

# MANUAL FOR ELECTRONIC MEETING

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SIAMESE ASSET PUBLIC COMPANY LIMITED

[WWW.SIAMESEASSET.CO.TH](http://WWW.SIAMESEASSET.CO.TH)



**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.



### ระบบนำส่งเอกสาร สำหรับการประชุมผ่านสื่ออิเล็กทรอนิกส์ E-Meeting Document Registration System for E-Meeting

บริษัท ควิดแลบ จำกัด  
Quidlab Co., Ltd.

การประชุมสามัญผู้ถือหุ้นประจำปี 2567 ในวันที่ 4 กันยายน 2567 เวลา 14.00 น.  
The 2024 Annual General Meeting of the Company's shareholders which will be held on Wednesday, 4 September 2024, at 14.00 p.m.

[คู่มือภาษาไทย](#) [English Manual](#)

<p>เลขทะเบียนผู้ถือหุ้นหลักทรัพย์ Shareholder's Registration No.</p> <div style="border: 1px solid #ccc; padding: 5px; width: 90%; margin: 5px auto;">Shareholder's registration No.</div>	<p>เลขประจำตัวประชาชน / ทะเบียนนิติบุคคลเลขที่ / หมายเลขพาสปอร์ต ID Card Number, Passport Number</p> <div style="border: 1px solid #ccc; padding: 5px; width: 90%; margin: 5px auto;">ID Card Number</div>
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Accept terms

หมายเหตุ : เอกสารทะเบียนที่ต้องทำกรอกรับไฟล์ กรณีมาด้วยตนเองหรือรับมอบเงินหุ่ 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 อีเมล : 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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FoQus version 3.1.0 Served from Singapore

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.
3. After filling out the details, please click a 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 Document Registration System for E-Meeting

บริษัท คิวดีแลบ จำกัด

การประชุมสามัญผู้ถือหุ้นประจำปี 2564 ในวันอังคารที่ 14 กันยายน 2564 เวลา 10.00 น.

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[English Manual](#)

อีเมล (Email address)

name@example.com

หมายเลขโทรศัพท์ (Phone Number)

Phone Number

เข้าร่วมประชุม (Attend meeting):  มาด้วยตนเอง (Person)  รับมอบสิทธิ์ (Proxy)

### ผู้ถือหุ้นที่เป็นบุคคลธรรมดา

- สำเนาบัตรประจำตัวประชาชน หรือสำเนาเอกสารอื่นซึ่งออกโดยหน่วยงานราชการ ที่ยังไม่หมดอายุพร้อมลงนามรับรองสำเนาถูกต้อง

### ผู้ถือหุ้นที่เป็นนิติบุคคล

- หนังสือมอบอำนาจหรือหนังสือมอบสิทธิ์ลงลายมือชื่อ
- หนังสือรับรองการจดทะเบียนเป็นนิติบุคคลของผู้มอบสิทธิ์ลงลายมือชื่อรับรองสำเนาถูกต้อง

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

Choose files to upload

Browse files

Submit

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

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[Quidlab Information Security Management Policy](#)

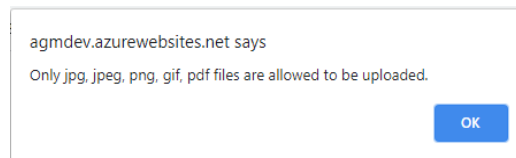
5. Fill following detail (all below information is needed for successful registration):

- Email address where you want to receive username & password for joining E-meeting.
- Telephone number in case the company wants to get in touch with you.
- Upload documents as specified by company as indicated in invitation letter. Please note required documents may differ from company to company and different documents may be required for joining in person or proxy.
- 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 Submit button, you will get an alert for successful submission or rejection as shown below:



Or with 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 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](#)

Data Registerd.

เอกสารของคุณอยู่ระหว่างการพิจารณา โปรดตรวจสอบอีกครั้งในภายหลัง  
Your documents are under consideration. Please check again later.

คุณได้ส่งเอกสารแล้วคุณสามารถเพิ่มเอกสารเพิ่มเติมได้หากต้องการ  
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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- Once finished click on Logout button to exit. You will also receive an email confirming successful submission.
- 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.
- In case documents are not approved you will receive an email with reason from the company. You can login again to the document registration portal and upload additional documents to rectify the cause.

## Technical Support

If you face any technical difficulties 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](mailto:info@quidlab.com), before contacting technical support

When contacting technical support please provide full details of 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](mailto:info@quidlab.com) with the details of vulnerabilities or bug report



**Quidlab E-Meeting & Voting System  
User's Manual  
Conferencing Option**

Some options may not be visible

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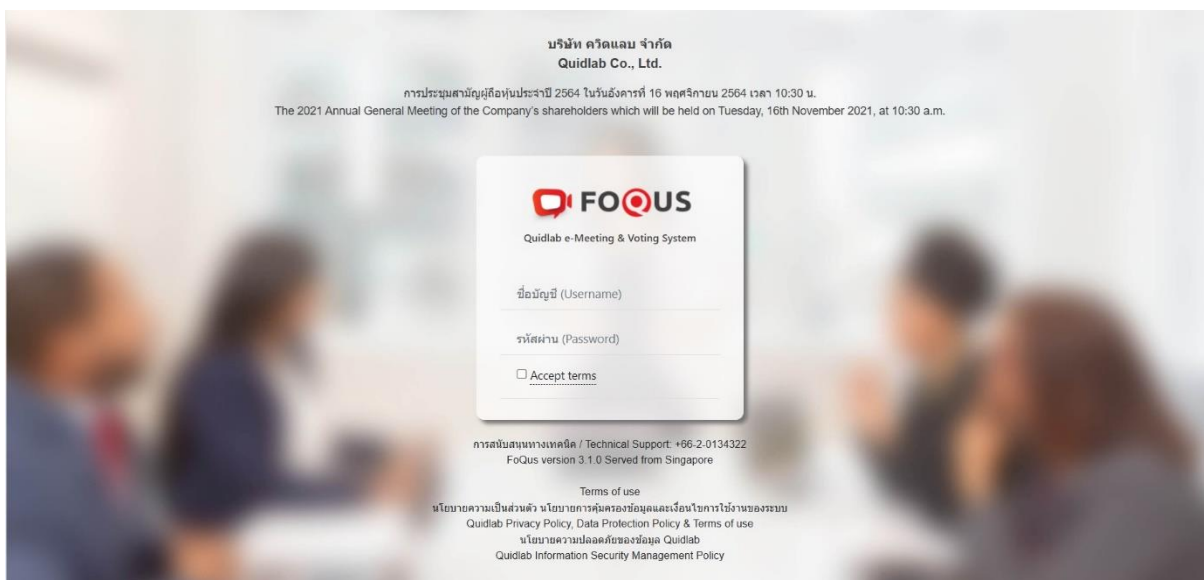
## Introduction

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 computer, laptop, tablet or phone.

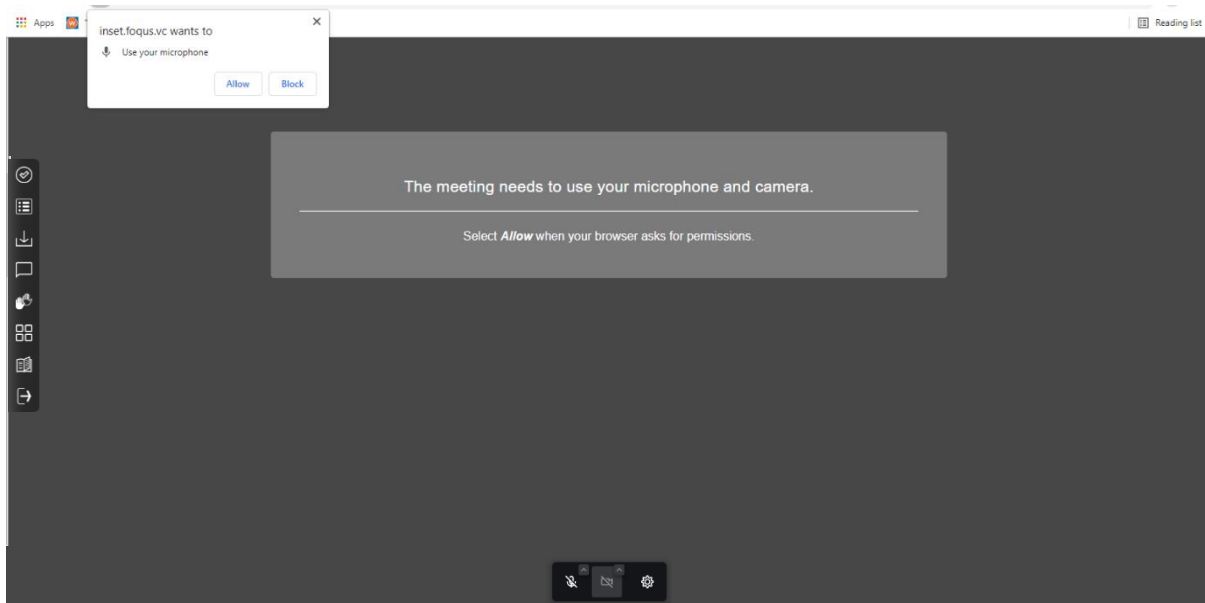
You will receive an email with username and password. This username and password are valid only for E-Meeting or E-Meeting of company stated in the email. Email also contains a link to join the meeting like <https://subdomain.quidlab.com> (Example Only)

## How to Login

1. Click on 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 Terms, then click Login button to join the meeting



4. If username and password are correct you will be granted access and screen will be presented



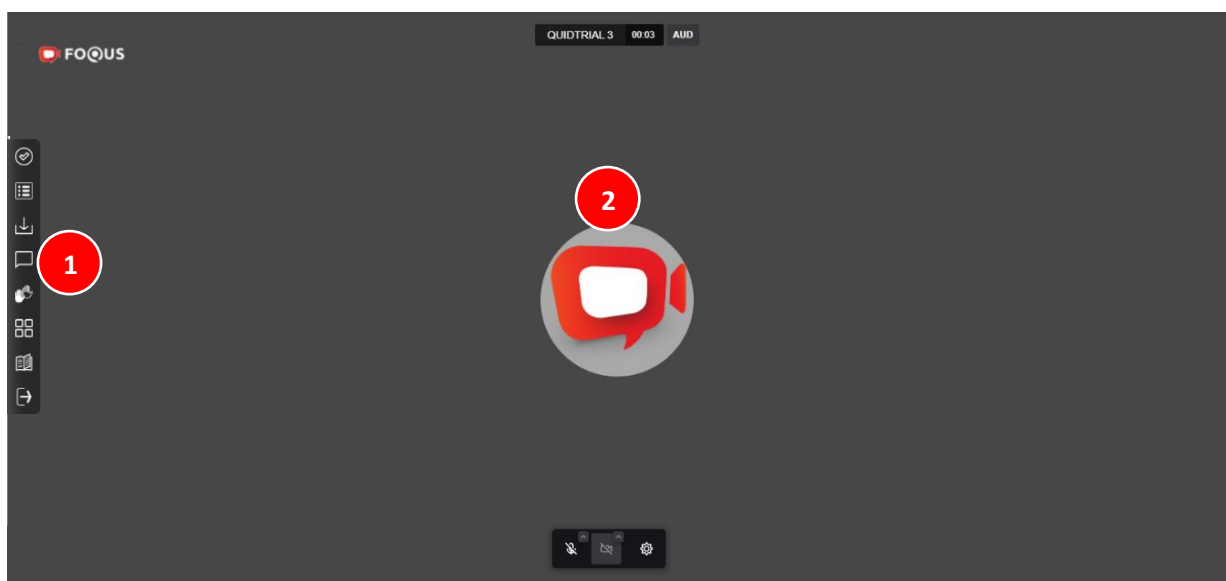
5. You may be asked to allow camera and microphone permissions when you join meeting or when you start the camera and microphone (if you do not grant permission, you can still join the meeting however you may not be heard or seen by other people in case you need to ask questions using microphone).

6. Once permission is granted you will be able to see other participants. Depending on meeting requirements you may be able to see all or only some of participants who have their camera on.

## How to Navigate

E-Meeting system has following parts which can be navigated by menu located on the left side of the screen **(1)**.

Other users of E-Meeting will be shown in this section **(2)**.

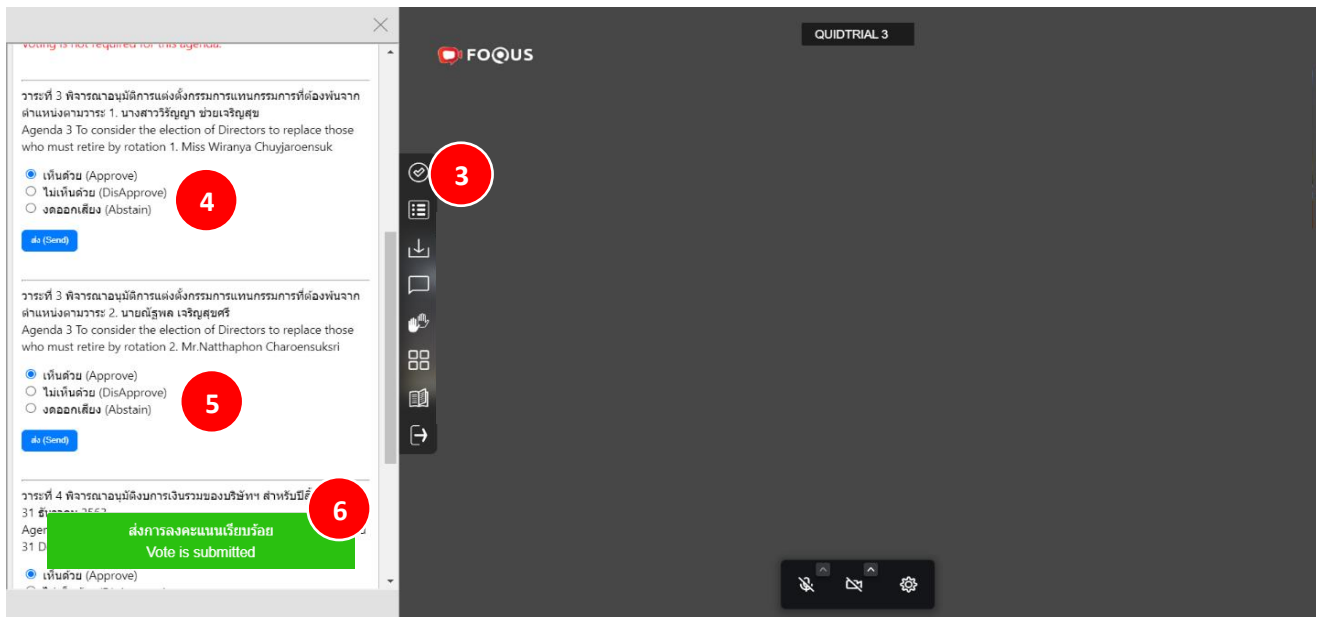


### Vote Menu

Once you click on Vote menu (3), you can navigate to 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 Agenda has been discussed and closed you cannot change your vote. (This Agenda has been closed cannot vote)

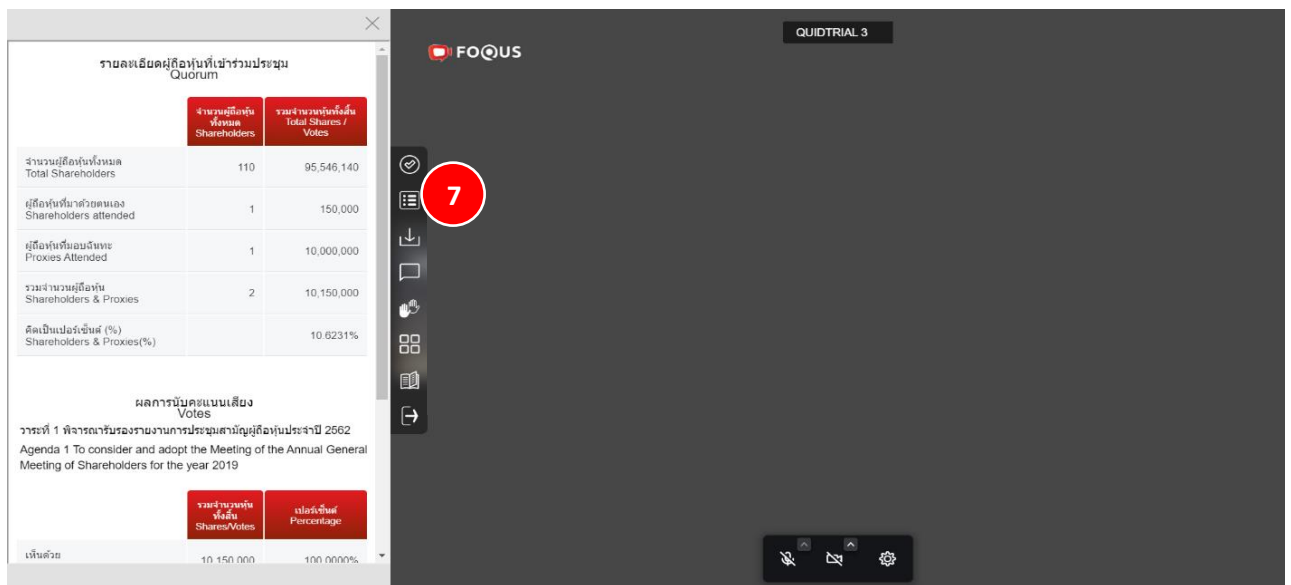
There is a separate Send Button for each agenda. You must click on radio button (4) to choose, “Approve”, “Disapprove” or “Abstain” and then click Send (5).

Once your vote is submitted you will be notified by a pop-up alert message. Voted is submitted (6).



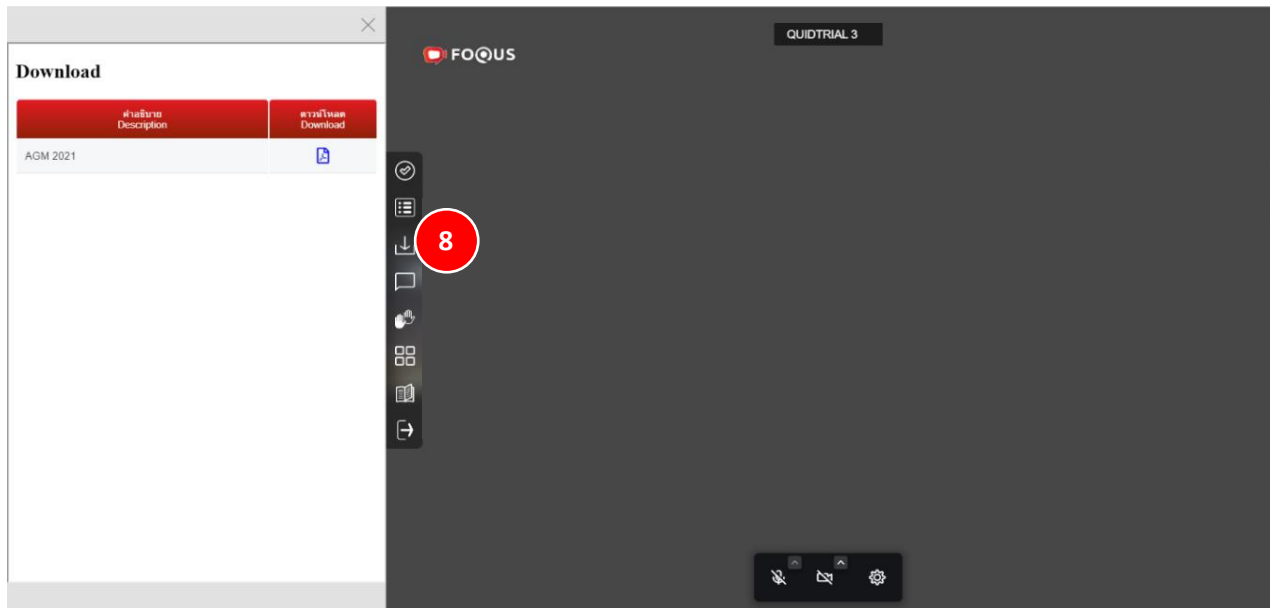
### Quorum & Voting Results

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

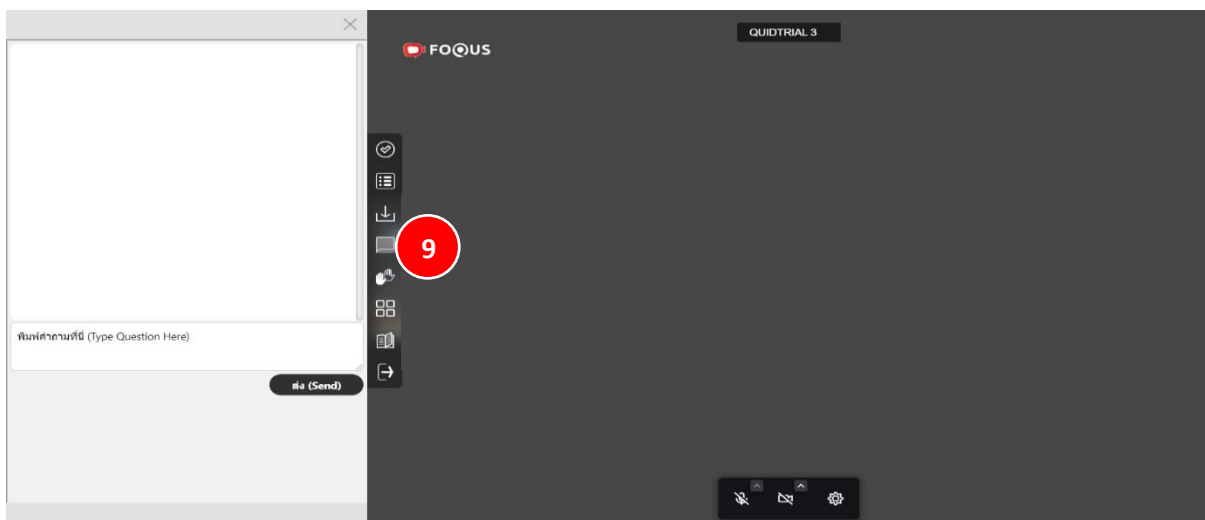
You can download company provided documents, if any e.g., Annual Report, Company presentation etc. by clicking on Download button **(8)**.



## Asking Question

Asking Question - by Message

Click on Ask Question button **(9)** to navigate to Ask Question chat screen. You can type your message in the textbox then click send to send question

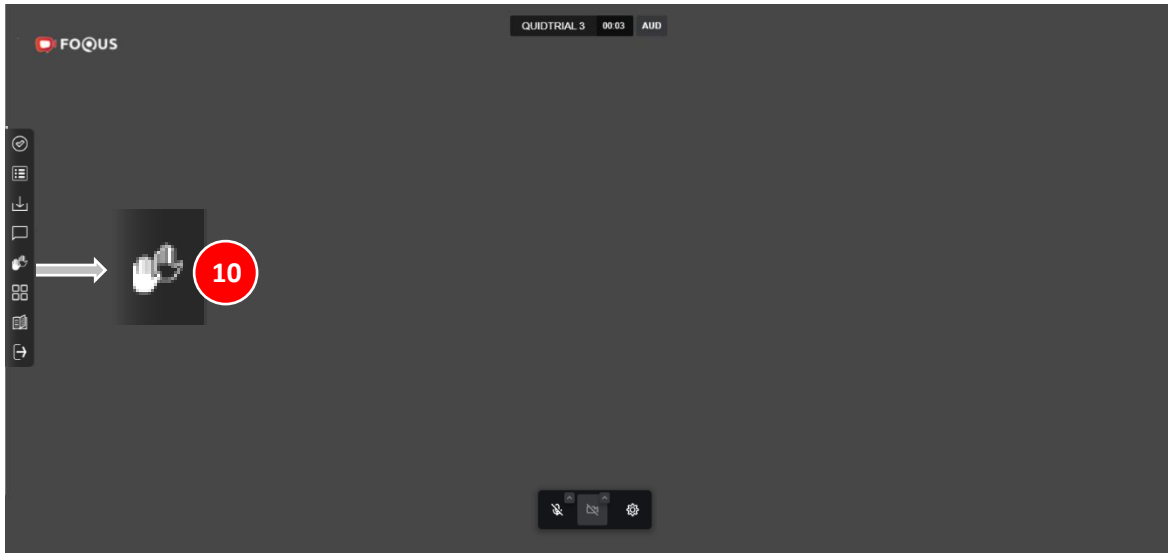


- The question will be sent directly to the company officers, they can see all questions, but you will only see your own question.
- The company cannot reply through chat box to the question. The questions must be answered through the voice only.

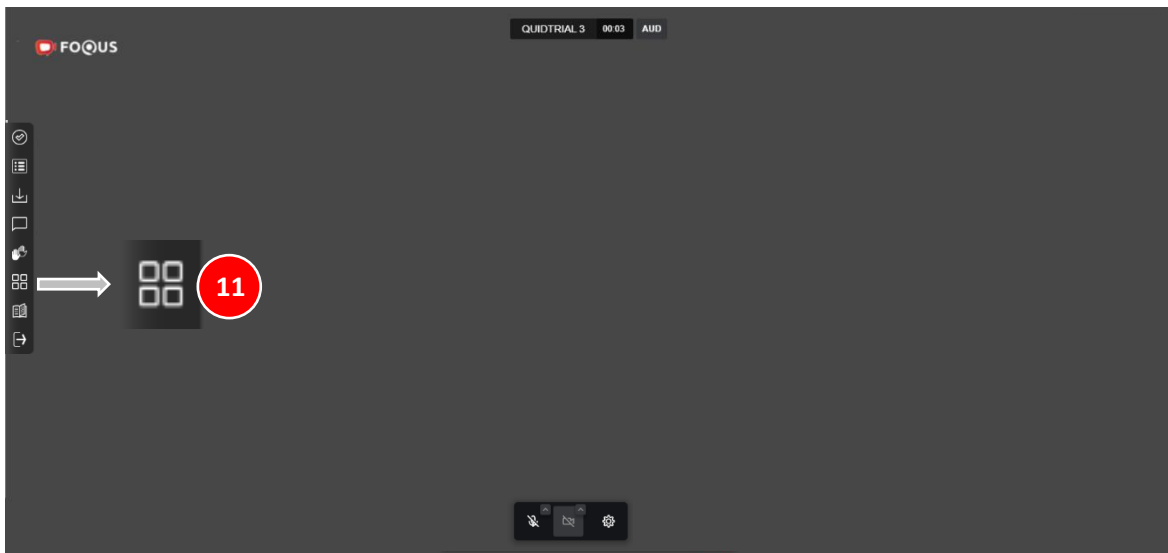
Asking Question - by Voice

Clicking on Hand Button **(10)**, then waiting from the company approved. Once your request will be approved, director or company officer will ask you to unmute your microphone and ask your question. (You may also turn on your camera if required).

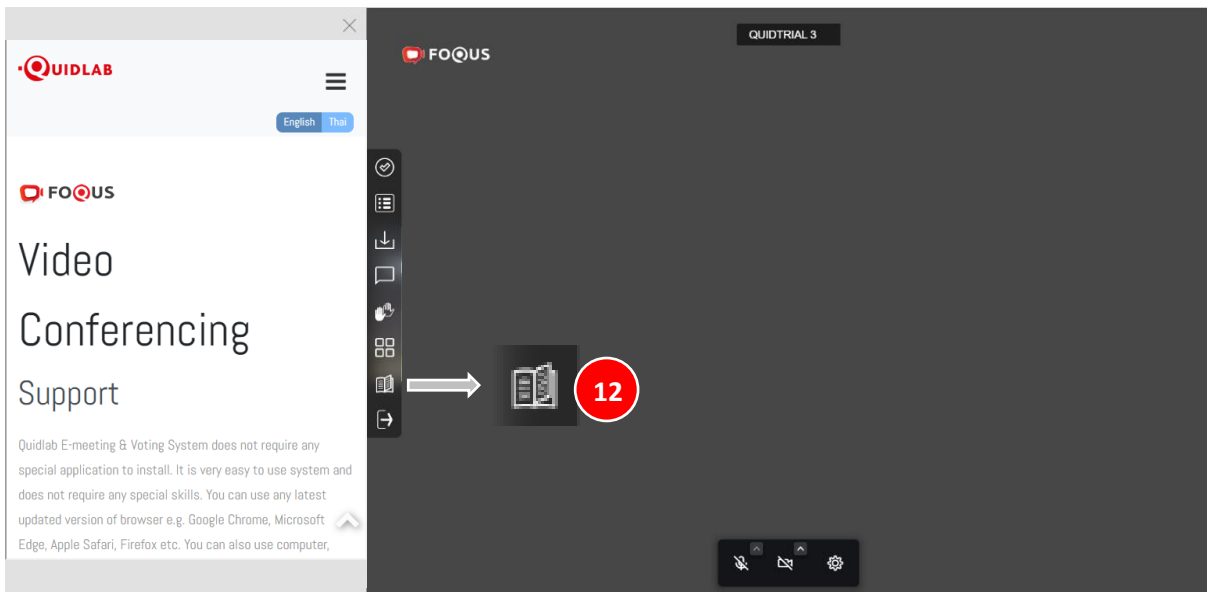
This Option is available only in the meeting where camera and microphone access is allowed for users.



Icon 4 small squares **(11)** You can choose to watch in a single window to see active speaker in full screen. or multiple windows showing thumbnails of all presenters who have their camera on.

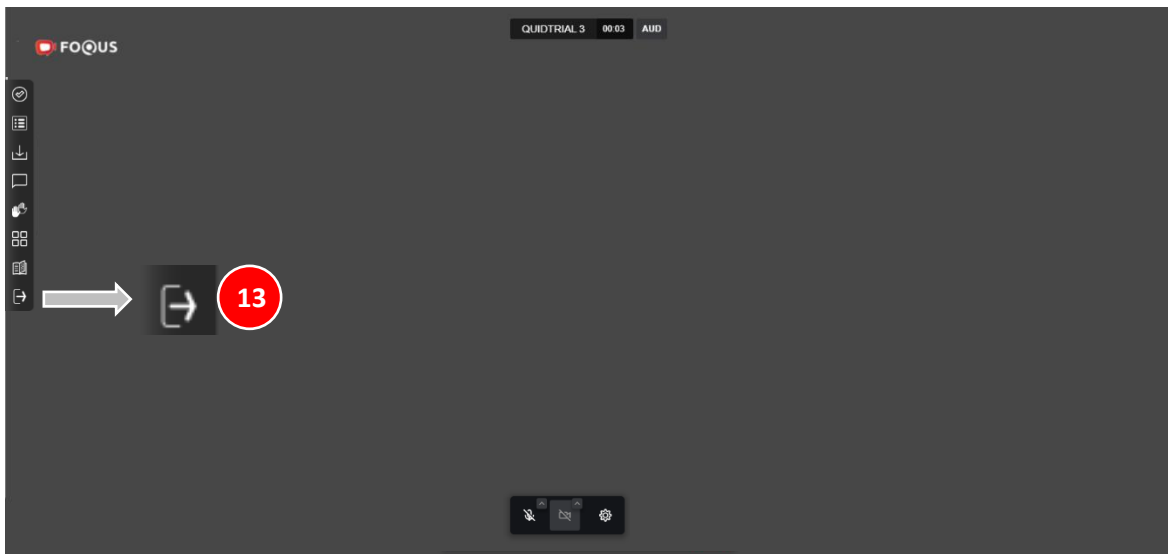


To see the manual, you can click on this icon **(12)**.



## Logout

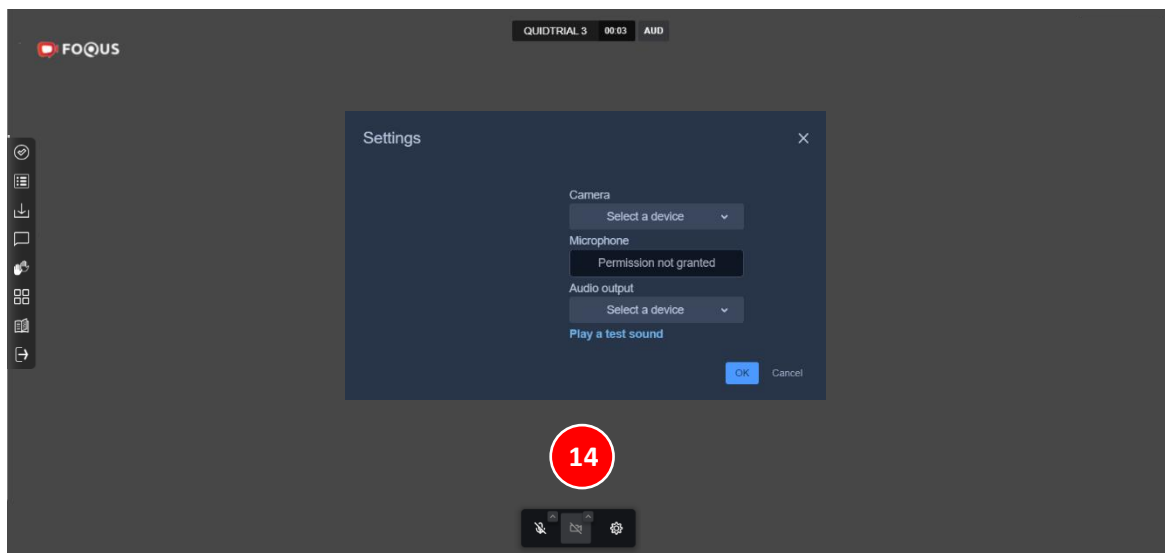
To Logout click on Logout Button (Logout) **(13)**.



## Settings

You can change your camera and microphone settings by clicking on Settings button (14).

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



## Technical Support

If you see the problem accessing the E-Meeting system you can contact Quidlab at via telephone on 080-008-7616 or 02-0134322 or email at [info@quidlab.com](mailto:info@quidlab.com)

Before contacting technical support, please read the Frequently Asked Questions (FAQ) below which may solve your issue. We recommend that you use a computer (PC) or notebook (Laptop).

- The internet used must be stable and strong enough because the meeting runs for more than 1 hour.
- We recommend to keep your microphone muted & camera off when not talking so other users are not disturbed during meeting.
- When contacting technical support please provide full details of problem, any error message received, type of device used, browser name and version etc.

## Minimum System Requirements

<b>Bandwidth</b>	System uses simulcast hence automatically manages video quality or turns off some of videos if bandwidth is low, however for good conference a 5 Mbps bandwidth is recommended.
<b>Video quality</b>	720p
CPU	Video conferencing requires high CPU power, Intel Core i3 or equivalent
<b>Memory</b>	at least 4 GB
<b>Ports</b>	Following ports must be opened for outbound traffic if blocked at firewall
TCP	80 & 443, 5349
UDP	10000

## [Frequently Asked Questions \(FAQ\)](#)

**Question** : Why can't I click a link in my email?

**Answer**: Some email software may show links as text only. You can copy URL then open in browser Chrome / Safari

**Question**: I cannot login?

**Answer**: check the correct username & password provided. Please check if you are copying and pasting username & password correctly. In the most frequent cases, the trailing space for the username and password is copied.

**Question** : I'm out of the system very often?

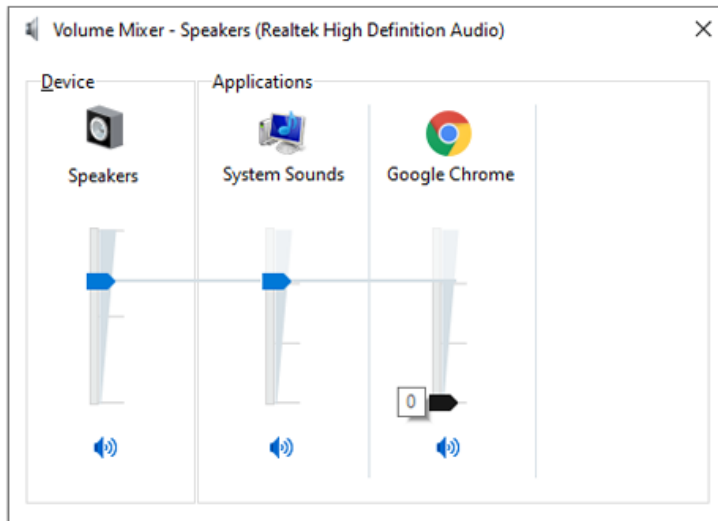
**Answer**: The internet used must be stable and strong enough because the meeting runs for more than 1 hour / weather conditions may affect the network signal you are using. If you are using WiFi there can be packet drops.

**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's from here.

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

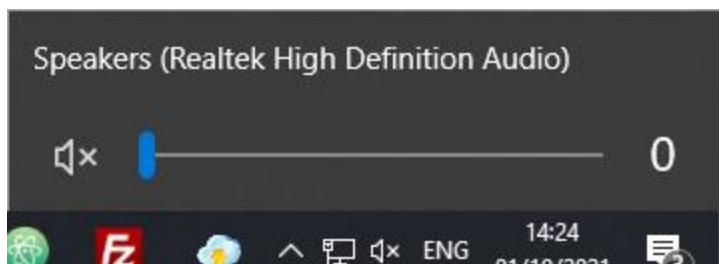
**2. Make sure your computer is using the right speakers or headphones**

- 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.

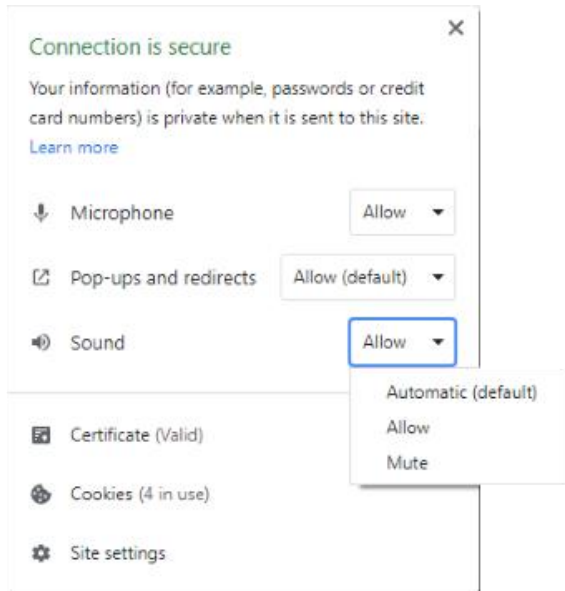


### 3. View site information on your webste browser.

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

eg. 1 Google Chrome:

1. Select "padlock" icon next to your browser adres bar.
2. Sound settings should be set as Automatec (Default) or Allow

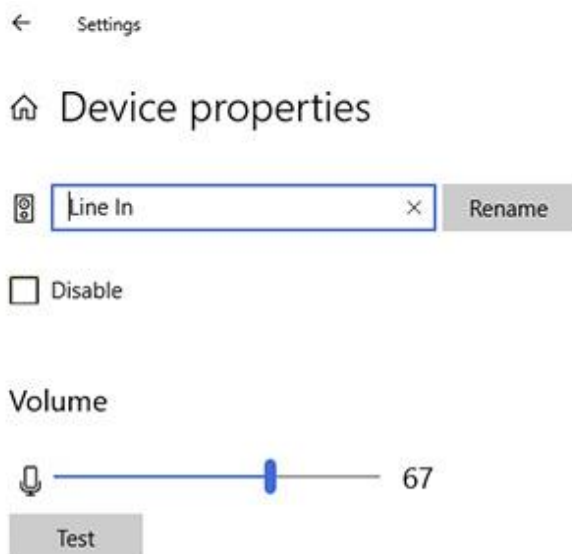


### My microphone is not working

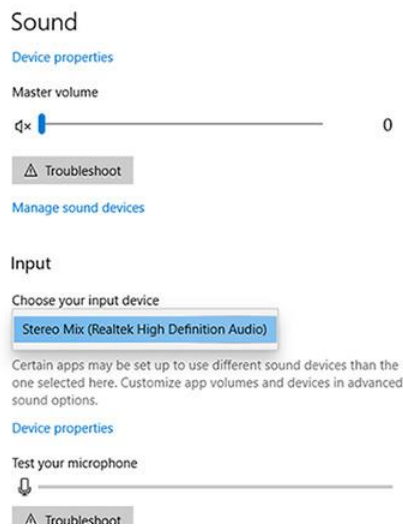
1. Check the Microphone Volume Level on Windows

- 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.



**Question:** I cannot hear while using headphone? (Both Bluetooth and wired headphones)

**Answer:** When logging in to the system, check if headphones or headphones are connected to the system or connected to another device. Click setting  Settings  $\rightarrow$  camera / Microphone or Audio outputs  $\rightarrow$  select the name of your headphones or headphone and press OK



Or please check the volume of your device has the sound been muted or not

## Other Questions:

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 login but getting automatically logged out?

**Answer:** 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.

**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 Do I have to wait till the end of meeting?

**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 agenda is closed you cannot change your vote.

**Question:** : My voting or other windows shows "Connection failed. Please log out and log in again" what should I do?

**Answer:** If internet connection to voting server is lost you may get this message, you can logout and login again to restore connection.

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

**Answer:** When you login first time 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 casted votes.

**Question:** I have other technical question?

**Answer:** Please get in touch with us. 080 -008-7616 or 02-0134322 or via email: [info@quidlab.com](mailto: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](mailto:info@quidlab.com) with the details of vulnerabilities or bug report.