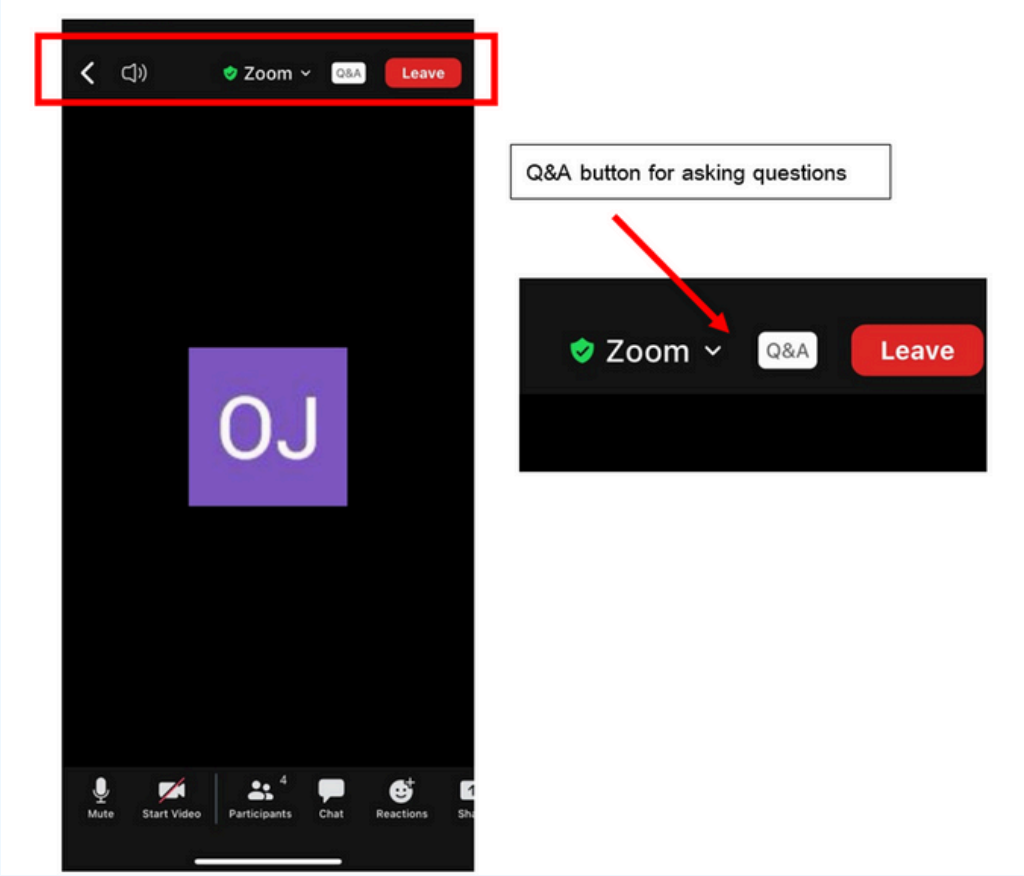


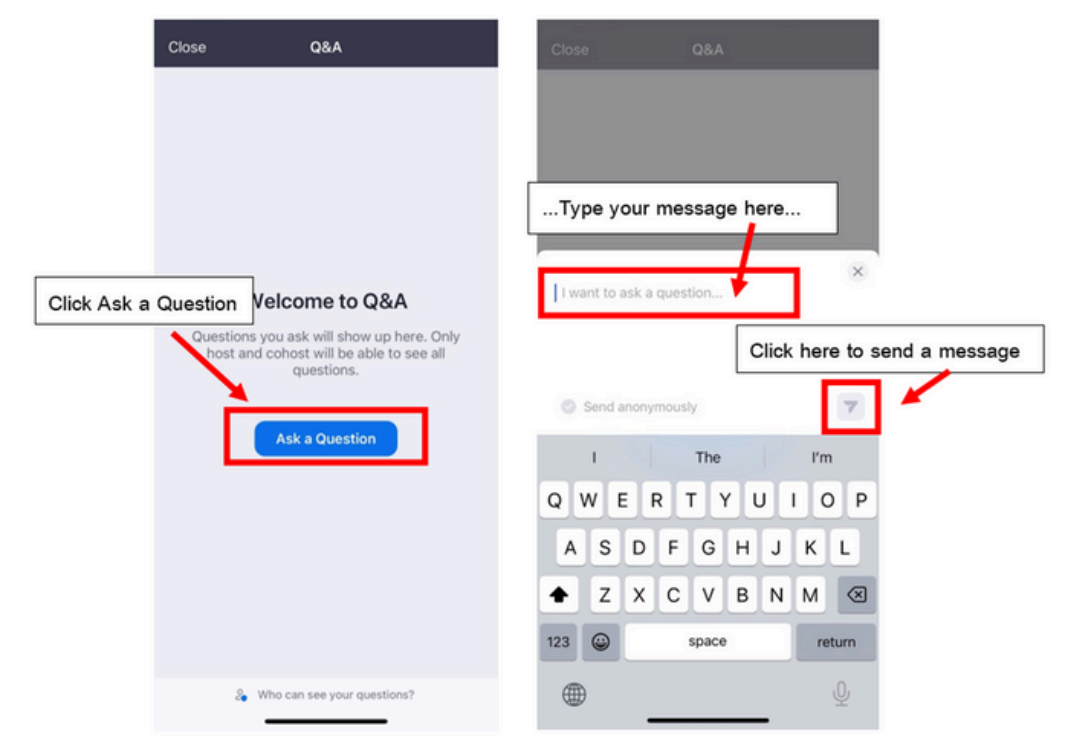
If shareholders want to inquire via the chat system, they can do as follows:

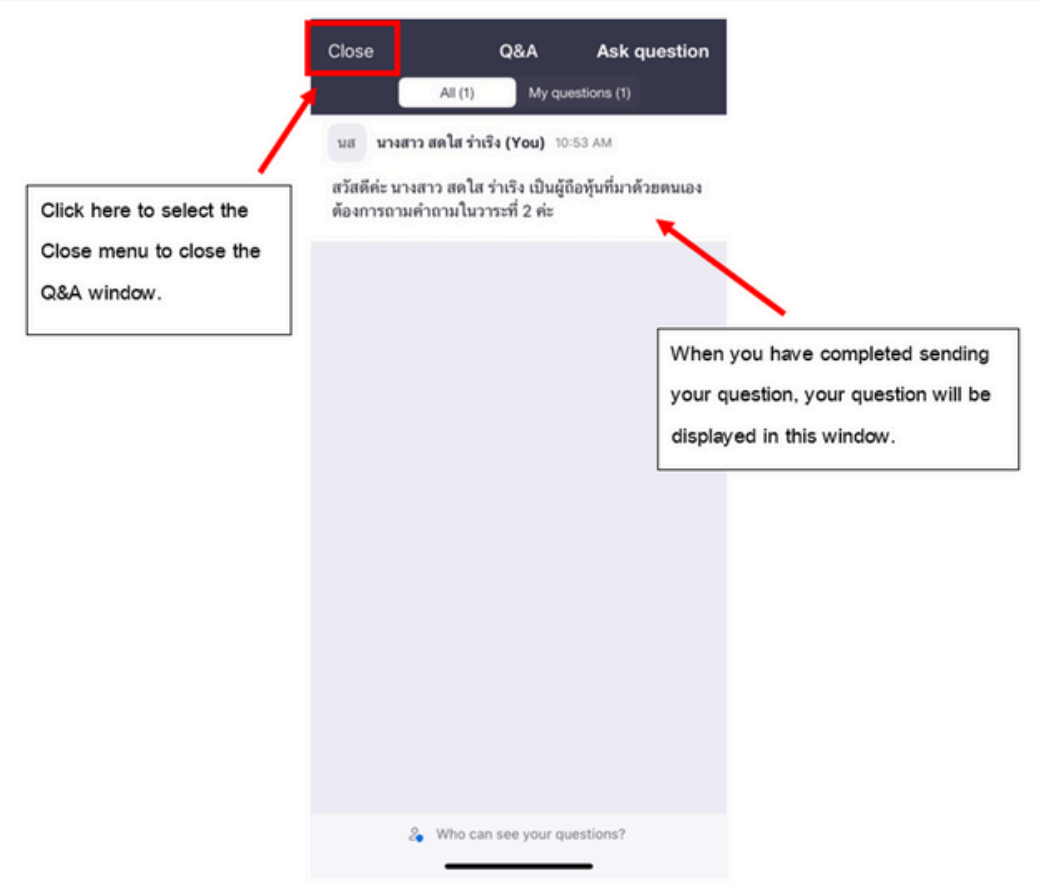


In meetings via electronic media, you will not be able to send messages through the usual chat channel but will use Q&A to send questions so that all staff can see your message.

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



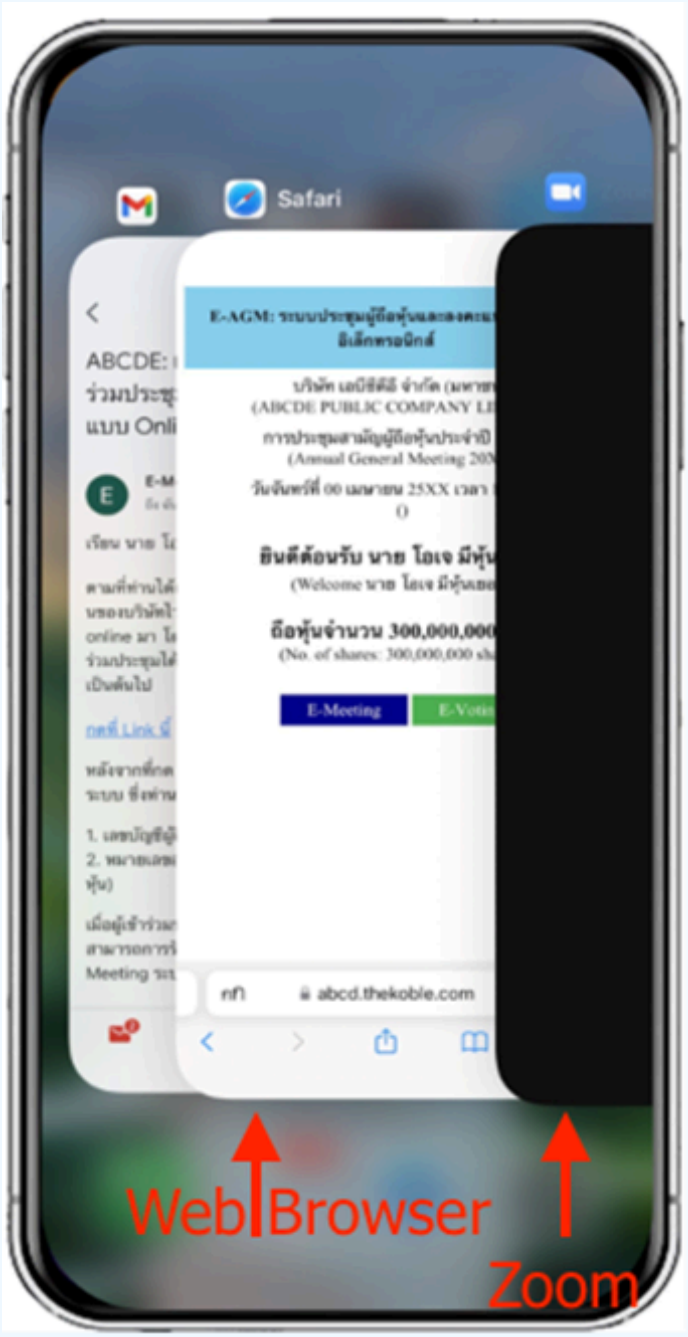

Close
Q&A
Click Ask a Question
Welcome to Q&A
Questions you ask will show up here. Only host and cohost will be able to see all questions.
Ask a Question
Who can see your questions?
Close
Q&A
...Type your message here...
I want to ask a question...
Click here to send a message
Send anonymously
I
The
I'm
space
return
123


Close
Q&A
Ask question
All (1)
My questions (1)
นส นางสาว สดใส ร่าเริง (You) 10:53 AM
สวัสดีค่ะ นางสาว สดใส ร่าเริง เป็นผู้ถือหุ้นที่มาด้วยตนเอง ต้องการถามคำถามในวาระที่ 2 ค่ะ
Click here to select the Close menu to close the Q&A window.
When you have completed sending your question, your question will be displayed in this window.
Who can see your questions?

Voting through the E-Voting system

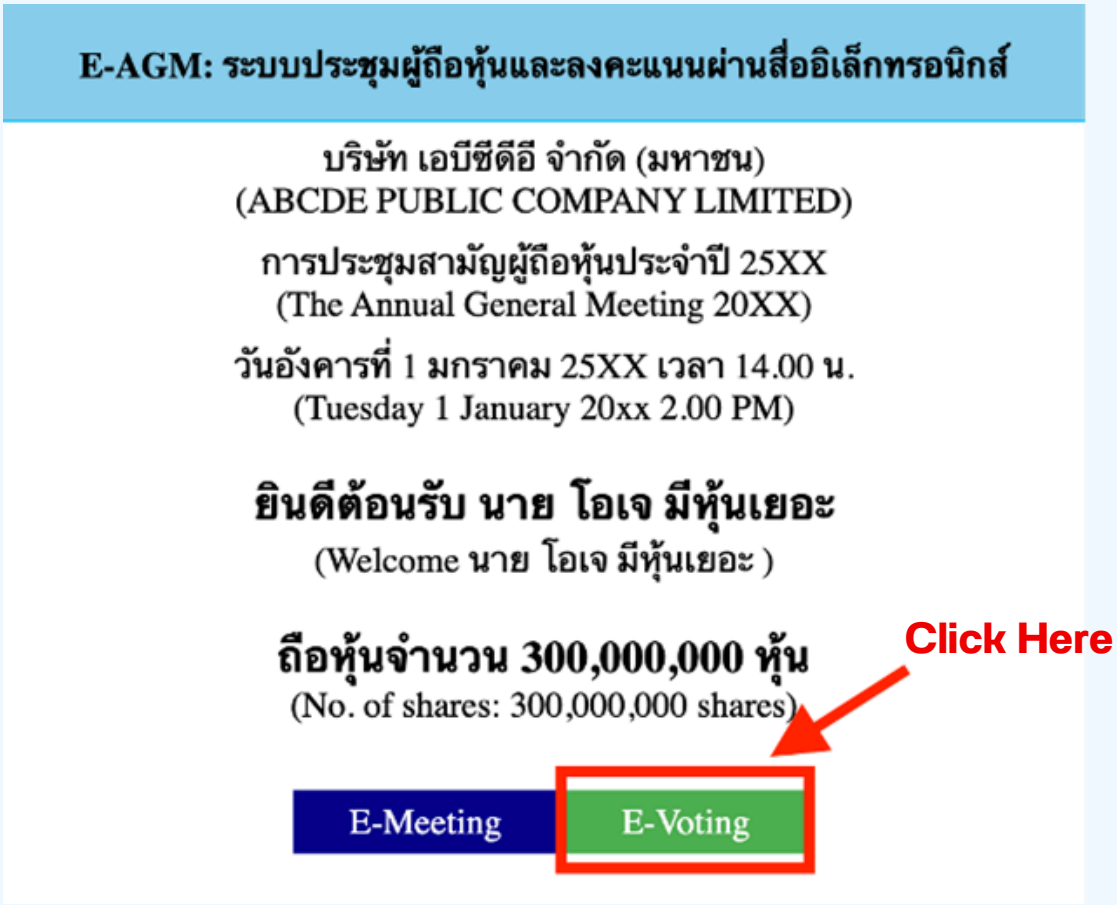
Operation screen switching

If the attendee is at the Zoom page and wants to go to the E-Voting window, they can switch the application window between Zoom and Web Browser.

