

# **GUIDELINE TO USE UVOTE ASSOCIATION PLATFORM**

**(For Members)**

<b>I. Overview</b>	<b>3</b>
<b>1. Prepare to login</b>	<b>3</b>
<b>2. Login online Annual General Meeting</b>	<b>3</b>
<b>2.1. Verify via OTP code.</b>	<b>5</b>
<b>2.2. Verify via eKYC</b>	<b>5</b>
<b>3. Instructions for participating in and watching the online Annual General Meeting.</b>	<b>8</b>
<b>3.1. Watching the online Annual General Meeting</b>	<b>9</b>
<b>3.2. Voting &amp; Election Instructions</b>	<b>10</b>
<b>4. Q&amp;A with the Administrator</b>	<b>18</b>

## 1. Preparation

To attend and vote at the virtual Annual General Meeting, members are kindly requested to prepare:

- A stable Internet/4G-connected computer, smartphone, or tablet with speakers, microphone, and camera/webcam.
- Personal information such as email or passport.
- Annual General Meeting Invitation letter

## 2. Login

UVote provides 3 Login methods: QR Code, OTP, eKYC

### 2.1. QR Code verification

If the Chamber allow QR Code verification, please find your QR Code for Virtual AGM verification attached to your Invitation letter and follow these steps to log in:

**Step 1:** Open your QR Code



QR Code

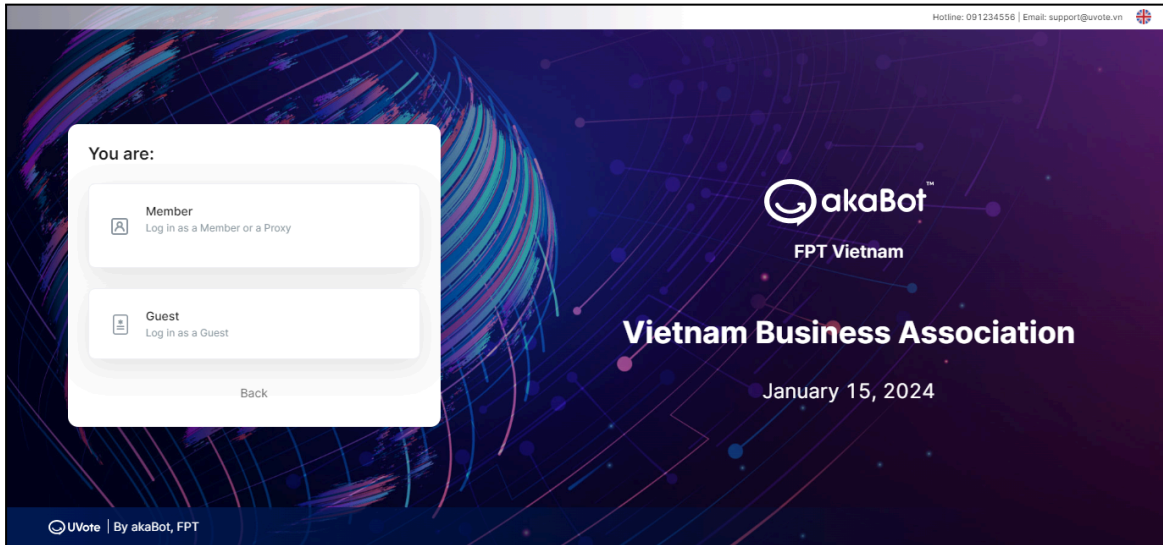
**Step 2:** Scan QR Code with your phone, laptop or tablet

**Step 3:** The link to log in Virtual AGM automatically will display, please open the link in the Web browser

### 2.2. OTP verification

**Step 1:** To participate in the online Annual General Meeting, members access the website address or scan the QR code attached to the invitation to attend the online Annual General Meeting.

**Step 2:** After accessing, members can choose to log in as a **Member** or **Guest**. In this instruction, members choose to log in as a **Member**.



**Step 3:** Members enter their Email address/ Passport number to log in.

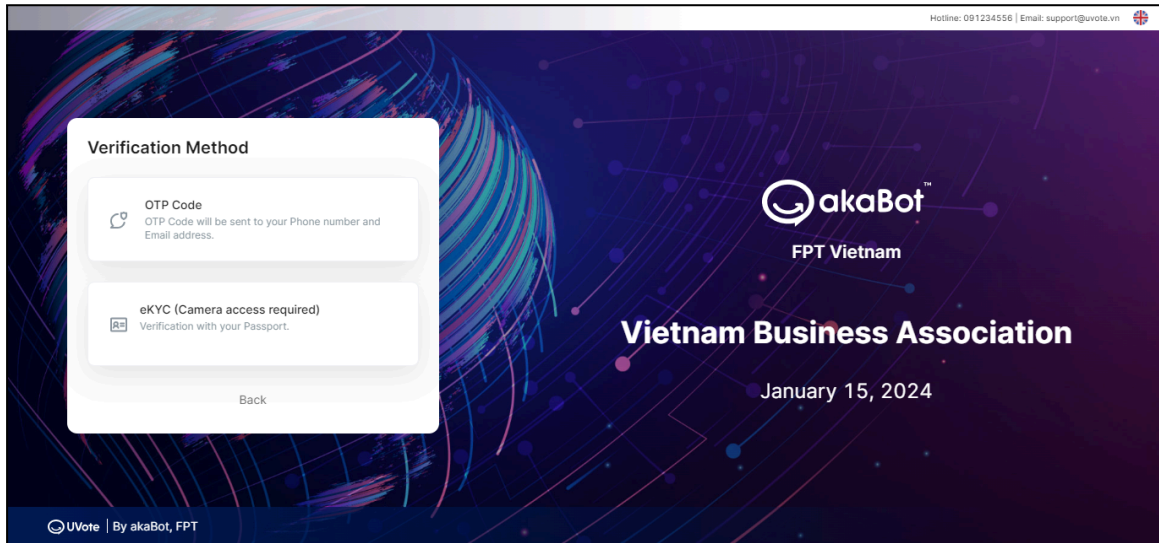


**Step 4:** Press **Next** to proceed to the next step.

**Note:**

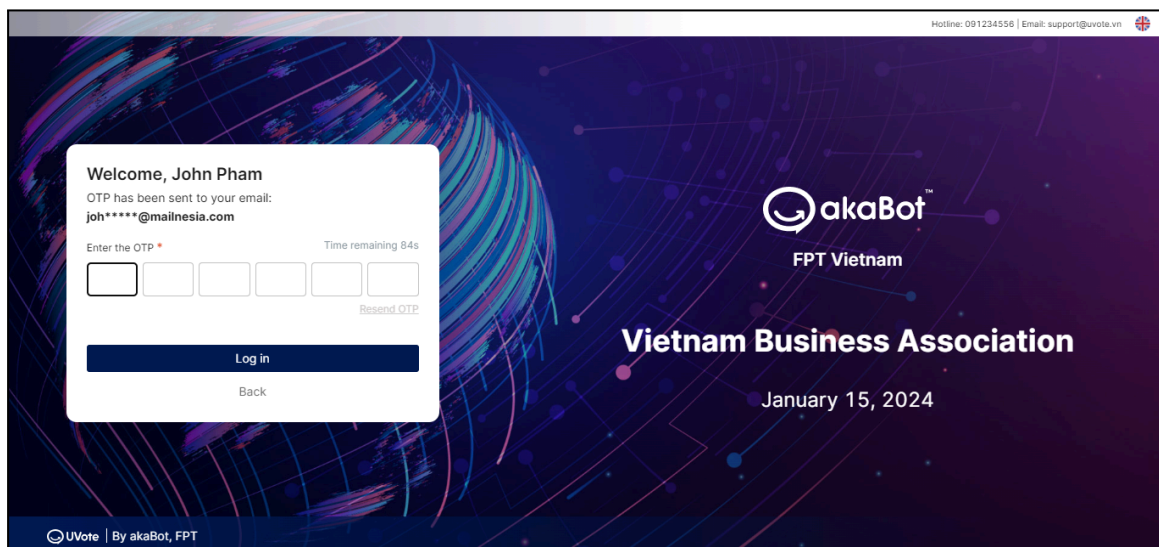
- The Email address/ Passport number must be entered accurately according to the information recorded on the Meeting Invitation.
- In case the Attendee is a Proxy appointed by the Member, please enter the Proxy's Email address/ Passport number.
- To enable the Organizer to timely grant access rights to the proxy, members are kindly requested to submit relevant authorization documents to the Organizer on time, following the instructions in the Invitation letter and the Organizer's Proxy Form.

**Step 5:** Choose OTP code



**Step 6.1:** Members receive a six-digit OTP code via email & SMS to the phone number register (if any)

**Step 6.2:** Enter the received OTP code and click on **Log in** to join the online Annual General Meeting.



**Note:**

- If the member is the one logging in, the email & phone number receiving the OTP code is the one member registered.

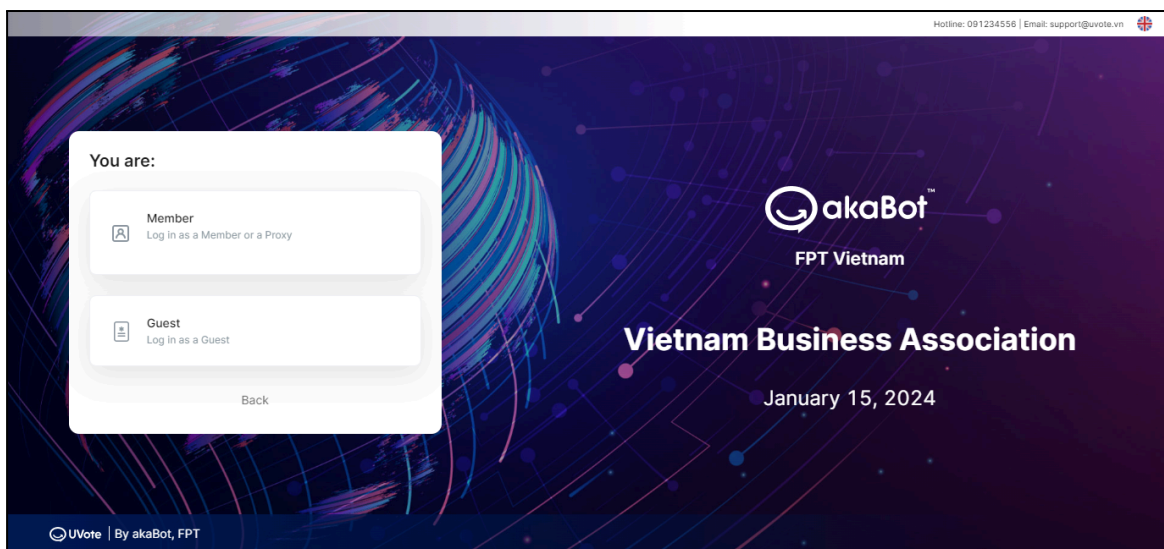
- In case the member has changed their email & phone number, please contact the Organizer according to the information provided in the Invitation Letter to update your phone number, or call the hotline for assistance.
- If the attendee is a Proxy, the phone number receiving the OTP code is the one provided by the member on the Proxy form sent to the Organizer.

### 2.3. eKYC verification

Please use your NID card or Passport for eKYC verification (This option is only available on devices with a camera).

**Step 1:** To participate in the online Annual General Meeting, please access the link of Virtual Annual General Meeting in Invitation letter.

**Step 2:** Choose to log in as a **Member** or **Guest**. In this instruction, members choose to log in as a Member.



**Step 3:** Enter your Email address/ Passport number to log in.

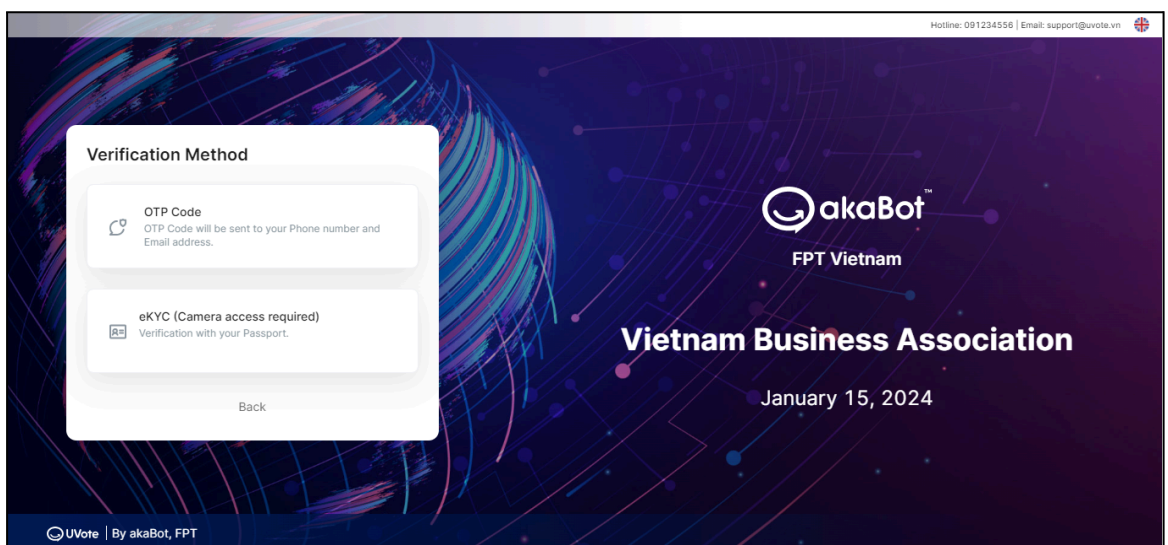


**Step 4:** Press **Next** to proceed to the next step.

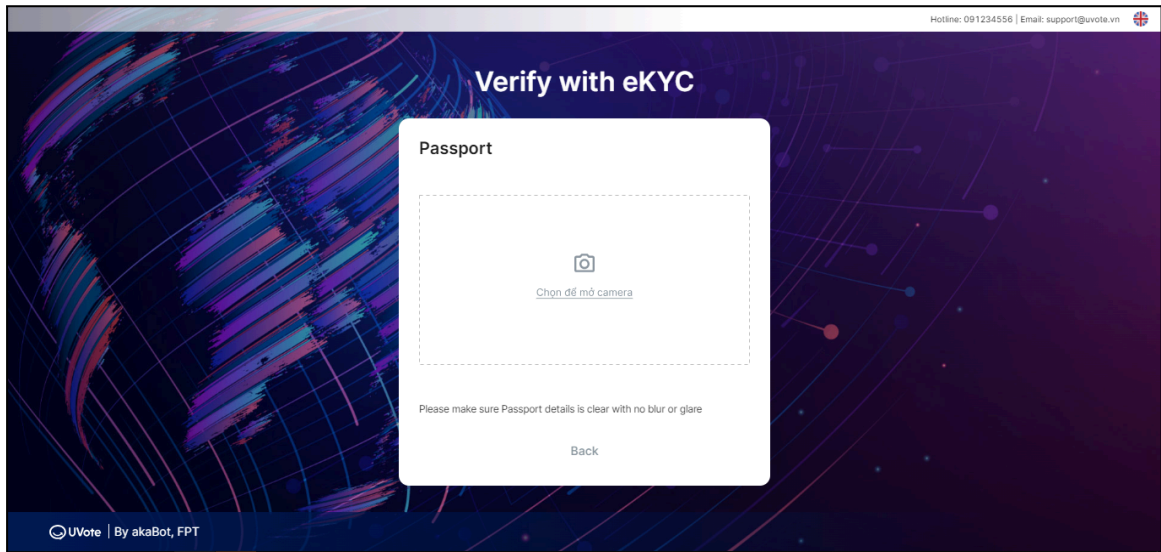
**Note:**

- The Email address/ Passport number must be entered accurately according to the information recorded on the Meeting Invitation.
- In case the Attendee is a Proxy appointed by the Member, please enter the Proxy's Email address/ Passport number.
- To enable the Organizer to timely grant access rights to the proxy, members are kindly requested to submit relevant authorization documents to the Organizer on time, following the instructions in the Invitation letter and the Organizer's Proxy Form.

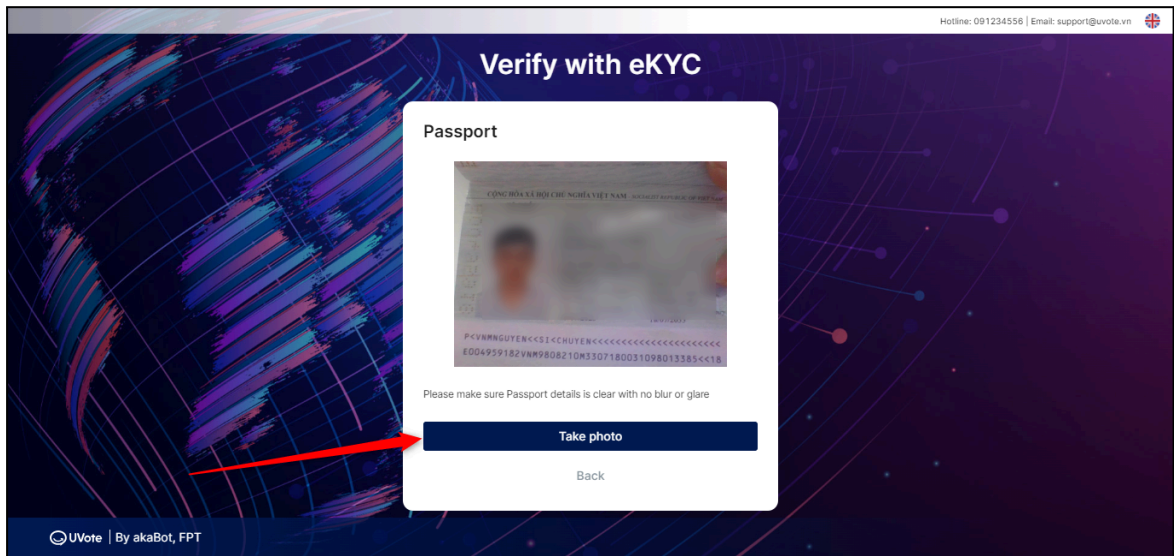
**Step 5:** Choose eKYC



**Step 6.1:** Click **Open the camera** to open the camera on your device.

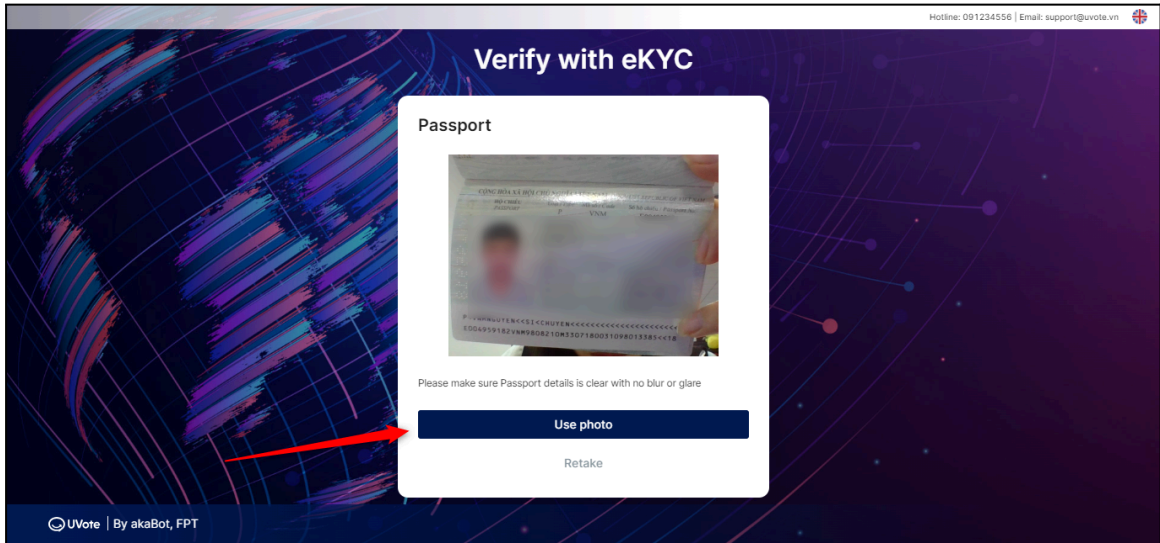


**Step 6.2:** Give the passport to the camera and click **Take Photo**



**Step 6.3:** The screen will allow the member to review the captured photo. Click **Retake** to take photo again or click **Use Photo** to proceed to the next step.

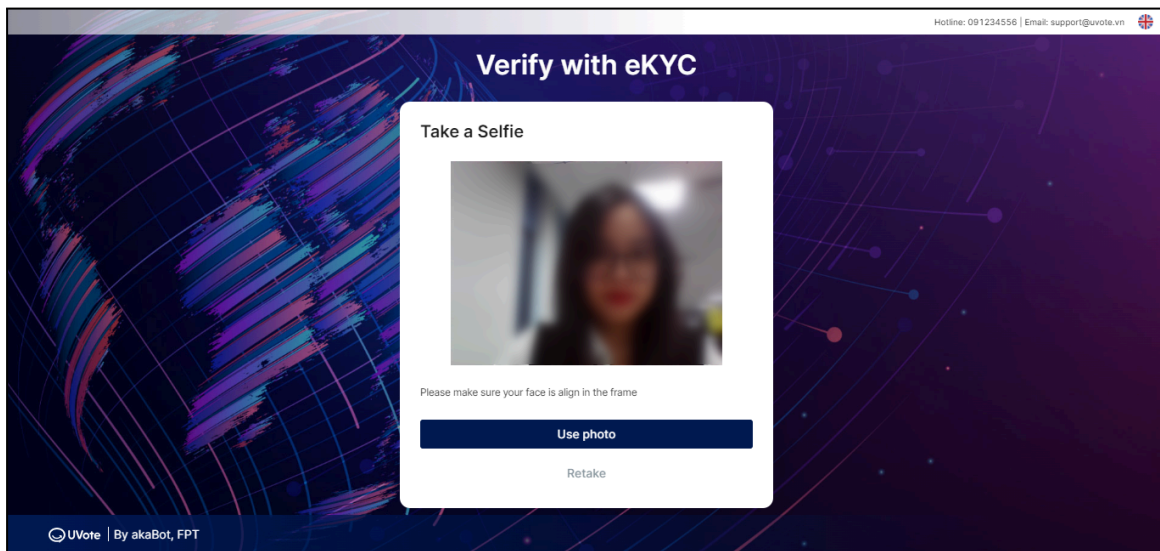




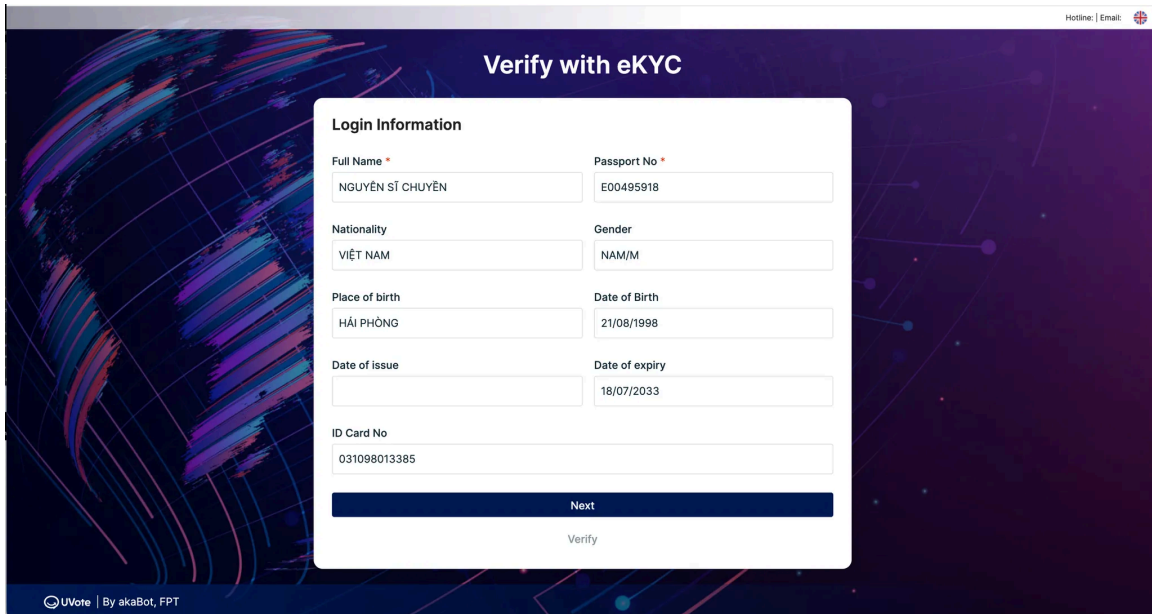
**Note:** The Passport must not be too old (blurry, overexposed, significantly different from the current time...); the portrait needs to be taken directly and clearly to avoid affecting the face recognition system.

**Step 6.4:** Take a selfie and click **Take photo**

**Step 6.5:** The screen will allow the member to review the captured photo. Click **Retake** to take photo again or click **Use Photo** to proceed to the next step.



**Step 6.6:** After completing the photo-taking steps, the system will automatically extract information Passport of the member. The member should check their personal information and make any necessary adjustments.

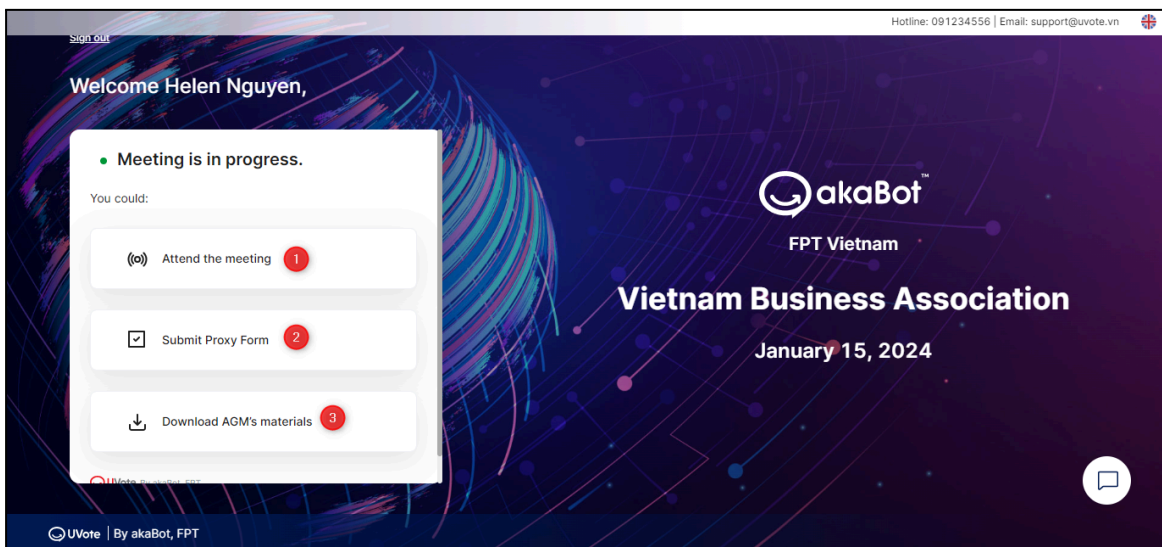


**Step 7:** Select **Next** to complete the member identity verification process.

## 1. Participation

### 3.1. Pre-attendance

After successfully logging in to the homepage, members can vote, elect, watch the online Annual General Meeting, or chat with the organizers.



#### 1) Attend the meeting

#### 2) Submit Proxy Form

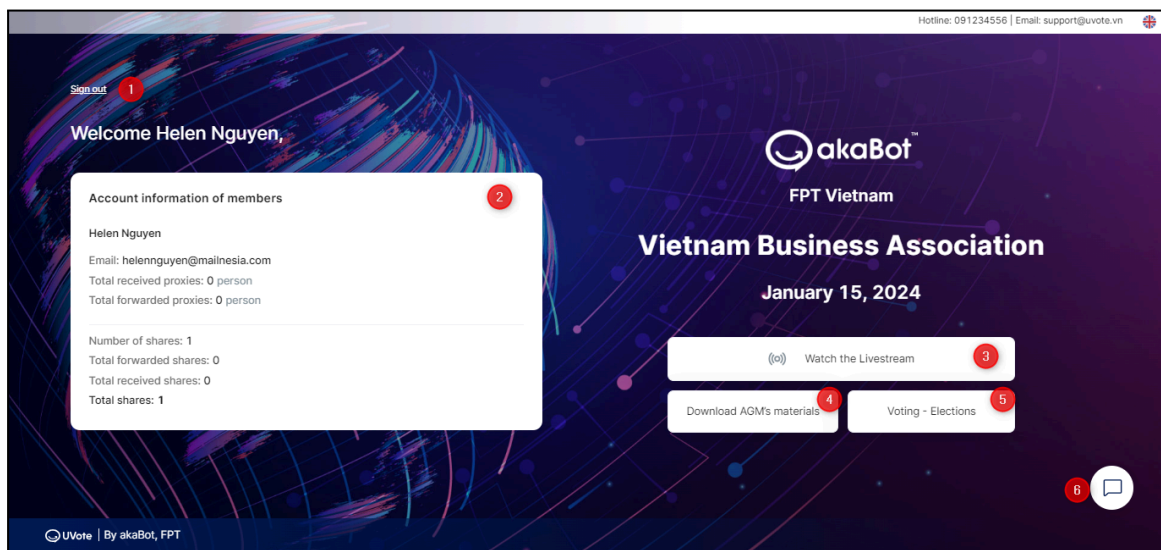
If the Chamber allow online proxy submission, you can appoint a Proxy to attend and vote for you at the meeting by filling in **Proxy Form**:

### 3) Download AGM's material

You can view or download materials of the meeting.

#### 3.2. Attendance

After attending the meeting, the system will be shown the screen:



#### 1) Sign out

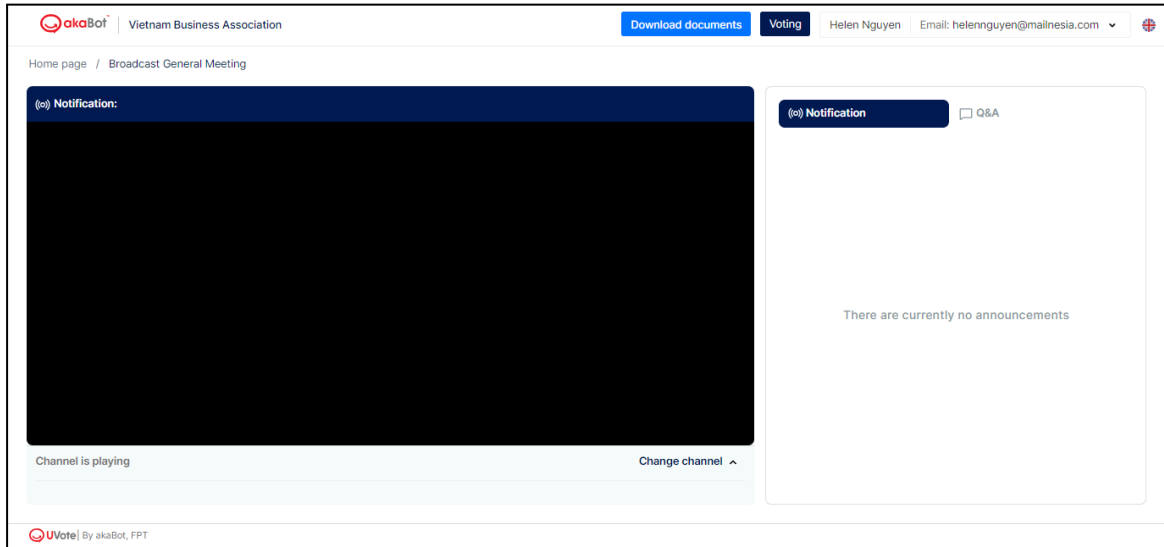
Allows member to exit the system and return to the login screen.

#### 2) Account Information of Member

Displays general information of Member.

#### 3) Watch the Livestream:

Allows members to access the online Annual General Meeting broadcast channel.



#### 4) Download AGM's material

Allows members to download meeting-related documents onto their personal devices.

#### 5) Voting-Election

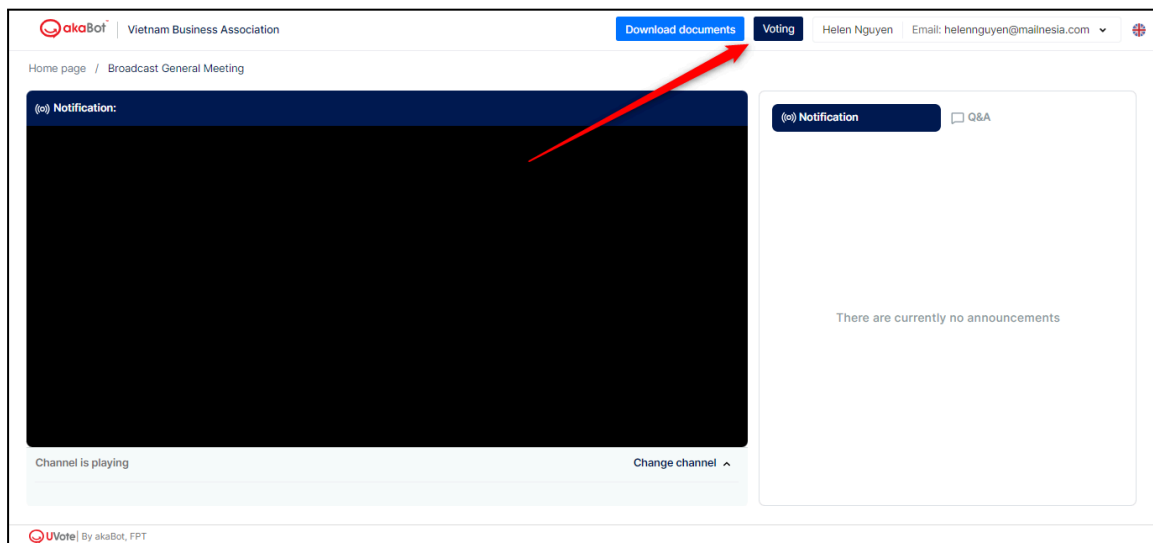
Allows members to view and cast votes for voting and election items.

#### 6) Chat

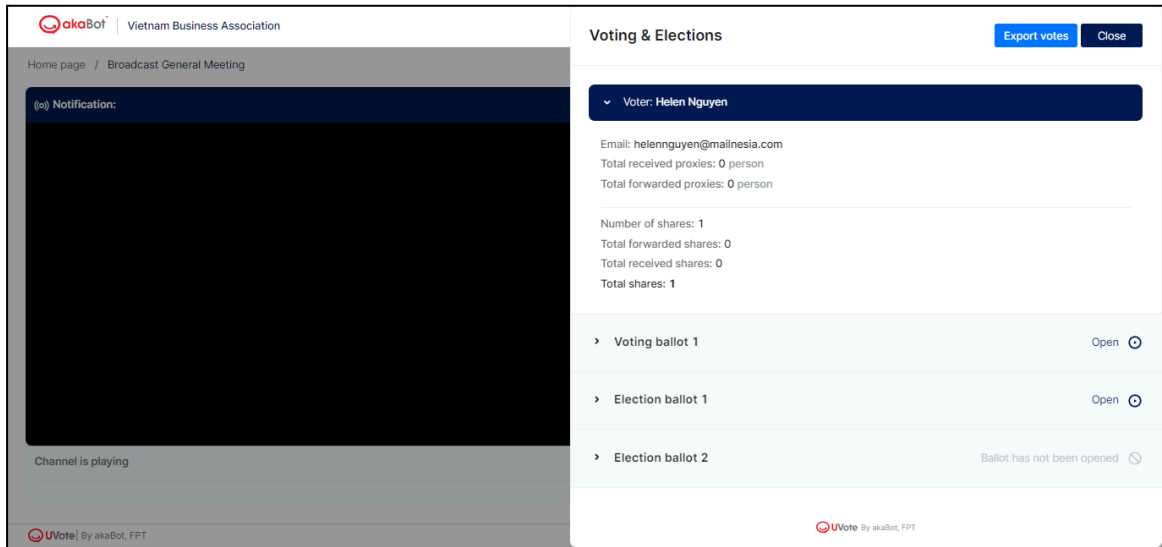
Allows members to chat directly with members of the Meeting's organizing team (or system administrators).

### 3.3. Voting & Election

**Step 1:** To vote and elect, Member click on **Voting**.

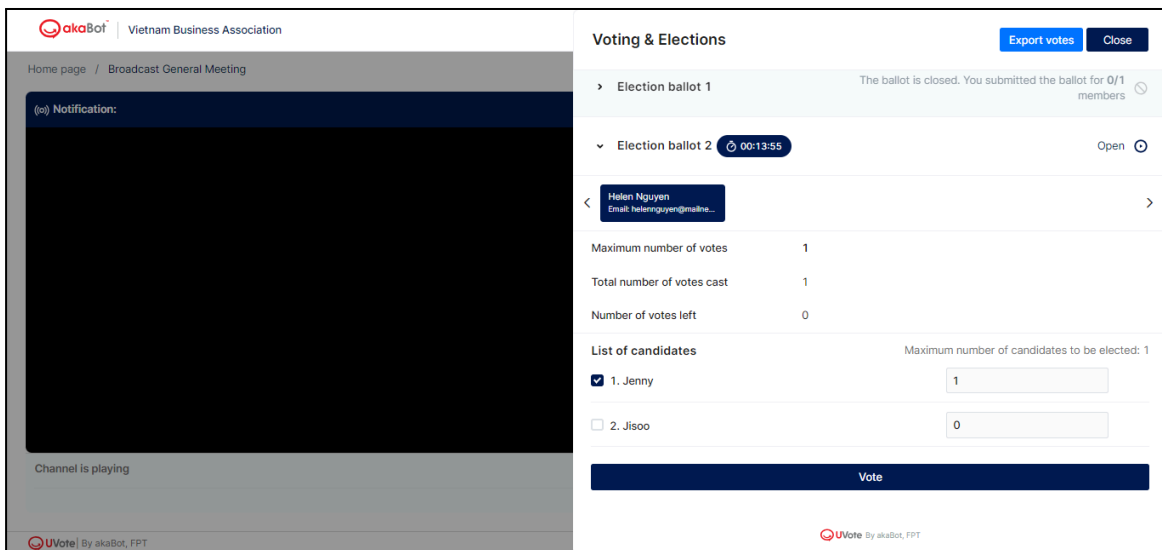


**Step 2:** Member should review their personal information displayed on the ballot. If there are any errors, Member should contact the organizing team to make the necessary corrections.



