

## Procedures for registration and attending the Annual General Meeting of Shareholders through the electric media (e-AGM)

### 1. Registration/Identity Verification

The company will begin pre-registration. (Pre-registered) for attending the shareholders' meeting from 1 April 2024 at 12.00 noon onwards until the meeting time is reached.

1.1 The shareholder attending the Meeting in person shall verify one's own identity according to the item 2.

1.2 The shareholder assigning a proxy to attend the Meeting (the proxy) shall prepare documents\* as follows:

- a) E-AGM Registration Form for Proxy
- b) Proxy form B as shown in Enclosure No. 8
- c) Required supporting documents\* according to Enclosure No. 6

After filled in all above documents, please scanning or taking photos of them for submission to the email: [ir\\_af@airafactoring.co.th](mailto:ir_af@airafactoring.co.th).

The original documents shall be mail to "Company Secretary" at

AIRA Factoring Public Company Limited,  
188 Spring Tower Building, 12th Floor A, Phayathai Road  
Thung Phaya Thai Subdistrict, Phaya Thai District, Bangkok 10400

2. Shareholders can register (e-Registration) available from Monday, April 1, 2024 at 12.00 noon by scanning the QR Code below.



3. Shareholders or proxies can study the procedures and methods for registering electronic meetings for shareholder meetings. (According to the registration manual)

4. Other matters regarding to DAP e-shareholder Meeting are as follows:

4.1 Organizing shareholder meetings through the DAP e-Shareholder system Meeting using WebEx program

Shareholders can register and log into the meeting system via the link according to item 2.

4.2 Equipment that shareholders must prepare to be able to attend the shareholder meeting via the DAP e-Shareholder Meeting system is as follows:

- Compatible to Computer / Notebook / Tablet / I Pad / I Phone / Smartphone via iOS and Android
- Internet Speed: at least 1/1 Mbps
- Browser: Internet Explorer v.7 and up, Mozilla Firefox, Google Chrome

4.3 In organizing a shareholder meeting through the DAP e-Shareholder Meeting system, the Company will collect, use, and disclose personal information of shareholders in order to perform duties as required by law and for the benefit of providing services to shareholders in participating. shareholder meeting. Shareholders will be protected according to the Personal Data Protection Policy (Private Policy).

## e-AGM Registration Form for Proxy

Written at.....

Date .....

I/We (Mr. / Miss / Mrs.) .....Nationality.....

Address ..... Road ..... Sub-district .....

District ..... Province ..... Zip code .....

e-mail ..... Tel .....

Being a shareholder of AIRA Factoring Public Company Limited by holding the total amount of .....shares

I/We hereby inform the email address and telephone number of Proxy holder to attend and vote on my/our behalf at the 2024 Annual General Meeting of Shareholders of the Company on Wednesday, April 24, 2024 at 10:00 a.m. by electronic meeting (e-AGM). Please send the username and password to the Proxy holder as follows:

e-mail address ..... Telephone no. ....

Signed .....Shareholder

(.....)

### Remarks:

Please return the e-AGM registration Form along with the required identification documents\* for our verification of the shareholder's right to attend the e-AGM before Wednesday, April 17, 2024 via email or mail to the following address:

- By e-mail: ir\_af@airafactoring.co.th หรือ
- By mail: Company Secretary, AIRA Factoring Public Company Limited 188 Spring Tower Building, 12th Floor A, Phayathai Road Thung Phaya Thai Subdistrict, Phaya Thai District, Bangkok 10400

# User Manual

## e-Shareholder Meeting System



# Contents

**1** Preparation for DAP e-Shareholder Meeting

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**2** Steps of e-Registration

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**3** Steps of joining the e-Meeting

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**4** e-Question and e-Voting functions

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**5** 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



Edge

## Documents required for registration

Individual shareholder



ID Card

or



Passport

Juristic person



Juristic person certificate



ID Card

or



Passport

## Preparation for DAP e-Shareholder Meeting

### 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 another person (B)

Proxy to independent director (B)



**DAP  
e-Shareholder  
Meeting**

### Register by sending documents to the company\*

1



For registration, shareholders submit the documents for identity verification to the company, as specified in the invitation to the shareholders' meeting

2



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”

**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  
Email

Password  
Password

[Forgot password](#)