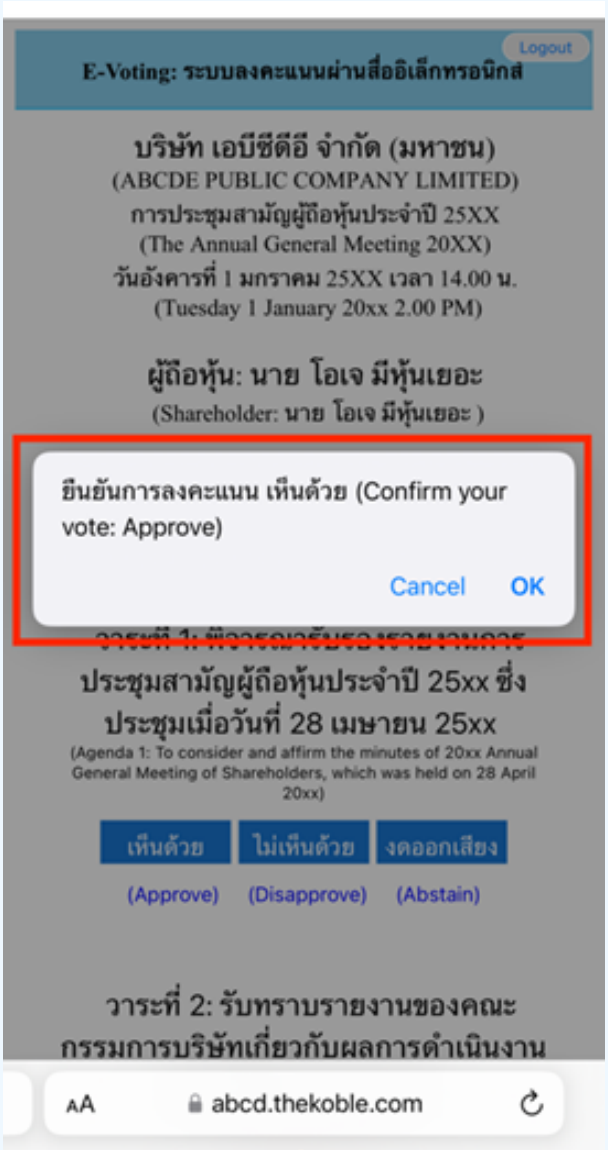


Using E-Voting

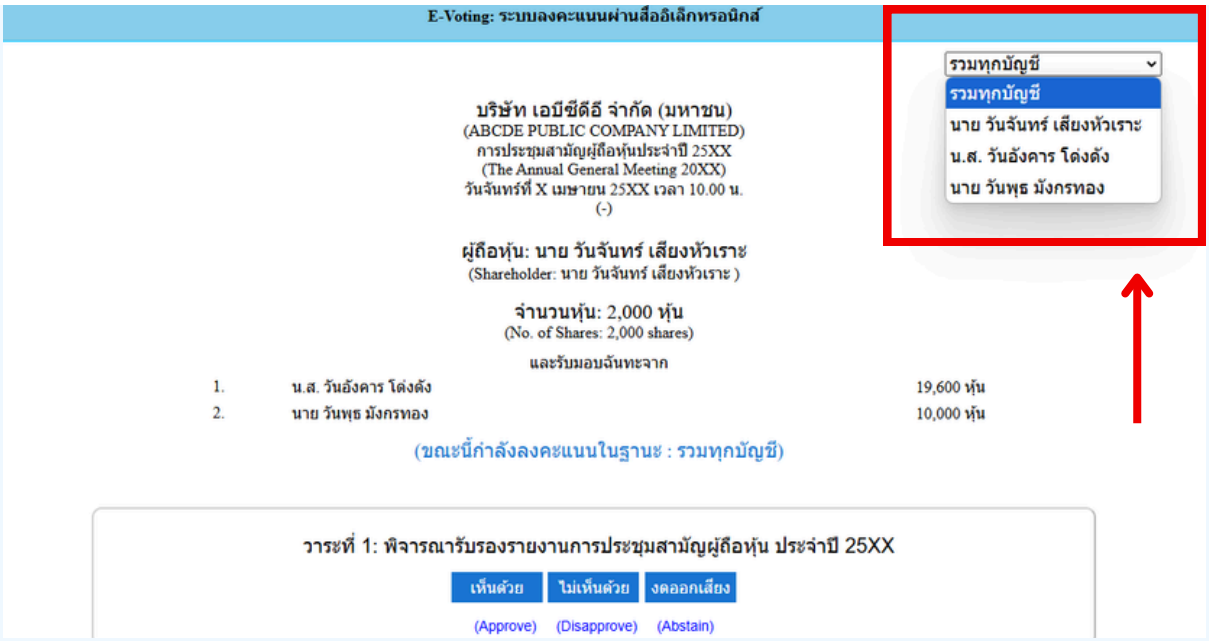
1. When participants switch pages from E-Meeting back to the main page in the browser, please press the “E-Voting” button.