## Voting

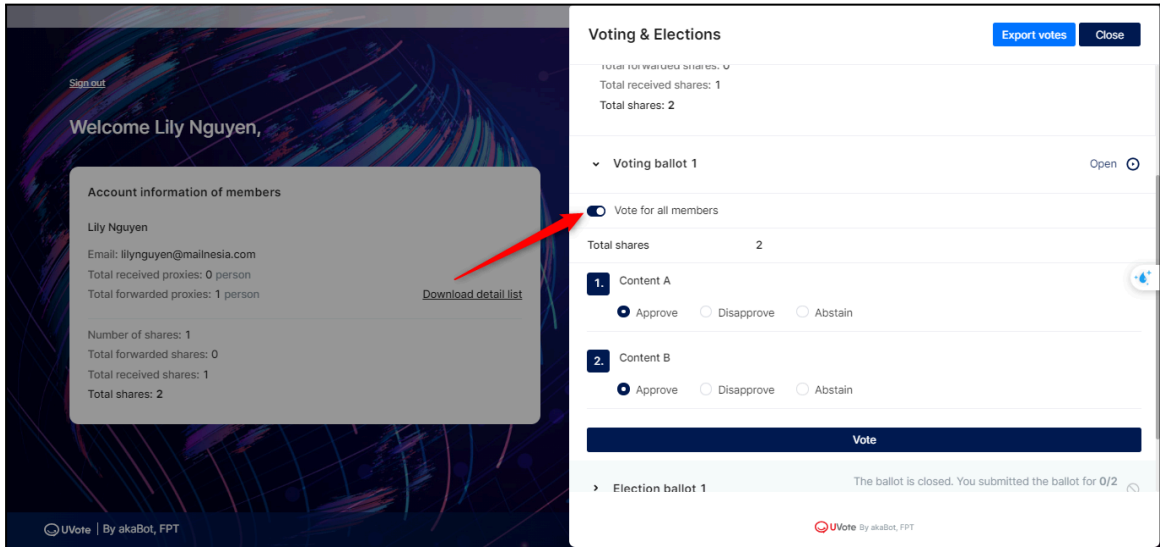
**Step 1:** Members select the ballot they wish to view the content of or vote on.



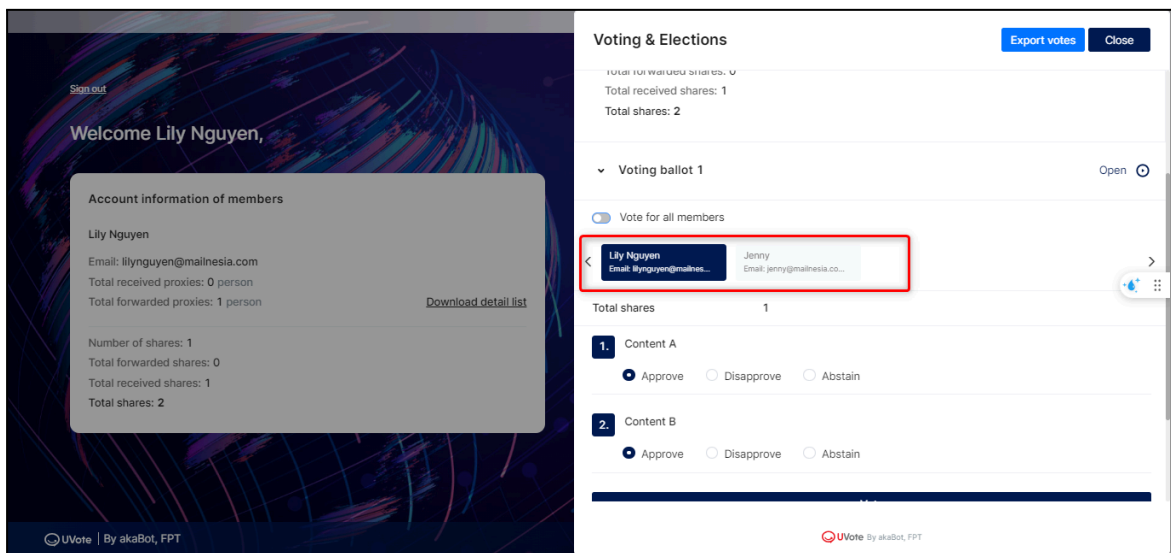
**Note:** The voting ballots may have the following statuses:

- **Open, Voting countdown:** Members are allowed to cast their votes.
- **Voting time is over, The Ballot is closed:** Members are not allowed to cast their votes.

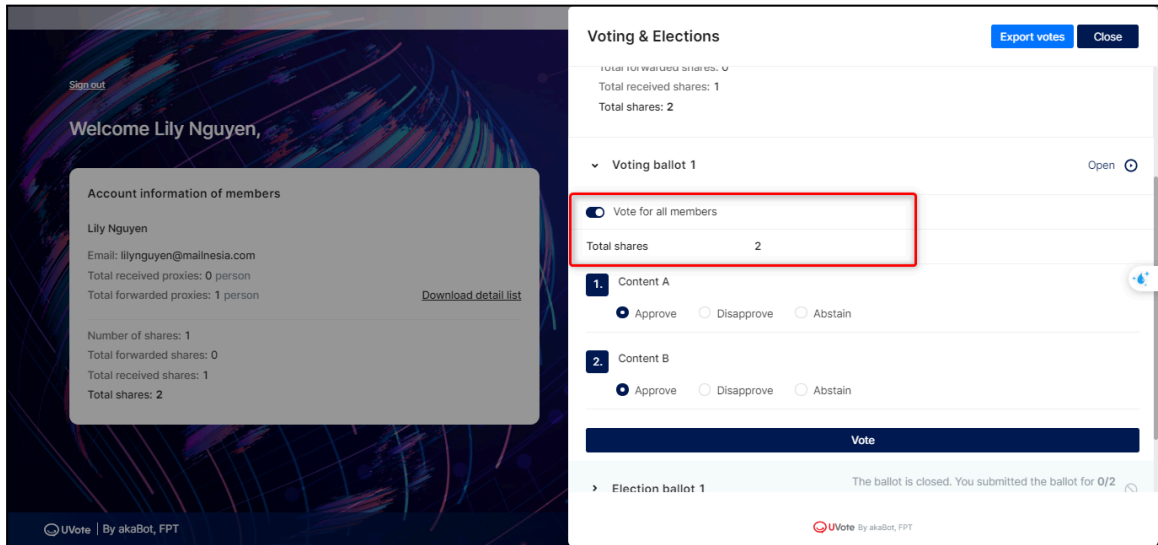
**Step 2:** Members can activate the feature of **Vote for all members** to vote together or turn it off to cast votes separately for each member' proxy.



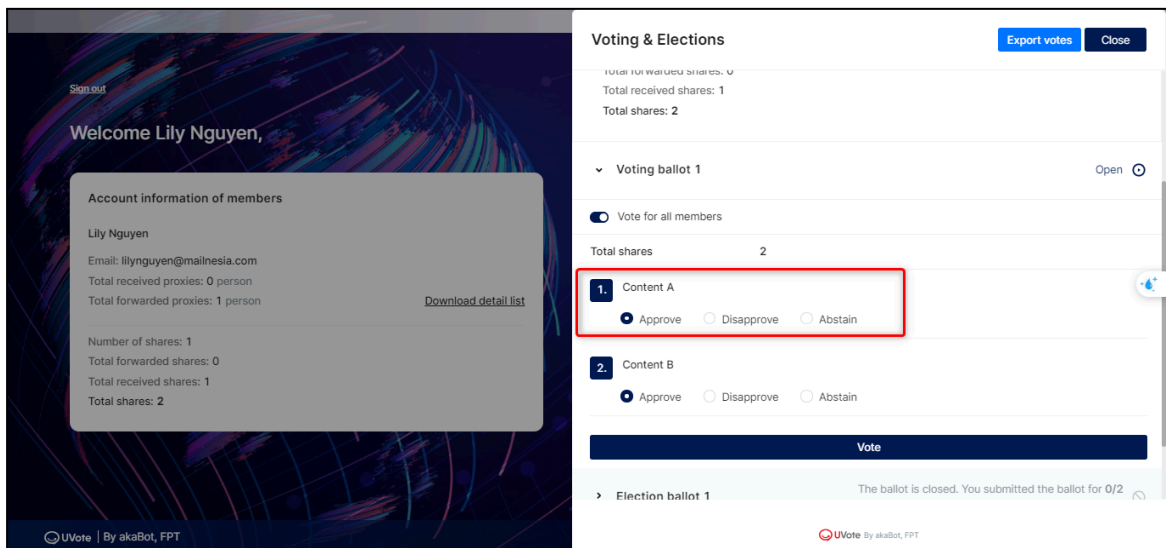
- **Case 1:** If the feature **Vote for all members** is turned off, the member needs to cast their vote or ballot for each representative card of each member.



- **Case 2:** If the feature **Vote for all members** is enabled, you only need to vote once. The number of voting shares of the member at this time will be equal to the total number of shares owned by the member and the number of shares delegated by other member.



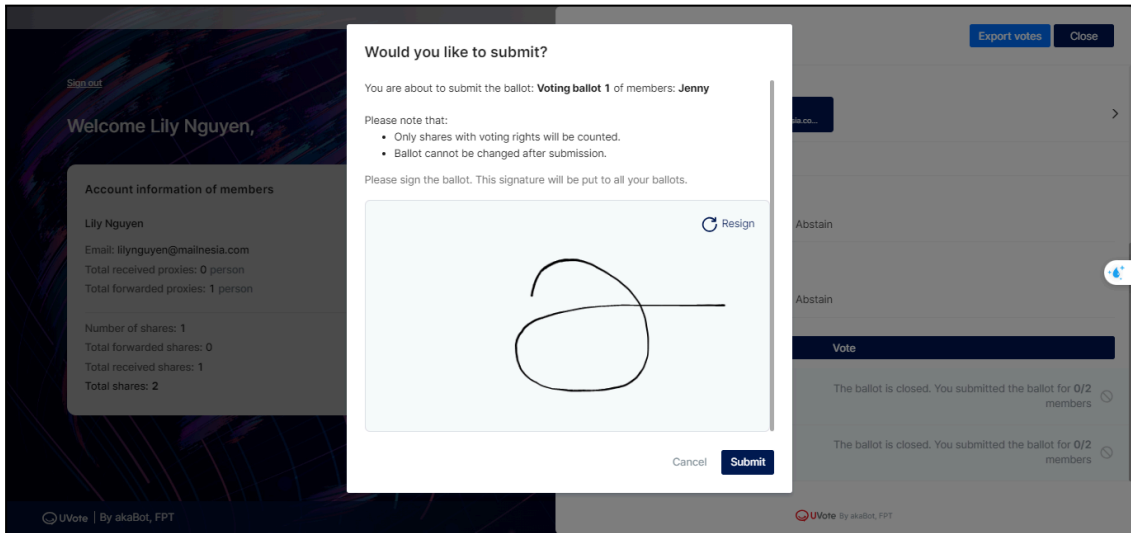
**Step 3:** Members choose **Agree** or **Disagree** or **Abstain** for each content in each Voting Form.



**Step 4:** Member fill in the voting ballot and click on **Vote** (at the end of each ballot)

If the feature **Require electronic signature for voting/election** is turned on

- Members sign electronically and click **Submit** to send the ballot to the system.



- If the feature **Require electronic signature for voting/election** is turned off, Members just need to click **Vote** to confirm sending the ballot to the system.

If the vote is successfully submitted, the voting ballot will display a notification status as shown in the image below.



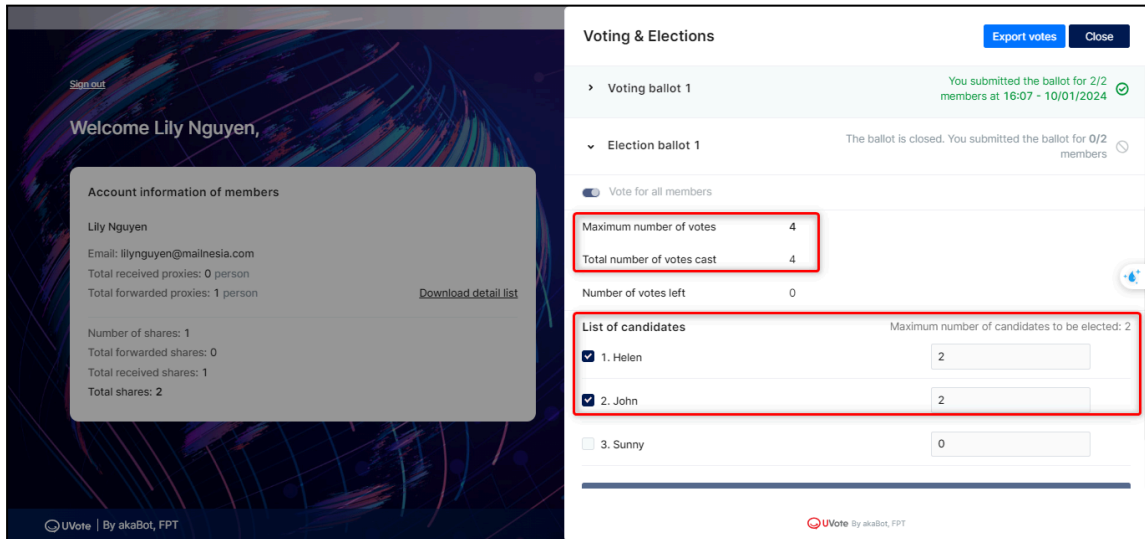
## Election

**Steps 1 to 2** are carried out similarly to the voting process.

**Note:** For the election ballot, the maximum number of ballots is calculated as follows:

- In the case of a general election: the maximum number of ballots for the member is calculated by multiplying the number of voting shares by the number of candidates allowed to be elected.
- In the case of a separate election for each proxy member: The maximum number of ballots for each proxy member's voting card is calculated by multiplying the number of voting shares of each proxy member by the number of candidates allowed to be elected.

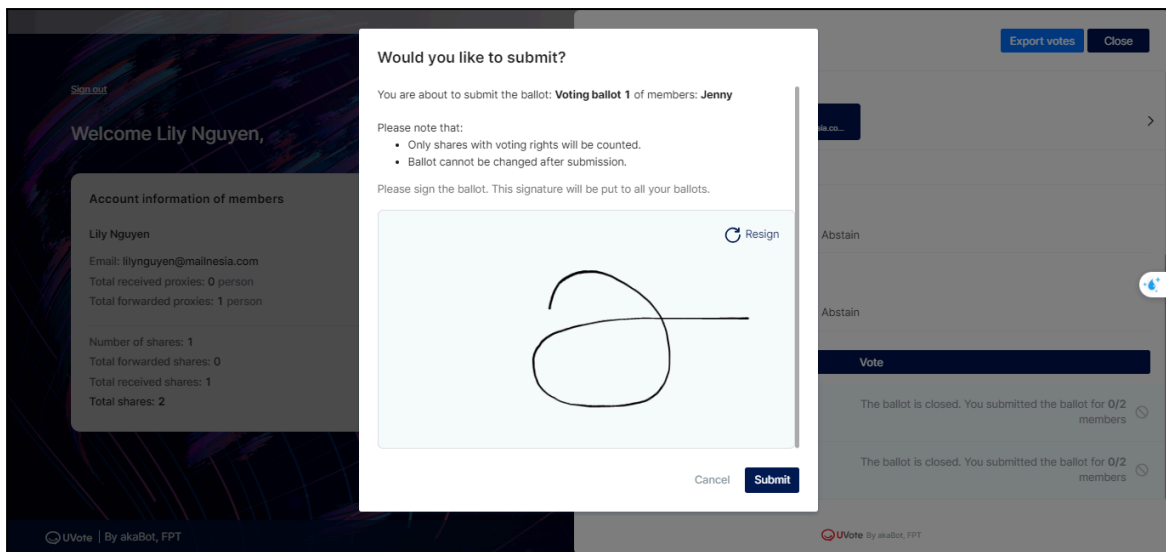




**Step 3:** Members choose the candidate they want to vote for and click on **Vote** (at the end of each ballot)

If the feature **Require electronic signature for voting/election** is turned on

- Members sign electronically and click **Submit** to send the ballot to the system.



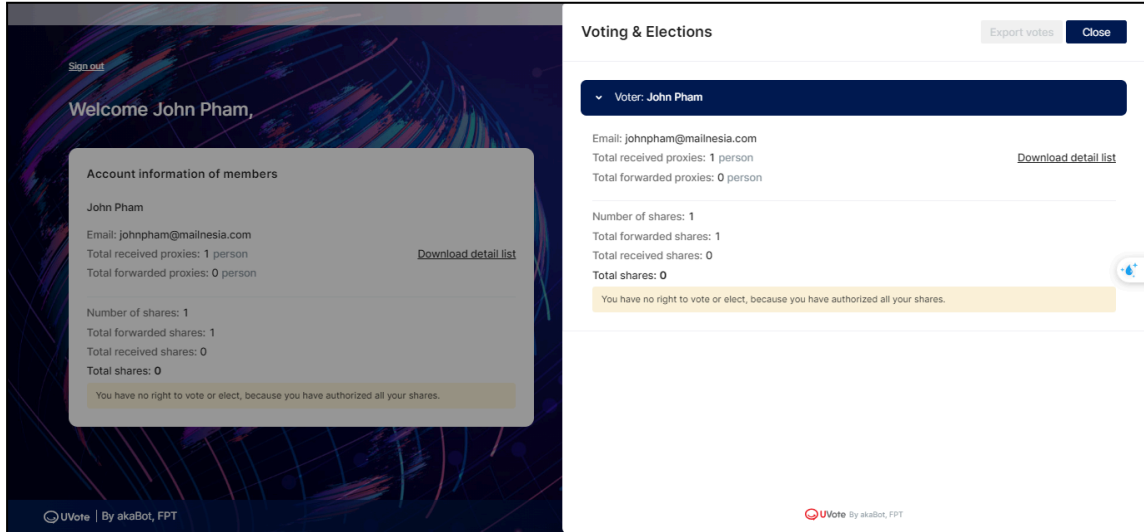
- If the feature **Require electronic signature for voting/election** is turned off, Members just need to click **Vote** to confirm sending the ballot to the system.

If the vote submission is successful, the ballot will display a notification status as shown below.



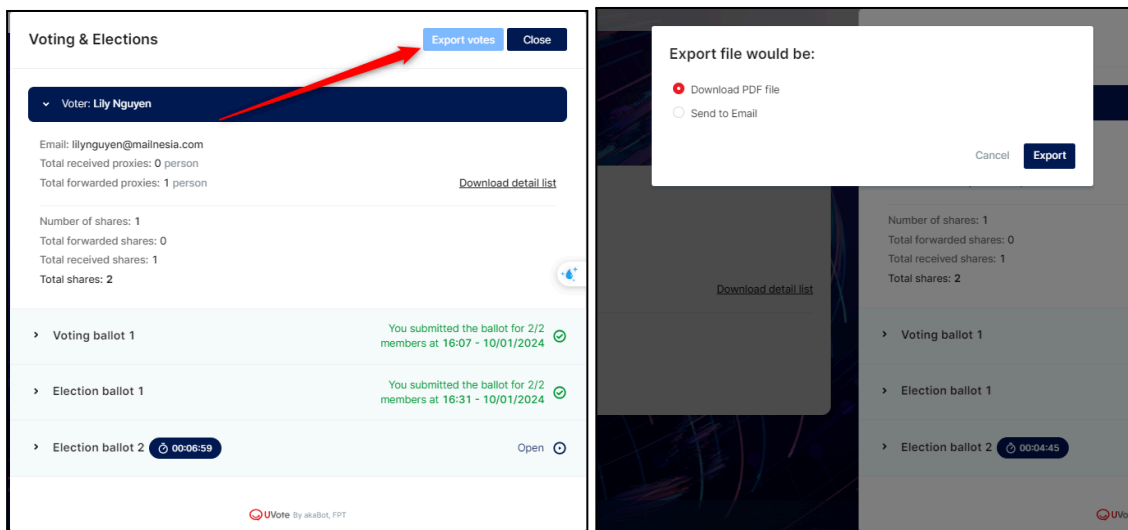
**Note:** Cases where the vote cannot be submitted:

- Members select more candidates than the maximum number allowed.
- Members have no more shares to vote



## Export votes

Member click on Export votes and choose one of the following two ways:



- 1) Select **Download PDF File** and click **Export**. The system will automatically download voting/election ballots of members to the computer.
- 2) Select **Send to Email**, enter your email and click **Export**. The system will send information about the voting/election content of members to the email address entered.

**Export file would be:**

Download PDF file  
 Send to Email

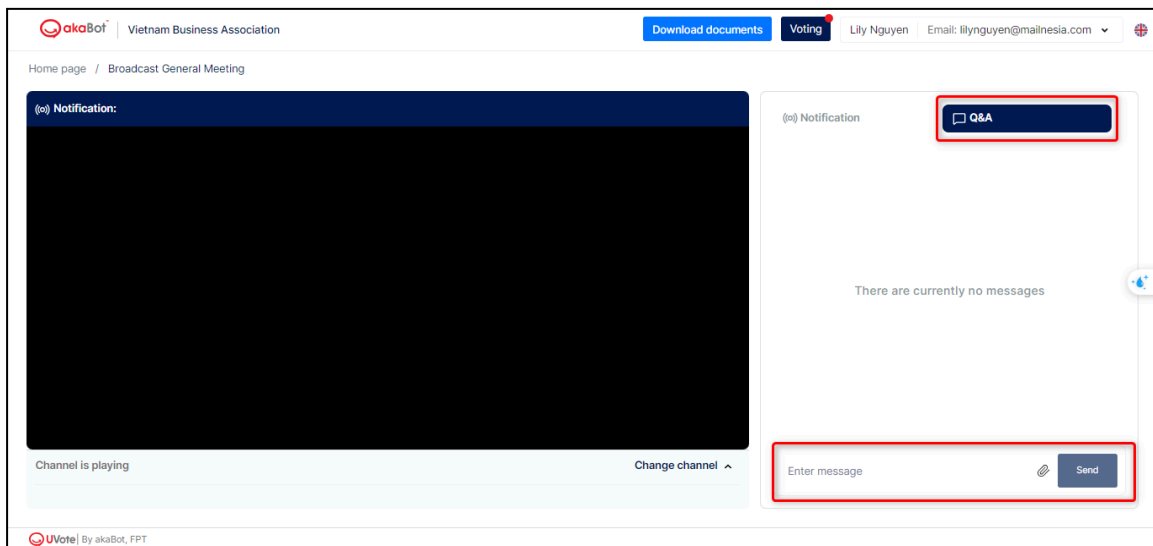
Press Enter to validate multiple emails.

Cancel Export

## 2. Chat with Administrator

**Step 1:** To ask questions to the Organization Committee, members select the **Q&A** section.

**Note:** When logging into the general meeting, the chat window defaults to the **Notification** section. The notification window will only display notifications from the administrator and cannot interact further.



**Step 2:** Enter your message on the chat box of the Annual General Meeting page and click **Send**. The Organizer will review and respond to the member's inquiry.