Login

or

**New registration**

[Investor Registration Manual](#)

Recommended Browser: Chrome



### 2 Shareholders accept the terms and conditions for attending the shareholders' meeting via DAP e-Shareholder system by marking and click “OK”

ข้อตกลงและเงื่อนไขในการเข้าร่วมประชุมผู้ถือหุ้นผ่านระบบ DAP e-Shareholder Meeting

ข้อตกลงและเงื่อนไขในการเข้าร่วมประชุมผู้ถือหุ้นผ่านระบบ DAP e-Shareholder Meeting

1 / 2 | 36% | [Icons]

มีมติจากรบบ DAP e-Shareholder Meeting มีการใช้เทคโนโลยีเพื่อช่วยพิสูจน์ตัวตนของผู้ถือหุ้นก่อนการอนุมัติ (Approve) ให้เข้าร่วมประชุมผ่านระบบ DAP e-Shareholder Meeting เช่น มีการใช้ข้อมูลภาพใบหน้าตรงสองและจดจำใบหน้า (Face Recognition) ซึ่งข้อมูลดังกล่าวเป็นข้อมูลส่วนบุคคลที่มีความอ่อนไหวและมีความจำเป็นหรือที่เกี่ยวข้องกับการเข้าร่วมการประชุมที่ผู้จัดประชุมได้จัดขึ้น

ผู้ถือหุ้นยินยอมให้ผู้จัดประชุมเก็บรวบรวม ใช้ และเปิดเผยข้อมูลส่วนบุคคลที่มีความอ่อนไหวของข้อมูลผู้ถือหุ้น เพื่อวัตถุประสงค์ในการเข้าร่วมการประชุมที่ผู้จัดประชุมได้จัดขึ้น

หากผู้ถือหุ้นได้อ่านและตกลงผูกพันตามข้อตกลงและเงื่อนไขในการเข้าร่วมประชุมผู้ถือหุ้นผ่านระบบ DAP e-Shareholder Meeting รวมถึงการให้ความยินยอมเกี่ยวกับข้อมูลส่วนบุคคลที่มีความอ่อนไหวตามที่ระบุไว้ข้างต้นนี้แล้ว โปรดคลิกปุ่ม "ตกลง" ด้านล่างเพื่อดำเนินการต่อไป

ยกเลิก **ตกลง**



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



1 Choose a registration form

Attend in person  Proxy

2 Specify the type of shareholder

Thai person  Foreign person / Person without the ID card  Juristic person

3 Fill out shareholder's information

- Name-Surname
- ID card number / laser code on the back of the ID card (optional)
- 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 or Special characters

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

4 Enter OTP

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”

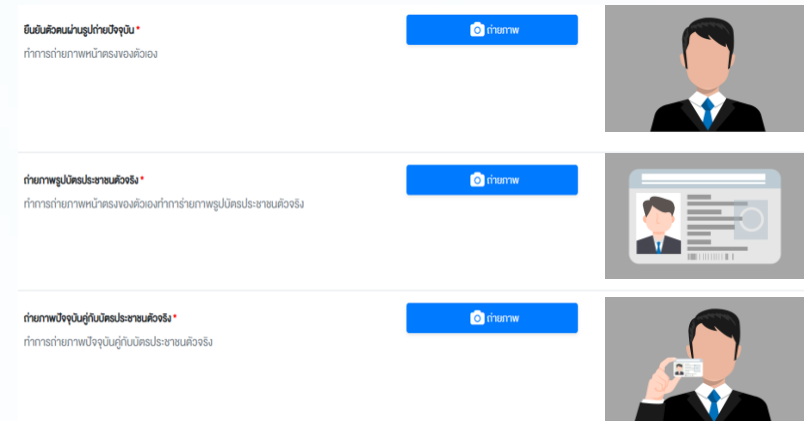
## 5 Take pictures of yourself

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



## 6 Review registration and securities holding information

Please keep your username and password confidential. Your login account should never be disclosed to others.

The screenshot shows a registration review page with the following sections:

- Register:**
  - ชื่อผู้ลงทะเบียน: ธีรเดช ธีรเดช
  - ชื่อจริง: ธีรเดช
  - ชื่อ-นามสกุล: ธีรเดช ธีรเดช
  - เลขที่บัตรประชาชน: 3108032119
  - เลขที่บัตร: 7190661354
  - อีเมล: wpt001@home.com
  - เบอร์โทร: +66 8124697
- รูปถ่าย:** Three photo thumbnails showing a person, an ID card, and a person holding an ID card.
- ข้อมูลการถือครองหุ้น:**

ชื่อบริษัท	จำนวนหุ้น	มูลค่าหุ้น	มูลค่ารวม	สกุล
บริษัท ธีรเดช	10,000	10,000	100,000	THB (บาท)
รวม	10,000	10,000	100,000	

Shareholders review the registration information and securities holding information. If the information is correct, click "Submit"

## 2.2 Attend the meeting in person – Foreign person / Person without the ID card OR Juristic Person

1 Choose a registration form

2 Specify the type of shareholder

3 Fill out personal information

Attend in person       Proxy

Thai person       Foreign person / Person without the ID card       Juristic person

### 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

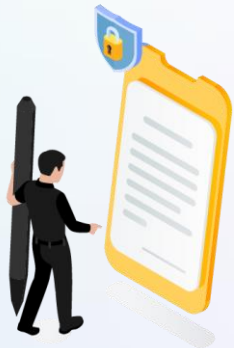
### Juristic person

- 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 (optional)
- 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 or Special characters

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



#### 4 Enter OTP

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”

#### 5 Take a picture of yourself / Attach files



Take a picture of yourself and upload attachments as specified in the invitation letter

 อัปโหลดไฟล์



Upload attachments as specified in the invitation letter

 อัปโหลดไฟล์

#### 6 Review registration and securities holding information

Please keep your username and password confidential. Your login account should never be disclosed to others.



Shareholders review the registration information and securities holding information. If the information is correct, click “Submit”

## 2.3 Proxy to another person (A)



1 Choose a registration form

Attend in person  Proxy

2 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

3 Specify the type of proxy

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

4 Fill out proxies information

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

 อัปโหลดไฟล์

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”

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



## 2.4 Proxy to another person (B)



1 Choose a registration form

Attend in person  Proxy

2 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 (optional)
- 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

3 Specify the type of proxy

Proxy to another person (B)  Proxy to independent directors (B)

4 Fill out proxies information

### Proxy to another person (B)

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

### Proxy to another person (B)

- Independent Director's name

## 5

## Cast a vote in advance

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

อัพโหลดไฟล์

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”

## 6

## Review registration and securities holding information



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



1

<https://portal.eservice.setgroup.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.

2

Login

Email

Password

[Forgot password](#)

Enter Username (email address that you have registered) and Password

3

Meeting list

Company Name Meeting Type Status Year Search Cancel

Company Name Meeting Type Status Year

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

บริษัท กสอ.ไทย SET

19 July 2022 AGM Online Join Meeting

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

4

Meeting list [Join Meeting](#)

**Meeting information** | **Agenda** | Q&A | Summary voting results

Meeting information

**Company Name** USJH neaoujou SET  
**Company Symbol** TEST  
**Meeting Name** Annual General Meeting of Shareholder for the year 2022 No. 1/2022  
**Meeting Type** AGM  
**Meeting Location** via electronic meeting (E-AGM) at 3:00 PM

Stock information details

No.	Full name	Common Stock	Preferred Stock	Address
1	neaoujou neaoujou	1,000	1,000	23/28 nuj 5 neaoujou neaoujou neaoujou neaoujou
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

Unmute Start video Start Sharing

3 4

Send Question or Vote Submit Vote Send Question

Agenda

- To acknowledge the overall operation of the Company during 2021
- To consider and approve the Balance Sheet Statement and Profit and Loss Statement for the fiscal year 2020
- ★ To consider and approve the appointment of Directors for replacement of those who retired.
- 2 Mr. A  
Mr. B
- 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

## Description

- 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
- Current agenda will be indicated by star icon and yellow bar
- e-Voting functions: voting can be casted only within appointed time frame
- e-Question functions: queueing your questions for both current and upcoming agenda
- Your questions submitted in the meeting
- Voting results: It will be only shown after the company has announced results for each agenda

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 : Completed  
06 February 2022 14:09 Delete

Question : สอบถามการเลือกตั้งกรรมการที่จะครบกำหนดผลออก  
Remark : ยกยอดไปตอบในวาระที่ 3 Completed  
06 February 2022 14:09 Delete

# 4 e-Question and e-Voting functions



## e-Question functions

**DAP e-Shareholder Meeting**

ประชุมสามัญผู้ถือหุ้นประจำปี 2564

ประชุมสามัญผู้ถือหุ้นประจำปี 2564

Agenda

- To acknowledge the overall operation of the Company during 2021
- To consider and approve the Balance Sheet Statement and Profit and Loss Statement for the fiscal year: 2020
- To consider and approve the appointment of Directors for replacement of those who retired.  
Mr. A  
Mr. B
- 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 “Submit Vote” **Send Question**
2. Vote within the period of time given for both your vote rights and proxy’s (if any)  
Click “Submit Vote” **Send Question**

Send Question

Agenda \*

Agenda No 4 To consider appointing auditors and setting audit fees for the year 2022

Questioner \*

สมาชิกสามัญผู้ถือหุ้น

Question (Optional)

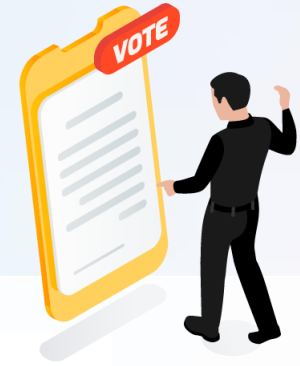
1/1000

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

# 4 e-Question and e-Voting functions

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 Testerproxy

Agree
 Disagree
 Abstain

**2) Proxy:** Mr. C Testerproxy

Agree
 Disagree
 Abstain

Close
Submit Vote

For each agenda, there are 3 voting options:  
“Agree”, “Disagree” 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.

# 4 e-Question and e-Voting functions



## e-Voting functions

1

**DAP E-Shareholder Meeting**

การประชุมสามัญผู้ถือหุ้นประจำปี 2565 ครั้งที่ 1/2565  
บริษัท คสอ. โดย SET

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

วันจันทร์ที่ 31 มกราคม 2565 เวลา 13:00 (31 January 2022 13:00)

วาระที่ 2 พิจารณายกบัญชีงบการเงินและงบกำไรขาดทุนสุทธิปีสิ้นสุด ณ วันที่ 31 ธันวาคม 2564  
(Agenda No 2 To consider and approve the Balance Sheet Statement and Profit and Loss Statement for the fiscal year ended 31st December 2021)

สรุปผลการลงคะแนน

	จำนวนเสียงทั้งหมด (Number of Votes)	ร้อยละ (Percentage)
เห็นด้วย (Agree)	45,000	60.00%
ไม่เห็นด้วย (Disagree)	15,000	20.00%
งดออกเสียง (Abstained)	15,000	20.00%
บัตรเสีย (Voided ballot)	0	-
<b>รวม</b>	<b>75,000</b>	<b>100.00%</b>

e-Summary

การพิจารณา: การลงคะแนนไม่น้อยกว่า 3/4 ของจำนวนเสียงทั้งหมดของผู้ถือหุ้นสามัญและไม่มีสิทธิออกเสียงลงคะแนน และสิทธิคัดค้าน (Veto)  
Resolution:

2

Send Question or Vote Submit Vote Send Question

Q&A Summary voting results

Summary voting results

No.	Agenda Name	Vote	Summary
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 ended 31st December 2020	🟢	
3	To consider and approve the appointment of Directors for replacement of those who retired.		
4	Mr. A	🟢	
5	Mr. B	🟢	


🟢 Agenda has voting, Voting Result Summary

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

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

## 1 Reset password via email

x


อีเมล \*

อีเมล

กรุณากรอกอีเมลที่ลงทะเบียนไว้

รีเซ็ตรหัสผ่านคือหมายเลขโทรศัพท์มือถือ

Enter your registered email



**ส่งอีเมลสำเร็จ**

กรุณาตรวจสอบอีเมลของท่านเพื่อทำการรีเซ็ตรหัสผ่านใหม่

Check your inbox

**รีเซ็ตรหัสผ่าน**

อีเมล

รหัสผ่าน

ยืนยันรหัสผ่าน

Set new password

# 5 Resetting password



## 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





To download user manual



shareholders could study more information at:

<https://www.set.or.th/e-shareholder-meeting>



Or scan the following QR Code:

