Quidlab E-Meeting & Voting System

User's Manual

Document Registration System

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Introduction

Quidlab E-meeting & Voting System does not require any special application to install. It is a very easy to use system and does not require any special skills. We value your privacy & time and make the document uploading system easy for you without asking for details which are not needed so you can quickly complete the process. You can use any latest updated version of browser e.g. Google Chrome, Microsoft Edge, Apple Safari, Firefox etc. You can also use a computer, laptop, tablet, or phone.

Please refer to E-meeting invitation for link or QR Code for document uploading which will be like https://subdomain.quidlab.com/registration/

Login & Documents Uploading

1. Scan QR Code provided or type URL in browser to upload documents. You will be taken to the document registration system portal as shown below.

FoQus

ระบบนำส่งเอกสาร สำหรับการประชุมผ่านสื่ออิเล็กทรอนิกส์ E-Meeting

Document Registration System for E-Meeting

บริษัท ควิดแลบ จำกัด

Quidlab Co., Ltd.

การประชุมสามัญผู้ถือหุ้นประจำปี 2568

The 2024 Annual General Meeting of the Company's shareholders which will be held on Tuesday, 29th April 2025, at 16:00 hrs

คู่มือภาษาไทย   English Manual

เลขทะเบียนผู้ถือหลักทรัพย์   เลขประจำตัวประชาชน / ทะเบียนนิติบุคคลเลขที่ / หมายเลขพาสปอร์ต
Shareholder's Registration No.   ID Card Number / Legal entity registration number / Passport Number

Shareholder's registration No.	ID Card Number

☐ Accept terms

Submit

หมายเหตุ : เอกสารลงทะเบียนที่ต้องทำการอัปโหลดไฟล์ กรณีมาด้วยตนเองหรือรับมอบฉันทะ สามารถดูรายละเอียด ตามที่ระบุไว้ในหนังสือเชิญประชุม

Note: Please refer to invitation letter for meeting to get a list of document to be uploaded in case of coming in person or proxy

หมายเหตุ : หากต้องการความช่วยเหลือในการส่งเอกสาร กรุณาติดต่อ บริษัท ควิดแลบ จำกัด เบอร์โทร 02-0134322 อีเมล์ : info@quidlab.com

Note: If you need assistance submitting document please contact Quidlab at Phone: 02-013-4322 Email : info@quidlab.com

นโยบายความเป็นส่วนตัว นโยบายการคุ้มครองข้อมูลและเงื่อนไขการใช้งานของระบบ

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Quidlab Information Security Management Policy

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2. Fill in your shareholder's registration number and ID Card Number. This information shall be exactly same which are provided to the company's shareholder registrar. In case you don't know these, please get in touch with the company or registrar.

   If you do not know the exact information, please contact the company organizing the meeting or the securities registrar directly.

3. After filling out the details, please click the check mark in the Accept Terms box, then click on Submit.

4. If the information is correct, you will be allowed to upload documents, and a screen as below will be presented.

ระบบนำส่งเอกสาร สำหรับการประชุมผ่านสื่ออิเล็กทรอนิกส์ E-Meeting
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คู่มือภาษาไทย   English Manual

อีเมล์ (Email address)

name@example.com

หมายเลขโทรศัพท์ (Phone Number)

Phone Number

เข้าร่วมประชุม (Attend meeting): ● มาด้วยตนเอง (Person)   ○ รับมอบฉันทะ (Proxy)   ○ มอบฉันทะให้กรรมการอิสระ (Director Proxy)

ผู้ถือหุ้นที่เป็นบุคคลธรรมดา

- สำเนาบัตรประจำตัวประชาชน หรือสำเนาเอกสารอื่นซึ่งออกโดยหน่วยงานราชการ ที่ยังไม่หมดอายุพร้อมลงนามรับรองสำเนาถูกต้อง

ผู้ถือหุ้นที่เป็นนิติบุคคล

- หนังสือมอบอำนาจหรือหนังสือมอบฉันทะที่ลงลายมือชื่อ
- หนังสือรับรองการจดทะเบียนเป็นนิติบุคคลของผู้มอบฉันทะซึ่งลงลายมือชื่อรับรองสำเนาถูกต้อง

อัปโหลดไฟล์ (Upload files): สามารถแนบได้เฉพาะ jpg, png, gif, pdf เท่านั้น
สามารถแนบได้สูงสุด 5 ไฟล์เท่านั้น (ขนาดไฟล์ไม่เกิน 5MB)

Choose files to upload	Browse files

Submit

หมายเหตุ : เอกสารลงทะเบียนที่ต้องการอัปโหลดไฟล์ กรณีมาด้วยตนเองหรือรับมอบฉันทะ สามารถดูรายละเอียด ตามที่ระบุไว้ในหนังสือเชิญประชุม
Note: Please refer to invitation letter for meeting to get a list of document to be uploaded in case of coming in person or proxy

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Logout

5. Fill the following details (all the below information is needed for successful registration):

    a. Email address where you want to receive username & password for joining E-meeting.

    b. Telephone number in case the company wants to get in touch with you.

    c. Upload documents as specified by the company as indicated in the invitation letter.

    * Please note the required documents may differ from company to company and different documents may be required for joining in Person or Proxy or Director Proxy.

    d. The system allows you to upload a maximum of 5 documents each time with each document not more than 5MB. Only jpg, png, gif & pdf files are allowed.

    e. In case you choose a proxy, you must also enter proxy name, ID number of the proxy and type of proxy e.g. A, B or C.

6. Once you have added details you can submit documents by clicking on the Submit button, you will get an alert for successful submission as shown below:

Or with the error Message indicating reason in case, you get an error message which is not self-explanatory then get in touch with us.
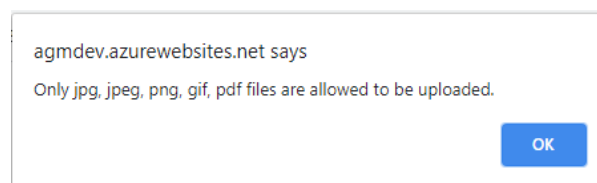
7. After successful submission, the following screen will be presented. In case you need to add more documents, you can submit more at this time.

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คู่มือภาษาไทย   English Manual

ส่งเอกสารเรียบร้อยแล้ว Data Registered.

ขณะนี้เอกสารของคุณอยู่ระหว่างการพิจารณา
Your documents are under consideration. Please check again later.

คุณสามารถส่งเอกสารเพิ่มเติมได้หากต้องการ
You have already submitted documents, you can add more documents if you wish.

อัปโหลดไฟล์ (Upload files): สามารถแนบได้เฉพาะ jpg, png, gif, pdf เท่านั้น
สามารถแนบได้สูงสุด 5 ไฟล์เท่านั้น (ขนาดไฟล์ไม่เกิน 5MB)

Choose files to upload   **Browse files**

Submit Documents

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Logout

8. Once finished, click on the Logout button to exit. You will also receive an email confirming the successful submission.

9. In case your documents are approved you will receive a separate email with username and password. *Please only contact us or the company in case you do not receive username & password 24 hours before meeting time or as indicated in the invitation letter.

10. In case the documents are not approved, you will receive an email with the reason from the company. You can login again to the document registration portal and upload the additional documents to rectify the cause.

Technical Support

If you face any technical difficulties in accessing the E-AGM system you can get in touch with Quidlab via telephone on +66-2-013-4322 or +66-800-087-616 or via email at info@quidlab.com, before contacting technical support.

When contacting technical support please provide full details of the problems faced, any error message.

received, type of device used, browser name and version etc.

Report a bug or security vulnerability

If you encounter problems send us an email to info@quidlab.com with the details of vulnerabilities or bug report

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Quidlab E-Meeting & Voting System
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Streaming Option

Some options may not be visible

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Introduction

Quidlab E-meeting & Voting System does not require any special application to install. It is very easy to use system and does not require any special skills. You can use any latest updated version of browser e.g. Google Chrome, Microsoft Edge, Apple Safari, Firefox etc. You can also use a computer, laptop, tablet or phone.

You will receive an email with username and password. This username and password are valid only for E-AGM or E-EGM of company stated in the email. Email also contains a link to join the meeting like https://subdomain.quidlab.com

How to Login

1. Click on the link in email or type URL in browser. After clicking you will be taken to E-Meeting website

2. Enter your username & password

3. Click ☑ Accept Term Then click Log In to join the meeting

How to Navigate

E-AGM system has following parts which can be navigated by clicking on menu links and are described as below:

Left Menu **(1)** This is the default page you are taken to after login. Live broadcast of E-Meeting will be streamed in this section **(2)**.
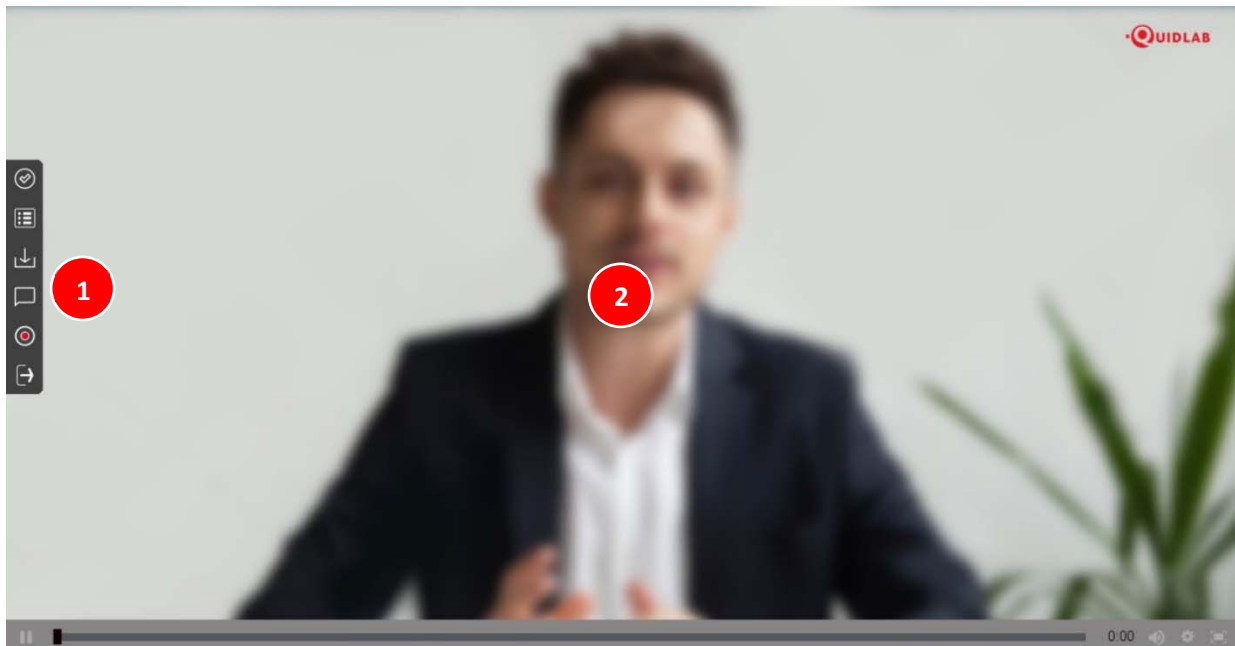
Vote Menu

Once you click on Vote menu **(3)**, you can navigate to the Voting section to cast your vote. You can see all agendas listed here and can cast your vote any time till the time if Agenda is not close. Once the Agenda has been discussed and closed you cannot change your vote (this Agenda has been closed cannot vote).

There is a separate Send Button for each agenda. You must click on the radio button **(4)** to choose, "Approve", "Disapprove" or "Abstain" and then click Send **(5).**
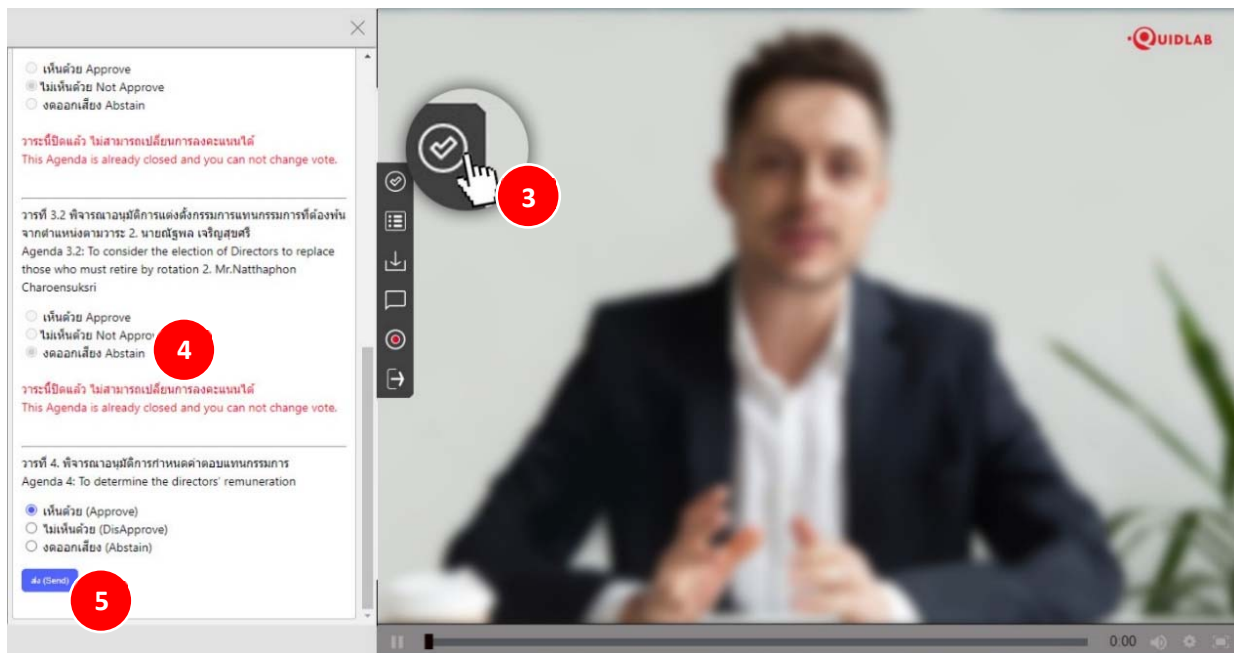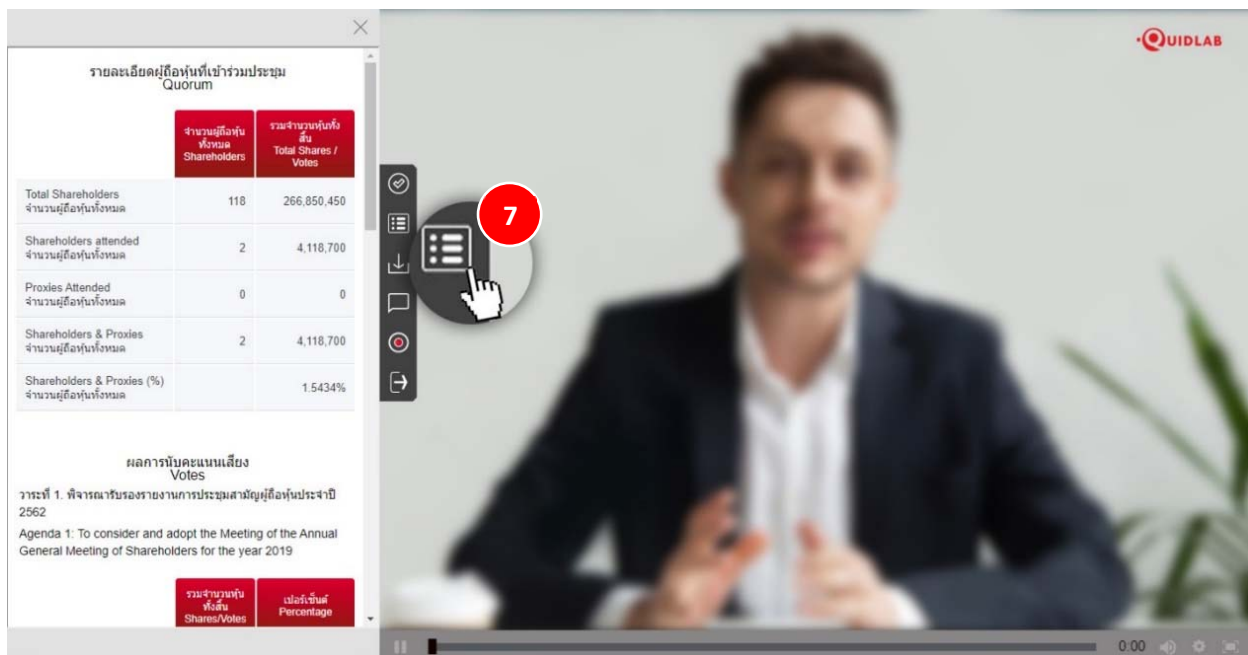
Once your vote is submitted you will be notified by a pop-up alert message "Voted is submitted" **(6)**.
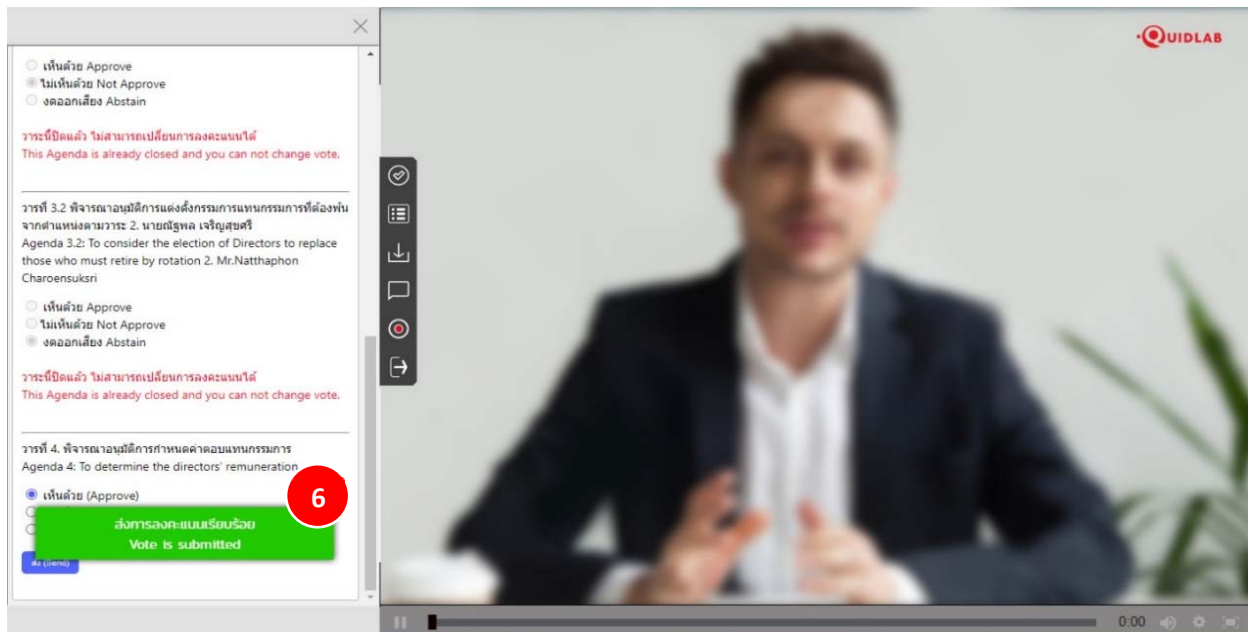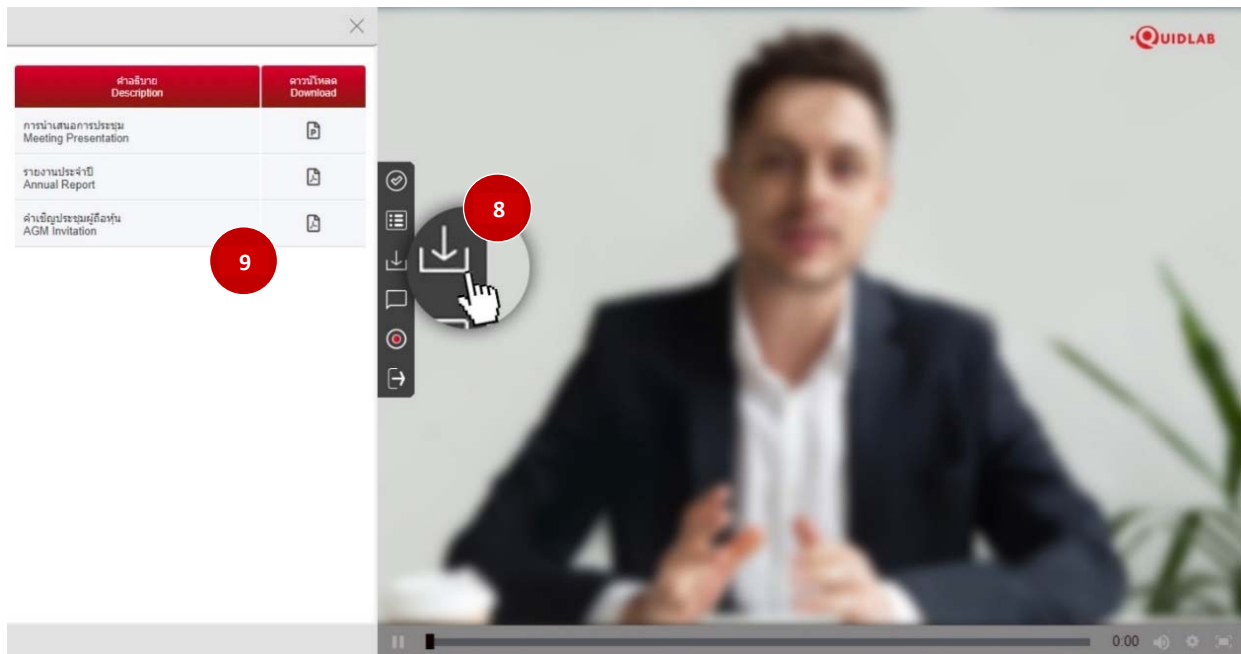

Quorum & Voting Results

You can check quorum and results by clicking on Voting Results Button **(7)** any time, votes will be displayed only after agenda is closed.

Download Documents

You can download company provided documents, if any e.g., Annual Report, Company presentation etc. by clicking on Download button **(8)** documents are shown in windows as shown below in **(9).**

Asking Question

System supports Two channels to ask questions by typing your question in chat window or by sending an audio message.

Ask Question using text message

Click on the Ask Question button **(10)** to navigate to Ask Question chat screen. You can type your message in the textbox **(11)** of question and click on send button **(12)**. Once your message is sent to company officers, it will appear in top window **(13)**.
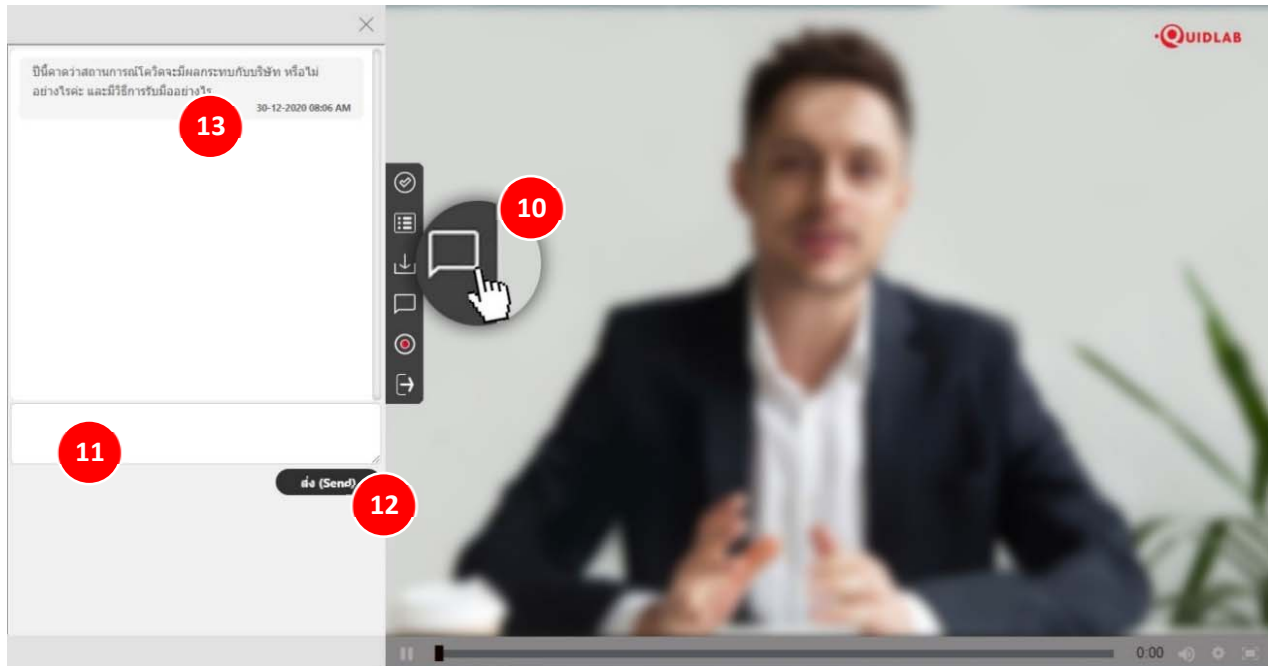
Your question can not be seen by any other user except company officers. A company authorized person will answer your question using streaming video which can be heard by all other users.

Ask Question using Audio message

If you wish to ask a question by recording and sending a voice message, then click on Send Audio **(14)** button. To record an audio message, click on Record Button **(15)**. Once you finish recording you can click on the Stop Button.
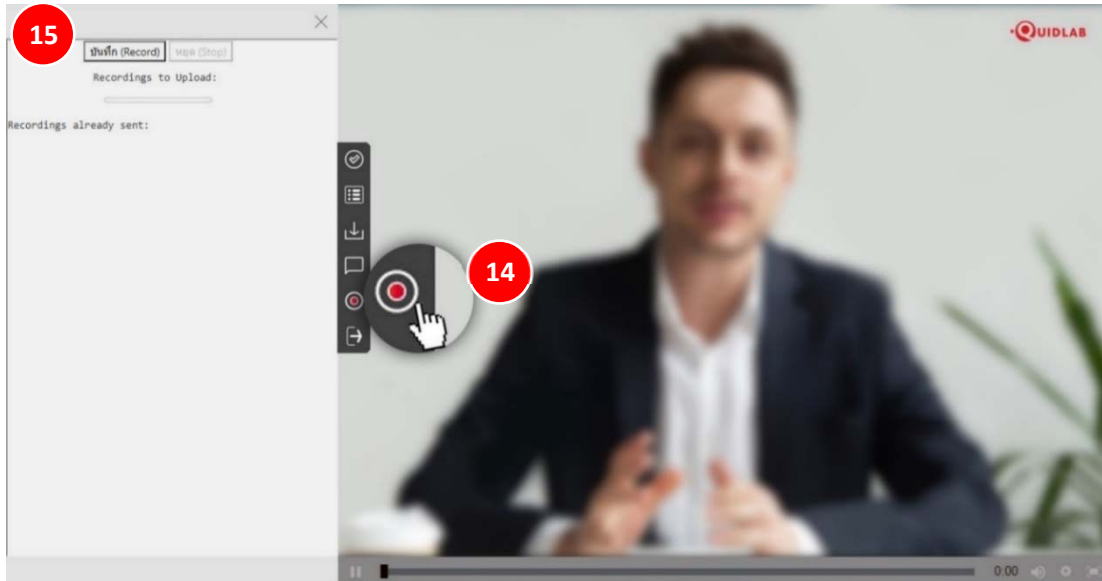

This option is available only if camera and microphone access is allowed

You can record a maximum of 2 minutes of audio message. Once you stop recording the message is still with you and has not been sent to company till the time you click on Upload button **(16)**, hence you have a chance to listen **(17)** to your message prior sending to server. Once you click on the Upload button an audio message will be sent to the company officer and will appear under "recordings already sent:" **(18)** section.
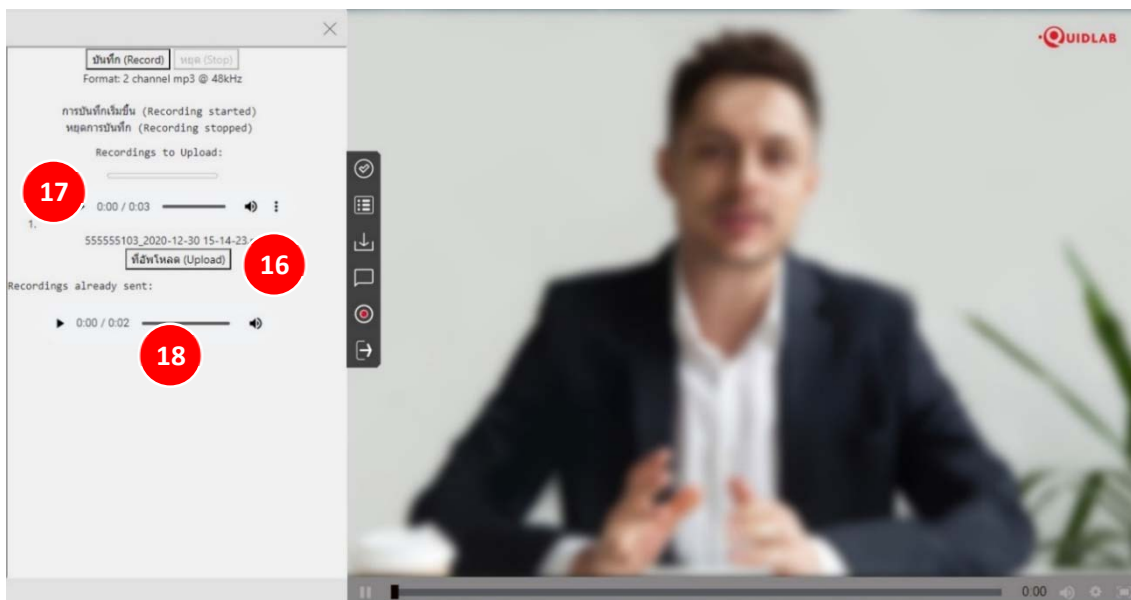
Logout

To Logout click on Logout Button **(19)**, you will be prompted to confirm if you really want to logout.
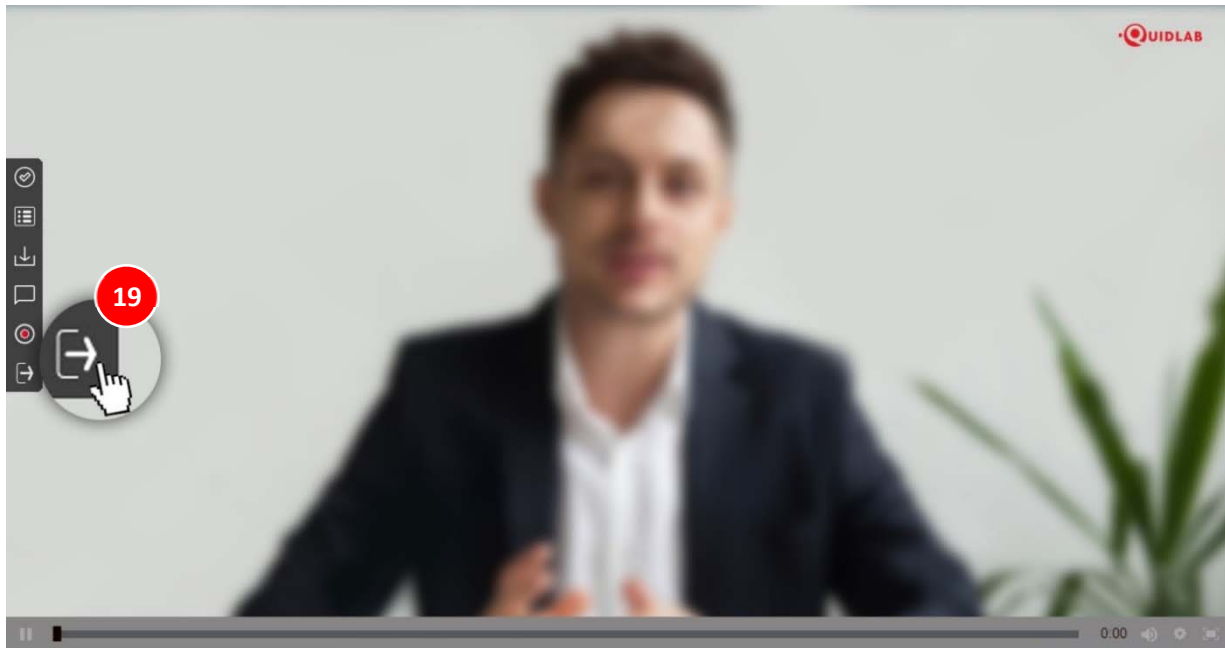
Technical Support

If you face any technical difficulties accessing the E-AGM system you can get in touch with Quidlab at via telephone on 080-008-7616 or 02-013-4322 or via email at info@quidlab.com, before contacting technical support please read the Frequently Asked Questions (FAQ) below which may solve your issue.

When contacting technical support please provide full details of the problem faced, any error message received, type of device used, browser name and version etc.

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[Frequently Asked Questions (FAQ)](#)

Question: **I cannot login?**

Answer: As stated in the technical support section always provide complete details or else it may take longer to resolve your issues. Most common issue about login are as follows:

1. Incorrect username & password provided. Please check if you are copying and pasting username & password then it may not have been copied correctly. In most common cases a space at end of username and password also gets copied and hence you cannot login due to incorrect passwords. An example is below.

    รหัสผ่าน: e2b4e56bb3a63

2. Other login issues can be due to network issue, no internet connection or other business rules (company may allow you to login only for example 1 hour before, you are login too late and meeting may have already been finished etc.), which are alerted to user and are self-explanatory.
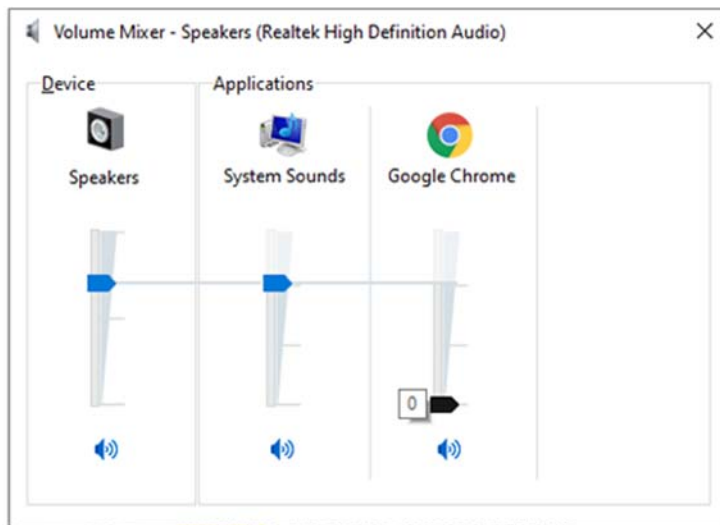
Question: **I can't hear voice**

Answer:

1. Check Volume Levels and Muting

- Right-click the speaker icon in the taskbar and select Open Volume Mixer.

- You can set audio level for each application from here.

(e.g., If you join meeting by Google Chrome ensure audio level is setup correctly for that browser)

2. Make sure your computer is using the right speakers or headphones

- Select the Correct Audio Output Device on Windows

1. Left-click the speaker icon.

2. Select your preferred playback device.

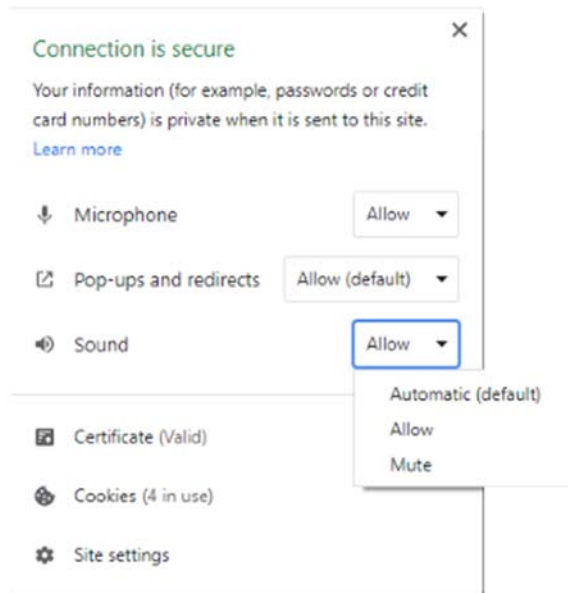3. Make sure your correct playback device is selected.

Quidlab Co., Ltd.   https://quidlab.com
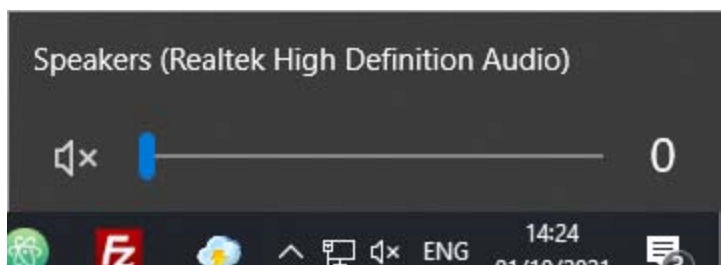
3. View site information on your website browser.

(this option may change depending on browser you are using).

e.g. 1 Google Chrome:

1. Select the "padlock" icon next to your browser address bar.

2. Sound settings should be set as Automatic (Default) or Allow

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My microphone is not working

1. Check the Microphone Volume Level on Windows

- Using your right mouse button, Right click on the speaker in your System Tray, and select Open Sound settings.

- Under Input, select Device properties.

- Make sure Disable is not checked, and make sure the volume is at a reasonable volume.

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Question: Why is there no sound or live video after I've joined a meeting?

Answer:

1. You are allowed to login earlier than meeting time to familiarize yourself with system, however Live streaming will start at meeting time as indicated on invitation.
2. Your browser may not activate video or audio due to privacy reasons. Check if audio is not muted or video is not paused. When streaming is live it will be indicated as shown in image below.

3. Please check your mobile's or computer's sound volume if the audio is not muted.

Question: **I can login but get automatically logged out?**

Answer: There are 2 reasons for getting logged out automatically.

1. For security reasons each user can login only on one device and if you try to login on another device or different browser on same computer previous login will get logged out automatically. Do not share your username & password with another person.
2. If you try to refresh your browser window (e.g., clicking on reload button or dragging screen on mobile which is equivalent to reload) you will be logged out as this may be considered as duplicate login.

Question: I cannot see video streaming when it starts buffering or other streaming issues.

Answer: Quidlab uses multiple CDN to provide good quality streaming to all users. Our streaming system supports adaptive streaming which means it can automatically change quality depending upon your internet speed to provide you best streaming experience. If you face this issue please check your internet connection, WIFI or cellular signal for problems.

Question: My voting options are locked, not present for some or all of agendas.

Answer: There are some business rules which can prevent voting and are clearly marked under each agenda for your reference and are self-explanatory, some common cases are as follows:

- Agenda does not require voting and is for acknowledgement only
- Agenda is already closed hence it gets locked and you cannot change vote
- You logged in late and some of agendas were already voted
- A proxy form B was sent which has already been voted and does not allow you to change vote

Question: Do I have to wait for agenda to be discussed before I can cast my vote?

or

Question: Do I have to wait till the end of the meeting?

Or

Question: I have other urgent matters to attend and not able to attend whole E-AGM?

Answer: You can cast your votes any time after login and all votes will be recorded. You can also change your vote till the time agenda is not closed by company officers. Once the agenda is closed you cannot change your vote.

Question: Will it affect my voting if I logout and login again?

Answer: When you login for the first time the system marks your votes as Approved however you can change your vote any time, even if you logout and login again. Login in and logout several times does not affect your previously cast votes.

Question: I cannot send any questions or audio message?

Answer: Company conducting E-AGM may allocate certain time for question & answer session for example after each agenda or end of meeting.

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Question: I have another technical question?

Answer: Please get in touch with Quidlab at via telephone on 080‑008‑7616 or 02-013-4322 or via email at info@quidlab.com,

Question: How to report a bug or security vulnerabilities?

Answer: If you encounter problems send us an email to info@quidlab.com with the details of vulnerabilities or bug report.