2. Voting will be shown in the figure below for each agenda. You can choose to vote "agree," "disagree," or "abstain." For the notification agenda, the attendees will not be able to vote.



3. After selecting the vote, a small window will pop up asking to confirm the vote; press OK, as shown below. If the meeting attendee wishes to change their vote, they can do so by clicking to vote again.



4. In the case of a proxy from multiple shareholders , the voting option can be selected accordingly. By default, the voting setting is configured to 'aggregate all accounts.' However, the proxy can vote separately for each individual shareholder by selecting the dropdown menu to cast separate votes for each shareholder.

Once you confirm your vote, the system will show, as shown in the figure below.
(For example, voting, abstaining)

5. When you have finished voting. The staff will collect all the votes from the voting system and show the vote-counting results in the E-meeting. Please come back to the E - meeting (Zoom) window to continue viewing the video and audio of the meeting.

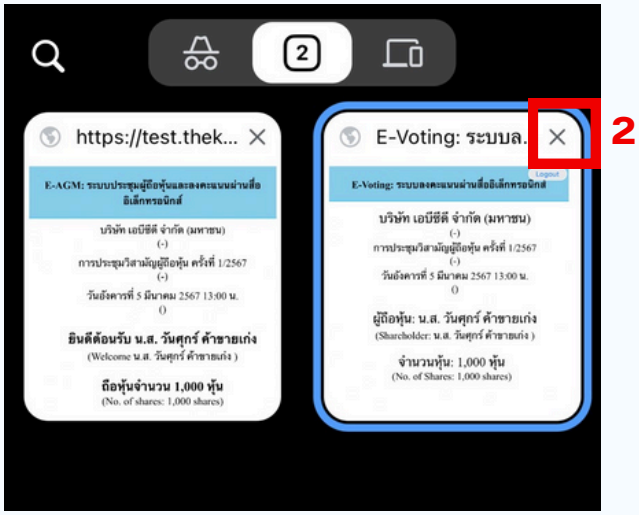
***** If the agenda has already been closed, attendees cannot vote or change their votes.**

NOTE

***** IF YOU WOULD LIKE CAST YOUR VOTES IN ADVANCE, YOU CAN VOTE AND CLOSE THE BROWSER 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.

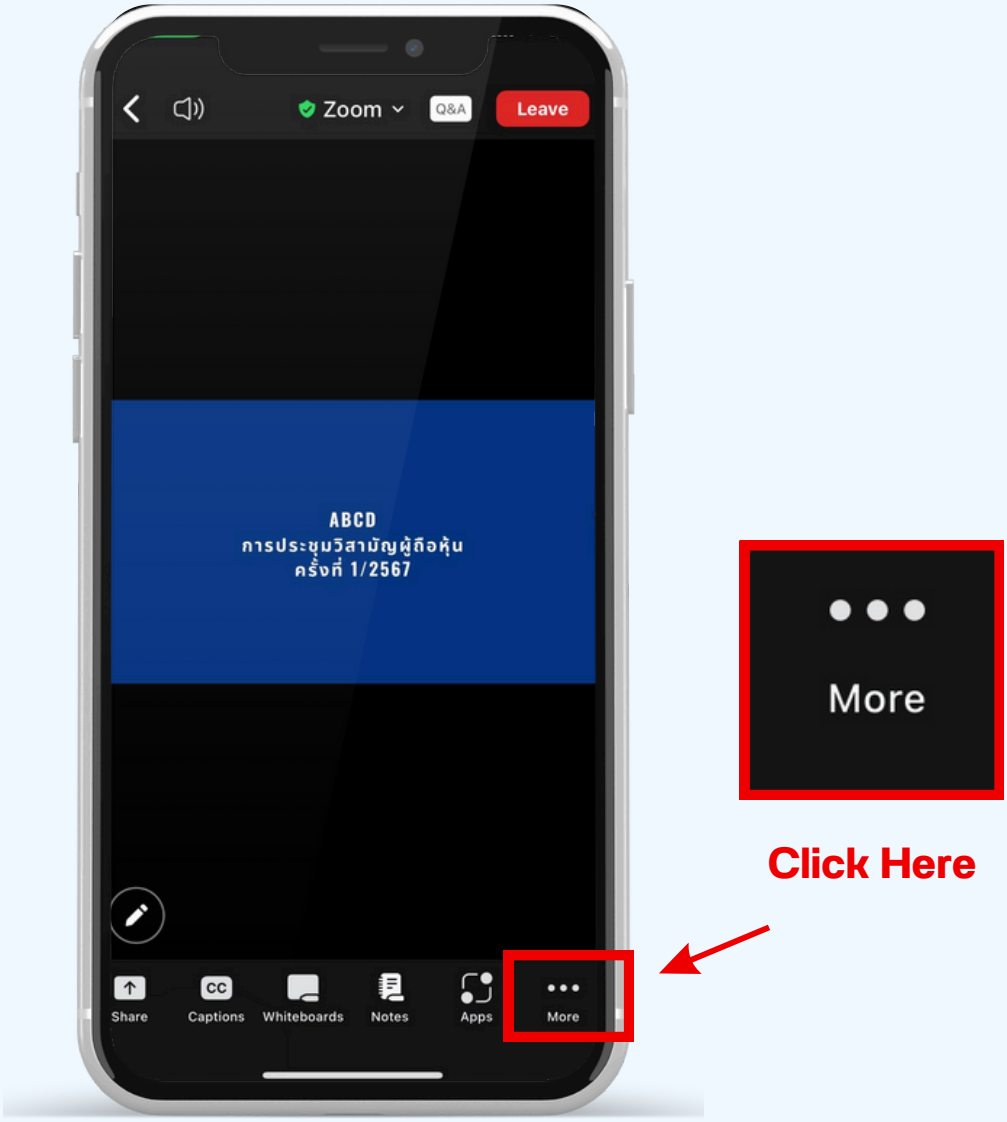
DO NOT PRESS



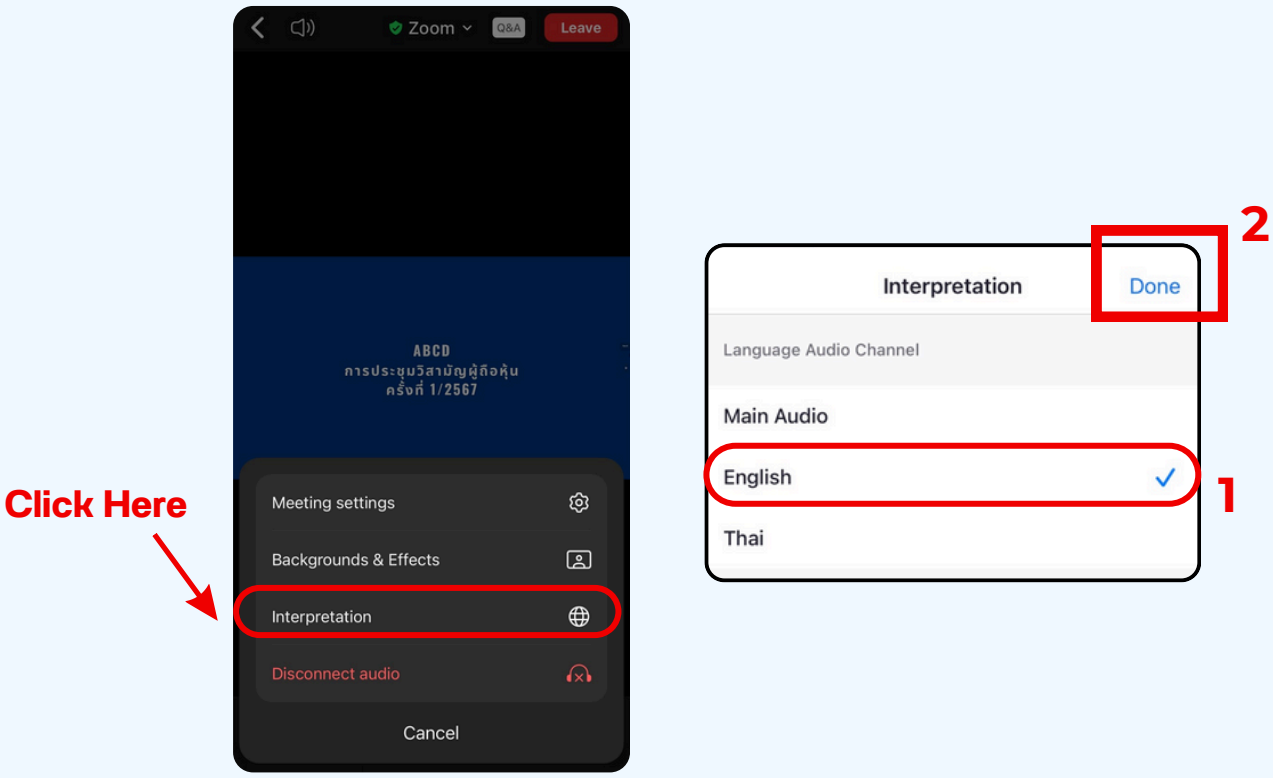
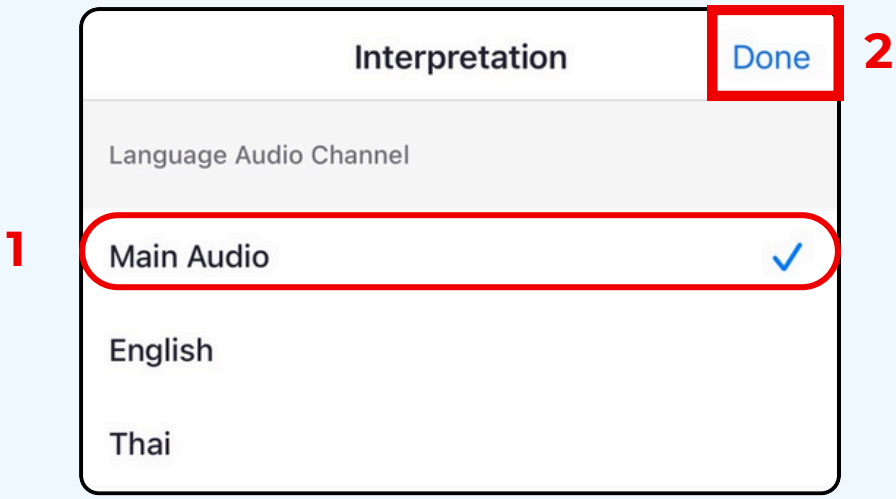
05 Interpretation Feature

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

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



2.press Interpretation button as belowIn the pop up menu, and please chose your language.



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