

**Guidelines for Utilizing the Electronic Proxy Appointment Service for Shareholders’ Meetings via TSD’s e-Proxy Voting (TSD Investor Portal)**

For a shareholder who intends to grant a proxy by TSD e-Proxy Voting, TSD Investor Portal membership is required. (Choose NDID (National Digital ID) or ThaID for identification.)

This system is available from the day after the meeting notice is distributed to 17.00 hrs. of the day before the meeting.

Shareholders using e-Proxy may cast their vote electronically by following the below steps:

- Log into TSD Investor Portal, or visit <https://ivp.tsd.co.th/signin?lang=en> , or log in through
- Choose “Other transactions”
- Choose “Giving Proxy/Casting Vote” and select Proceed - Edit - Cancel.
- Accept the terms of service
- Verify your identification information to enable the proxy and vote casting function, using the Laser Code on the back of your ID card to verify information with the Department of Provincial Administration.
- Click “OTP Request” to receive a one-time password for confirming the action
- Click on securities item for which you wish to give proxy/cast vote
- The system will show you shareholders’ rights and the list of proxy holders
- Click on the name of a director you wish to give proxy to
- Vote and click “Next” to vote for each agenda item
- Once you’ve casted vote for all agenda items, the system will show a preview of the proxy form B for your review, which can be downloaded after clicking “Close”
- Stamp Duty Payment
  - The system will display “pending stamp duty payments” for shareholders who need to settle the fee (only for transactions that have not been paid or completed).
  - A popup will appear for stamp duty payment requests. Select the transactions to pay.
  - Click "Pay Stamp Duty", and the system will submit the stamp duty payment request.
  - Click "View QR" or "Pay-in Slip" to proceed with the payment at a bank. (Your proxy appointment will only be completed after the stamp duty payment is successfully made)
- You can check the status of the process at “Transaction Status”



For a shareholder who is not a registered TSD Investor Portal member by following the below steps:


**TSD Investor Portal registration**

Link: <https://www.set.or.th/en/tsd/services/investors/e-services/investor-portal>

Conditions:

- Only for shareholders that are natural persons
- Mobile phone number registered in Thailand required (for one-time passwords and SMS)
- Email address required (for registration confirmation and other information for relevant shareholders’ rights)

Registration steps as follows:

1. Register at <https://www.set.or.th/en/tsd/services/investors/e-services/investor-portal> or scan 
2. Choose using ID card for identification
3. Input your ID number and Click “Next” to continue
4. Accept TSD Investor Portal’s terms of service
  - Check the box that indicates you agree to the terms of service
  - Click “Next” to continue
5. Review identification documents for Thai citizen and use device that supports photo capture
  - Input the Laser Code on your ID card, your prefix, name, surname, and date of birth
  - Click “Identify with Department of Provincial Administration”
6. Choose identification method
  - A photo of you with your ID card, with confirmation through ThaID, or;
  - A photo of your ID card, with confirmation through NDID (for mobile banking users only)
  - Click “Take Picture” and “Confirm”
  - Click “NEXT” to continue
7. Open the ThaID application or a banking application of the bank you are using, then follow the identification process described in the application
8. Return to the TSD Investor Portal registration screen and input the following:
  - Username (email)
  - Password
  - Mobile phone number
  - Click “OTP Request”
  - Input the one-time password you received
  - Click “NEXT”
9. The system has now recorded your information
10. Click “Finish”
11. Registration confirmation will be sent to you by SMS/email (per your selection) in the following day
12. Once receiving the confirmation of the registration being successful, you may log into the system using the username (your email) and password created in Step 8