

## Attachment 9

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Guidelines for attending the Annual General Meeting of Shareholders  
by Electronic Means

## **Guidelines for attending the Annual General Meeting of Shareholders by Electronic Means Ingress Industrial (Thailand) Public Company Limited**

The Company will hold the 2024 Annual General Meeting of Shareholders by Electronic Means only on Tuesday, 28<sup>th</sup> May 2024, in which the Company will not provide onsite registration or voting on the meeting day. All Shareholders are requested to attend the meeting by Electronic Means.

The Company has engaged Data Access Platform Co., Ltd. (“DAP”) to provide the service and system for the meeting by Electronic Means, the system of DAP has been reviewed for an information security standard of Electronic Meeting by Ministry of Digital Economy and Society. The Shareholders who would like to attend the meeting by Electronic Means, please proceed in accordance to the following guidelines:-

### **Guidelines to attend the meeting by Electronic Means**

#### 1) Preparation for DAP e-Shareholder Meeting

- 1.1 Provide an electronic device with a camera for registration and attend the meeting such as PC computer, Notebook, Tablet and Mobile Phone.
- 1.2 Readiness to access to DAP e-Shareholder Meeting via Web Browser.
- 1.3 Available of ID card or Passport and Juristic person certificate (for Juristic person only)
- 1.4 Decide to attend the meeting or Proxy.

#### 2) E-Registration

- 2.1 The Shareholders shall submit a request to attend the meeting by Electronic Means  
URL for new registration:

<https://portal.eservice.setgroup.or.th/Account/Login?refer=a715qc379807ychX5xCc1TvmrrRDbABmpb5k%2bAj3GSJ7B5lqKE5mGq%3d%3d>

or scan QR code



**Then Click “New registration”**

- 2.2 The Shareholders shall prepare the following information then fill-in through the system:
- a. Identification Card Number/Passport Number for foreigner;
  - b. Name and Surname;
  - c. E-Mail Address;
  - d. Mobile Number; and
  - e. Additional Attachments
    - The Shareholders who wish to attend the meeting by Electronic Means, please attach the copy of Identification Card (Passport for foreigner) and certified true copy. A photo is also applicable to upload into the system.
    - The Shareholders who wish to attend the meeting by Electronic Means with proxies shall attach the proxy forms and all required documents. A photo is applicable to upload into the system.
- 2.3 After completed filled-in all required information and attachment follow the User Manual of e - Shareholder Meeting System (**Attachment**), please review the registration information and securities holding information. If the information is correct, click “submit”
- 2.4 Once completed item 2.3, the administrator will proof the document. Once your request is approved, the Shareholders will receive the notification through an email and mobile phone.
- 2.5 The Shareholders can access the system for attend the meeting on Tuesday, 28<sup>th</sup> May 2024 at 12:00 p.m. onward. ***In case the request is rejected***, the Shareholders will receive an email to notify on the details and reason for rejection, then the Shareholders can resubmit through the system.
- 2.6 Shareholders who would like to attend the Meeting through the Electronic Means by proxy, please appoint any person to act as your proxy or authorize the Company’s Independent Directors to attend and vote on your behalf, register and upload the proxy form through the provided system in accordance to the User Manual of e - Shareholder Meeting System (**Attachment**).
- 2.7 Shareholders who would like to attend the meeting through the Electronic Means by yourself, please register through the provided system in accordance with the User Manual of e - Shareholder Meeting System (**Attachment**).
- 2.8 The system will open on 8<sup>th</sup> May 2024 at 9:00 a.m. and will close on 24<sup>th</sup> May 2024 at 5:00 p.m.
- 2.9 Shareholders who authorize the Company’s Independent Directors to attend and vote on his or her behalf, please use the envelope enclosed with this letter and **mail the hard copy to the following address of the Company within 24<sup>th</sup> May 2024:**

**Ingress Industrial (Thailand) Public Company Limited** No. 9/141 UM Tower, 14<sup>th</sup> Floor, Unit A1, Ramkhamhaeng Road, Suanluang District, Bangkok, 10250 Thailand

3. Joining the e-Meeting, e-Question and e-Voting.

The Shareholders shall attend the meeting through <https://portal.eservice.set.or.th/> by entering username (email address that shareholders have registered), password, and follow the steps in the system in accordance with the e-Shareholder Meeting System Manual (**Attachment**). Nevertheless, the shareholders can see the livestream meeting and question & answer (Q&A) and vote through DAP system.

4. The details to attend the meeting by Electronic Means, please proceed in accordance with the e-Shareholder Meeting System Manual (**Attachment**).

# 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 (C)


**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"

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

### 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



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.

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

**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 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 (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



Upload attachments as specified in the invitation letter



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.

2 Fill out the information of the shareholder and appoint a proxy and enter OTP

3 Specify the type of proxy

4 Fill out proxy information

Attend in person  Proxy

- 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

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

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

[Download](#)

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

Proxy form A can be downloaded at

[Shareholder Meeting](#)

Click "Next"

5 Review registration and securities holding information



Shareholders review the registration information and securities holding information. If this 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.

2 Fill out the information of the shareholder who appoints a proxy and enter OTP

3 Specify the type of proxy

4 Fill out proxy information

Attend in person  Proxy

- 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

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

### 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 annual operation of the Company July 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

Agenda No.3 To consider and approve the appointment of Directors for replacement of those who resign

Agenda No.3.1 Mr. Sanchai Kanying

[Download B](#)

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

Proxy form B can be downloaded at

[www.siamcement.com/v](#)

Click "Next"

The shareholder who appoints a proxy cast a vote in advance for all agenda. There are 3 voting options:

- Agree
- Disagree
- Abstain

### E 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 affirming 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



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

1 Login

First Name

Last Name

Username

Password

Confirm Password

Log In

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

3

Meeting list

Company Name

Meeting Type

Meeting Date

Meeting Time

Meeting Link

Meeting

Annual General Meeting of Shareholders for the year 2023 No. 1/2023

Meeting Date: 27/11/2023

Meeting Time: 10:00 AM

Meeting Link: [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



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

**Send Question or Vote**

**Q&A**

**Summary voting results**

**Q&A**

To acknowledge the overall operation of the Company during 2021

Q: Apakah Perusahaan dapat melanjutkan operasi di tahun 2021?  
(Answer) [Completed](#)

Q: Apakah Perusahaan dapat melanjutkan operasi di tahun 2021?  
(Answer) [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: queuing 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



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](#)




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

The screenshot shows a web interface for e-Voting. At the top, there are two buttons: 'Submit Vote' (orange) and 'Send Question' (blue). Below this is a 'Submit Vote' window. The window title is 'Submit Vote'. The agenda item is: 'To consider and approve the Balance Sheet Statement and Profit and Loss Statement for the fiscal year ended 31st December 2020'. There are three radio buttons for voting: 'Agree (A)', 'Disagree (D)', and 'Abstain (B)'. Below this, there are two proxy sections. The first is '1) Proxy: Mr. B. Tacke' with radio buttons for 'Agree', 'Disagree', and 'Abstain'. The second is '2) Proxy: Mr. C. Tacke' with the same radio buttons. At the bottom of the window are 'Close' and 'Submit Vote' buttons.

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" 

Shareholders are able to vote only within given time frame.





## 4 e-Question and e-Voting functions



### e-Voting function

Agenda Item	Proposed	Abstain	Against
1. Approval of the financial statements for the year ended 31 December 2021	100%	0%	0%
2. Appointment of directors	100%	0%	0%
3. Appointment of independent non-executive directors	100%	0%	0%
4. Appointment of auditors	100%	0%	0%
5. Other business	100%	0%	0%

Q.No	Question	Yes	No
1	Should the financial statements for the year ended 31 December 2021 be approved?	<input type="checkbox"/>	<input type="checkbox"/>
2	Should the directors be re-elected for the year ended 31 December 2022?	<input type="checkbox"/>	<input type="checkbox"/>
3	Should the independent non-executive directors be re-elected for the year ended 31 December 2022?	<input type="checkbox"/>	<input type="checkbox"/>
4	Should the auditors be re-appointed for the year ended 31 December 2022?	<input type="checkbox"/>	<input type="checkbox"/>

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  
03 February 2022 via electronic meeting @-AGM# at 0.20 PM

Login

Email:

Password:

**Forgot password**

Login

New registration

### Reset password via email

Notify

Email:

Phone:

Send

Enter your registered email

Alert

Information received from the system

Check your inbox

Change Password

New password:

Confirm password:

Save

Set new password

# 5 Resetting password



## Reset password via mobile phone number

Click the link to reset password via mobile phone:

Enter your mobile phone number

Request for OTP and enter OTP

Set new password



To download user manual



shareholders could study more information at:

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



Or scan the following QR Code:

