



Quidlab E-Meeting & Voting System

User's Manual

Conference Option

Some options may not be visible

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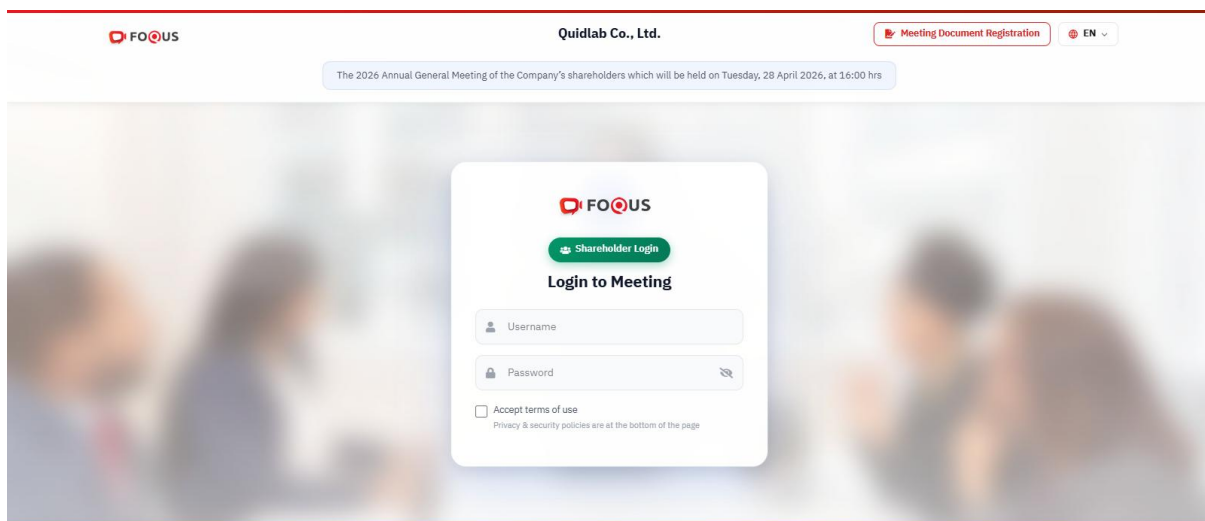
Introduction

Quidlab Co., Ltd. Online Meeting and Voting System (Quidlab E-meeting & Voting) No download or special application installations are required, allowing for quick and easy access to the system. You can effortlessly access the meeting platform using the latest updated web browsers, such as Google Chrome, Microsoft Edge, Apple Safari, Firefox, etc. Additionally, the system is fully compatible with computers, laptops, tablets and smartphones.

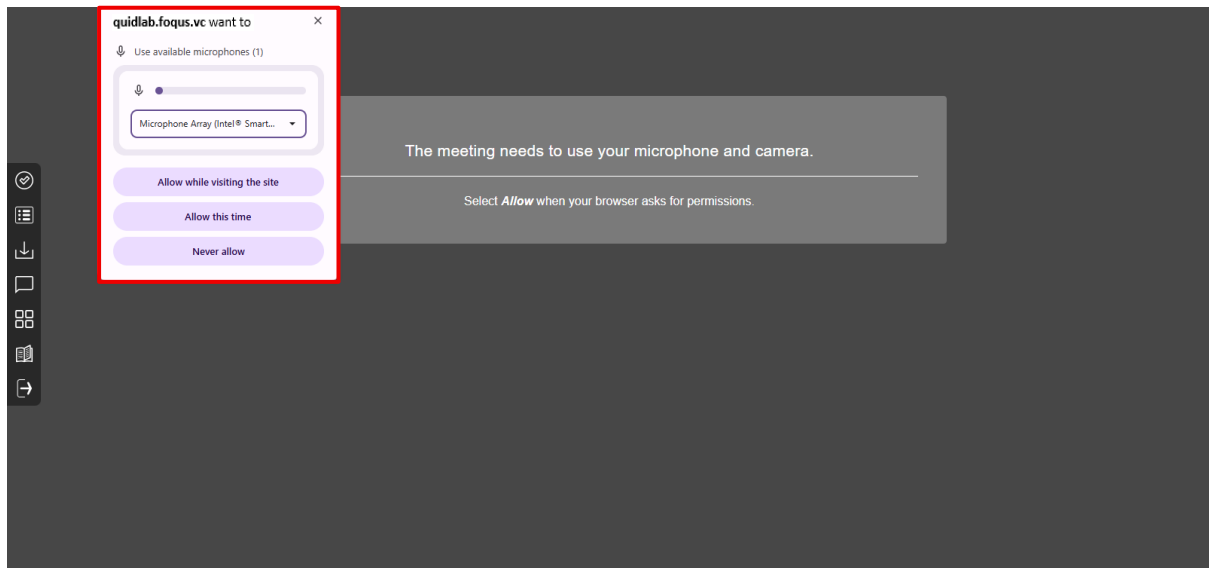
You will receive an email containing your unique username and password, which are strictly valid for the specific company indicated in the email. The email will also include a direct link to join the meeting system, for example: <https://quidlab.foqus.vc> (Example only, DO NOT USE IT).

How to Login

1. Click the link provided in the email or type the URL into your web browser. You will then be directed to the meeting system login page.
2. Enter your username and password received via email.
3. Check the box to ☒ accept the Terms of Use, then click "Log In" to access the system.



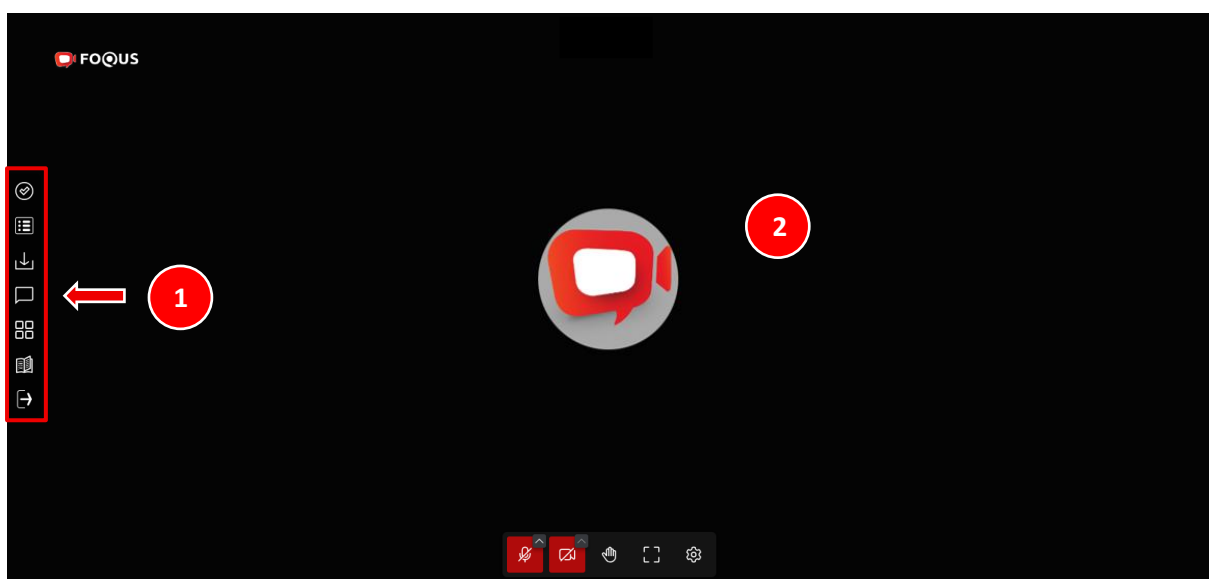
4. Once your username and password are verified, you will be granted access to the meeting system.
5. The system will prompt you to click "Allow" upon logging in or when turning on your camera and microphone. If you do not grant permission, you will still be able to join the meeting, but others may not be able to see or hear you should you wish to ask questions via video or audio.



6. Once permission is granted, you will be able to view the company directors and other participants who have their cameras turned on, depending on the specific meeting regulations.

How to Navigate

The meeting system features various functions that can be accessed by clicking the menu items described below Left-hand Side Menu **(1)** This is the default home screen you will see upon logging in. Main Display Area **(2)** Other active participants who currently have their cameras turned on, or the information and presentations being shared by the company, will be displayed in this section.

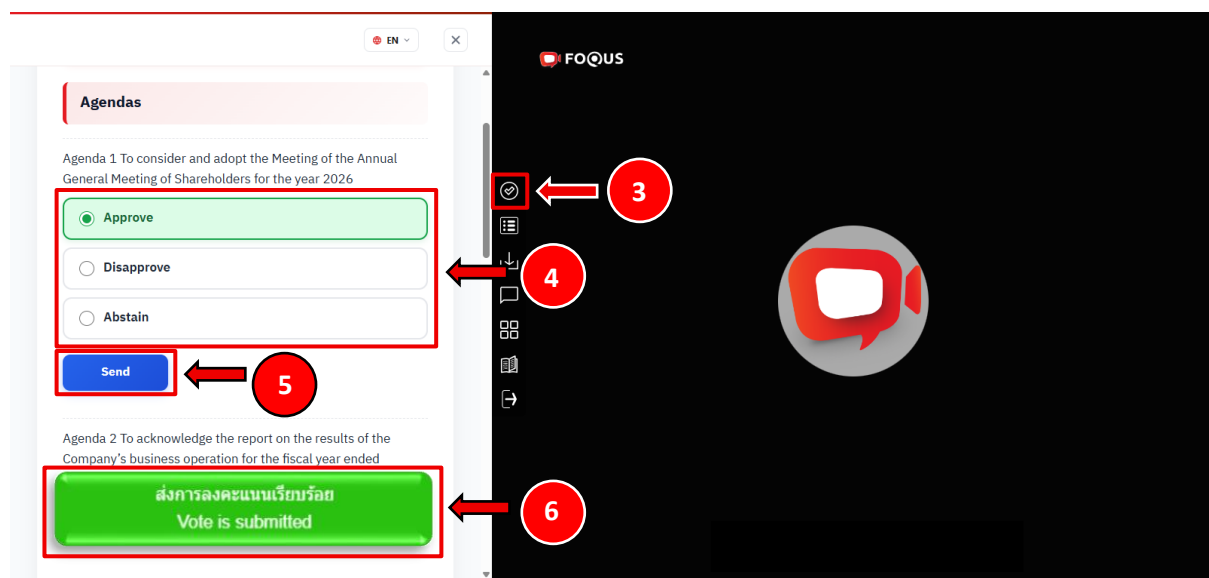


Vote Menu

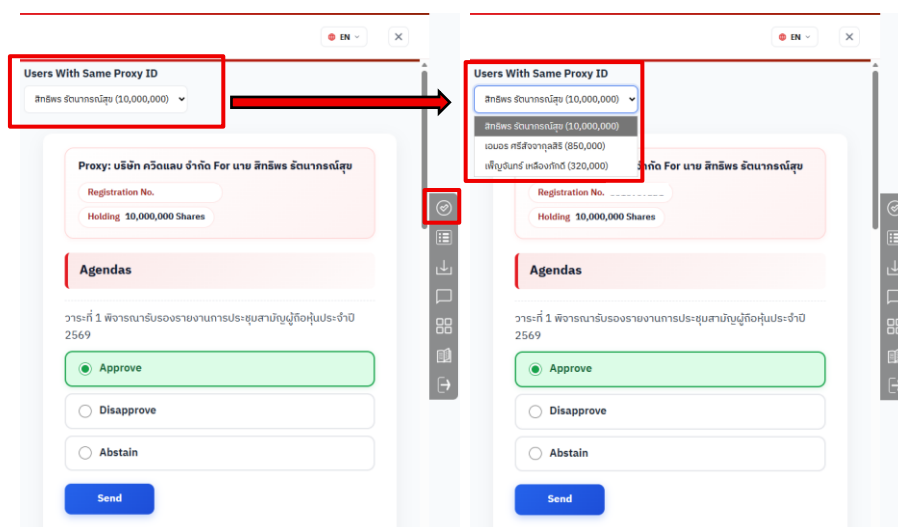
Once you click on Vote menu (3), You can view all meeting agendas as listed in the invitation notice here . Voting is open throughout the duration of the meeting; however, once an agenda item is officially closed, you will no longer be able to cast your vote for that specific item. (This Agenda has been closed cannot vote)

When you click the first tool tab on the left-hand side , the voting buttons for each agenda item will appear (4). Please click to select one of the following buttons: "Approve," "Disapprove," or "Abstain," and then click "Send" (5).

Once your vote has been successfully submitted, a pop-up notification will appear on your screen confirming: "Vote is Submitted" (6).



In case you are appointed as a proxy by multiple shareholders

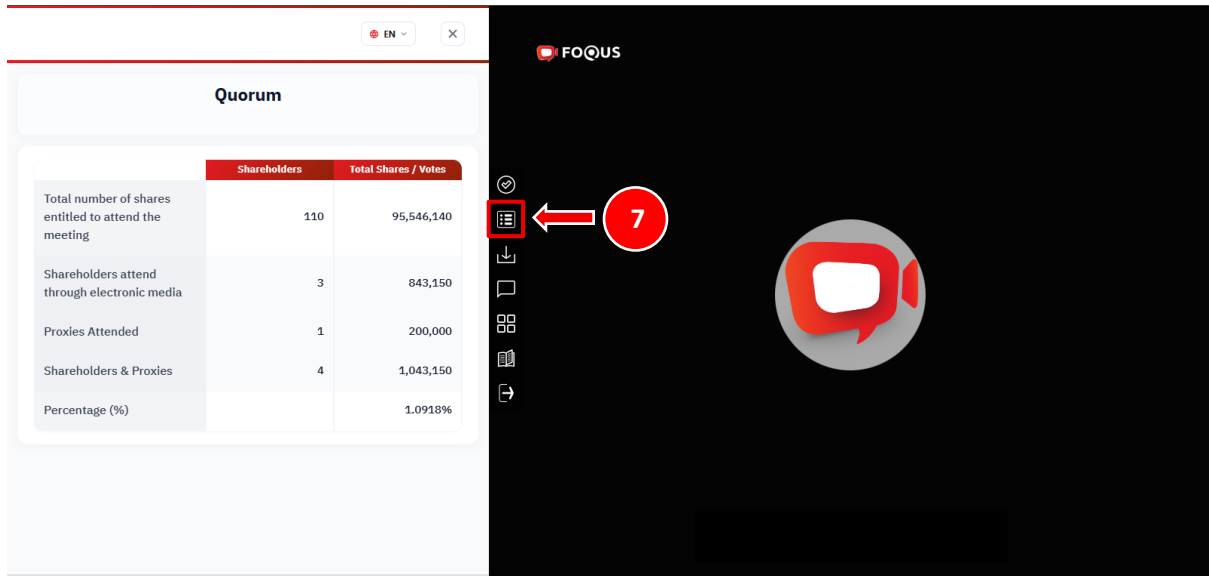


You can switch between shareholder accounts at any time during the meeting by following these steps:

1. Click on the "Voting" menu.
2. Select "Users with same proxy ID"
3. Choose your desired shareholder account.

Quorum & Voting Results

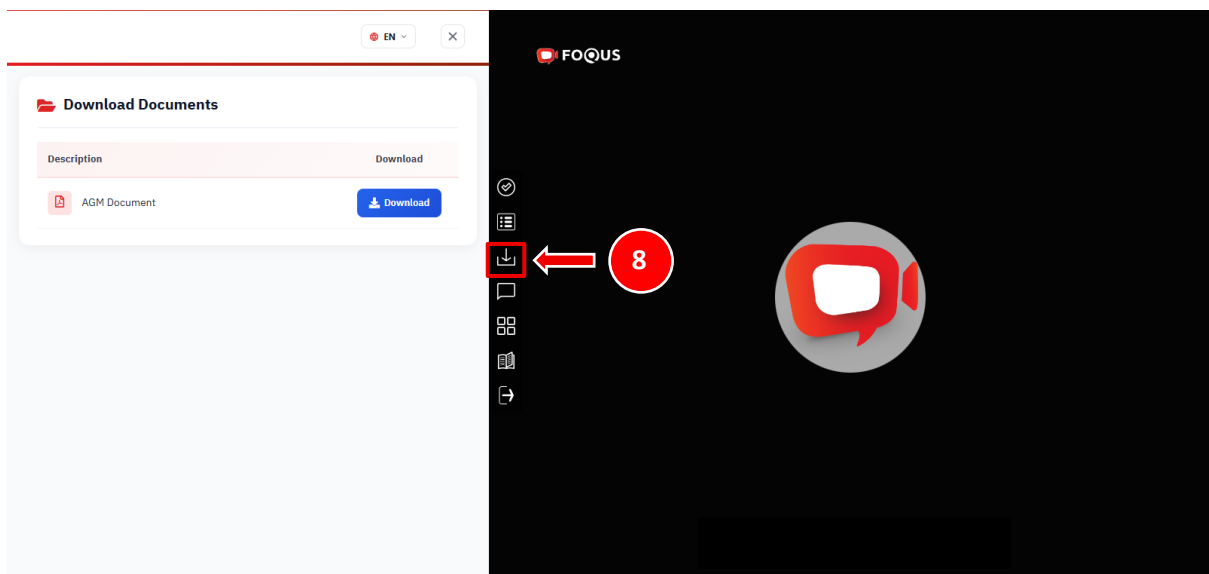
You can check the quorum and voting results at any time by clicking the "Voting Results"  menu **(7)**. Please note that the vote counts will only be displayed after that specific agenda item has been officially closed.



	Shareholders	Total Shares / Votes
Total number of shares entitled to attend the meeting	110	95,546,140
Shareholders attend through electronic media	3	843,150
Proxies Attended	1	200,000
Shareholders & Proxies	4	1,043,150
Percentage (%)		1.0918%

Download Documents

You can download the documents provided by the company, such as the Annual Report, company presentation, etc., by clicking the "Download Documents"  menu **(8)**.

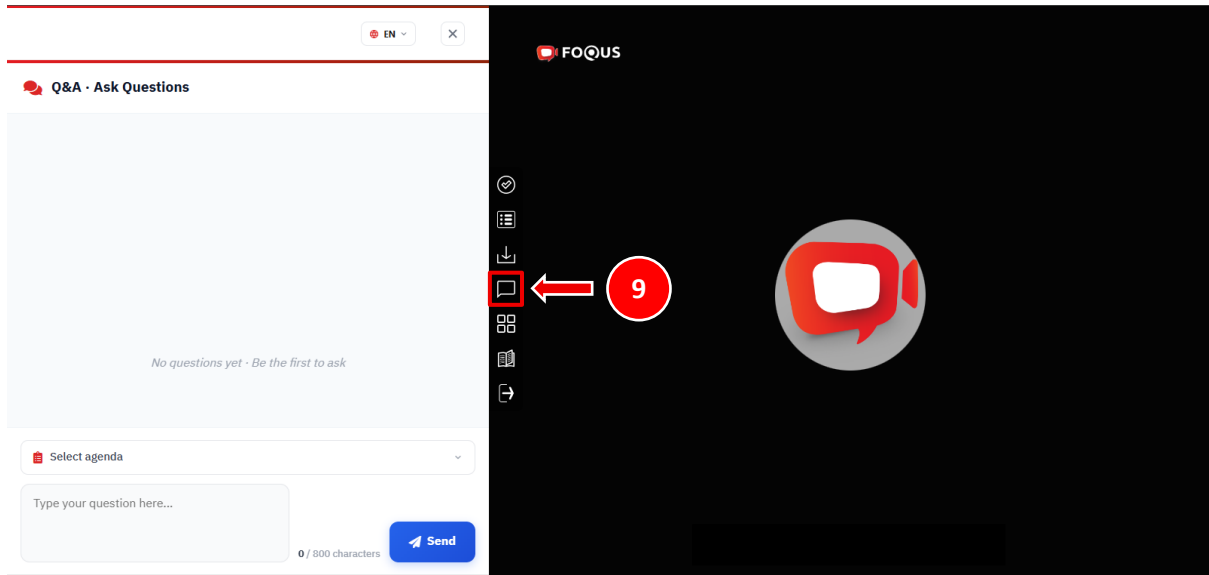


Description	Download
AGM Document	Download

Asking Question

Asking Question - by Text

Click the "Ask a Question"  menu (9), where you can type your questions to the company through this chat box. First, select the specific agenda item you wish to inquire about, then type your question. Once you have finished typing, click "Send." 

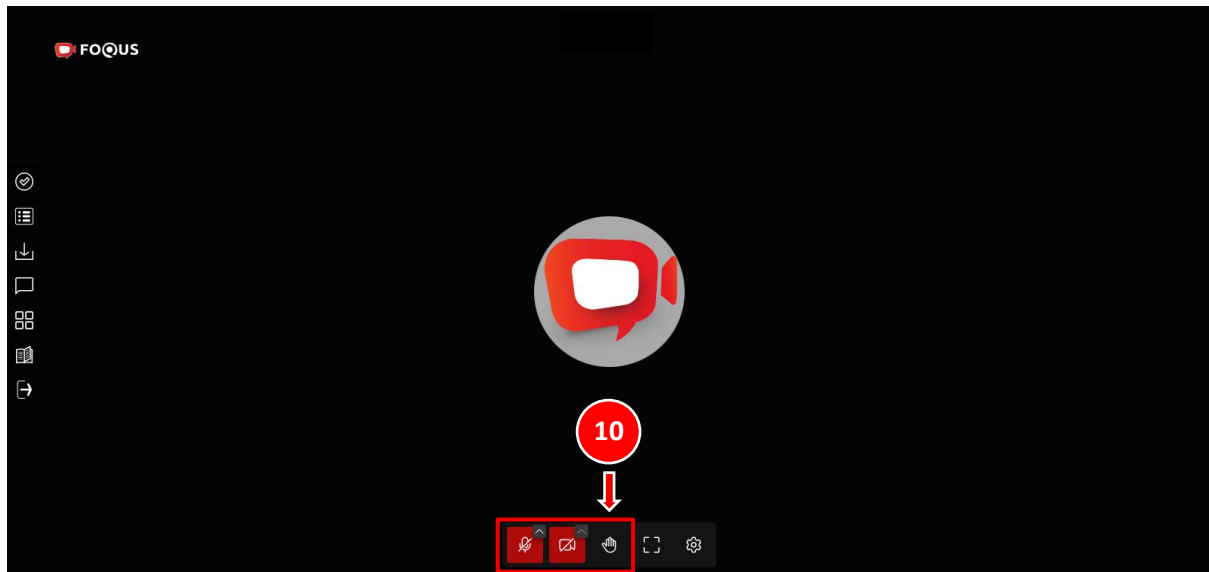


- Your questions will be submitted directly to the company. While the company can view all questions submitted through the meeting system, you will only be able to see your own questions.
- Please note that the company can't send written replies. All questions will be answered verbally through the e-meeting system only.

Asking Question - By Video Conference

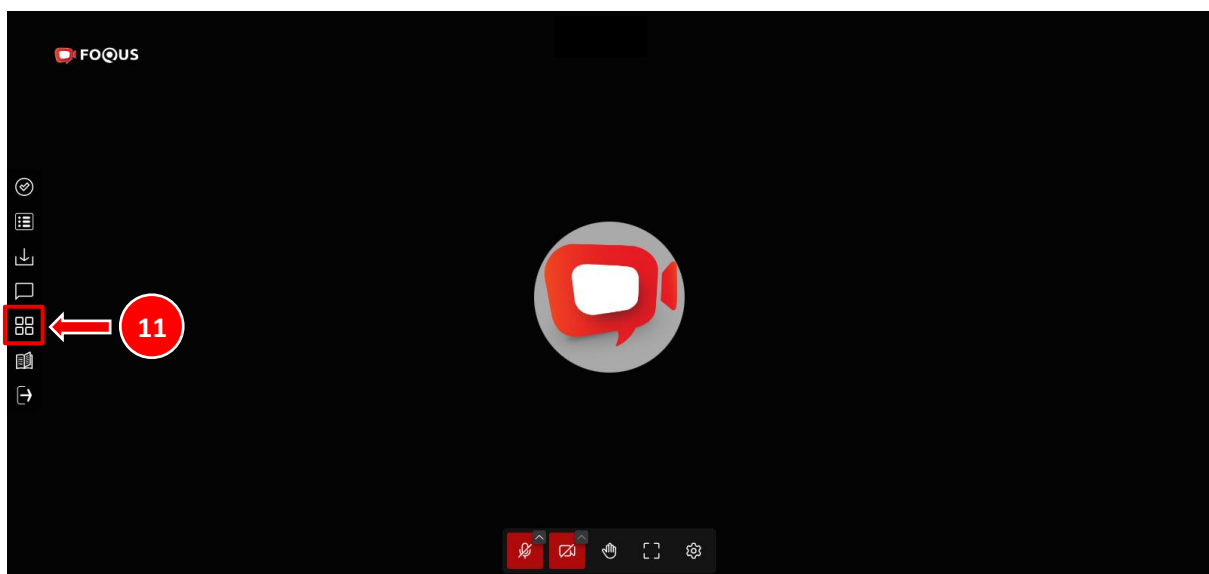
Click the "Raise Hand"  menu **(10)** and wait for permission from the company approval. Once permission is granted, you will be able to turn on your camera and microphone to speak. *(Please note that you can only turn on your camera and microphone after the company has approved your request).*

(This option is only available for meetings that permit users to access the camera and microphone).



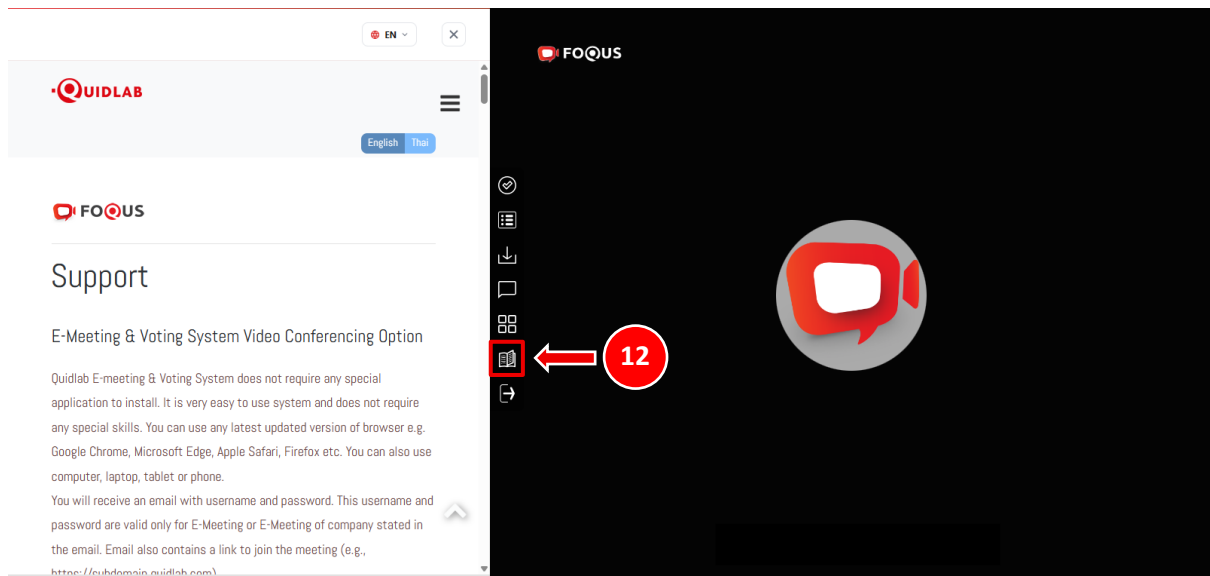
Toggle Tile View

Four-Square  Icon **(11)** You can use this tool tab to customize your viewing layout. Click it to switch between a full-screen view of a single window or a multi-window view showing thumbnails of all participants who currently have their cameras turned on.



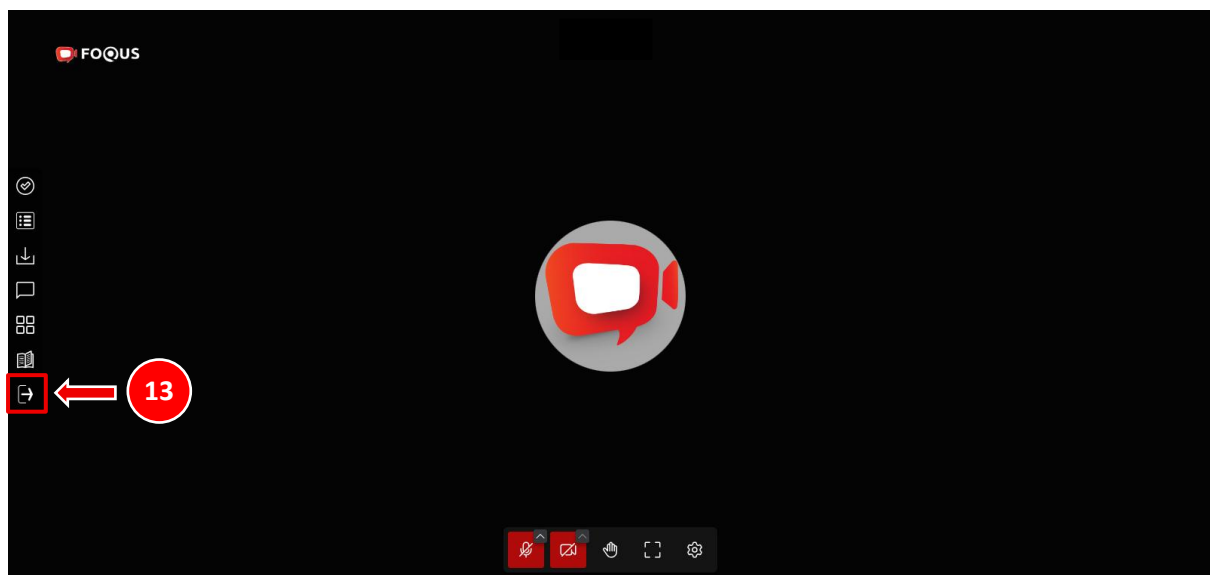
System user manual menu

If you wish to view the User Manual, you can access it by clicking this tool tab  (12).



Logout

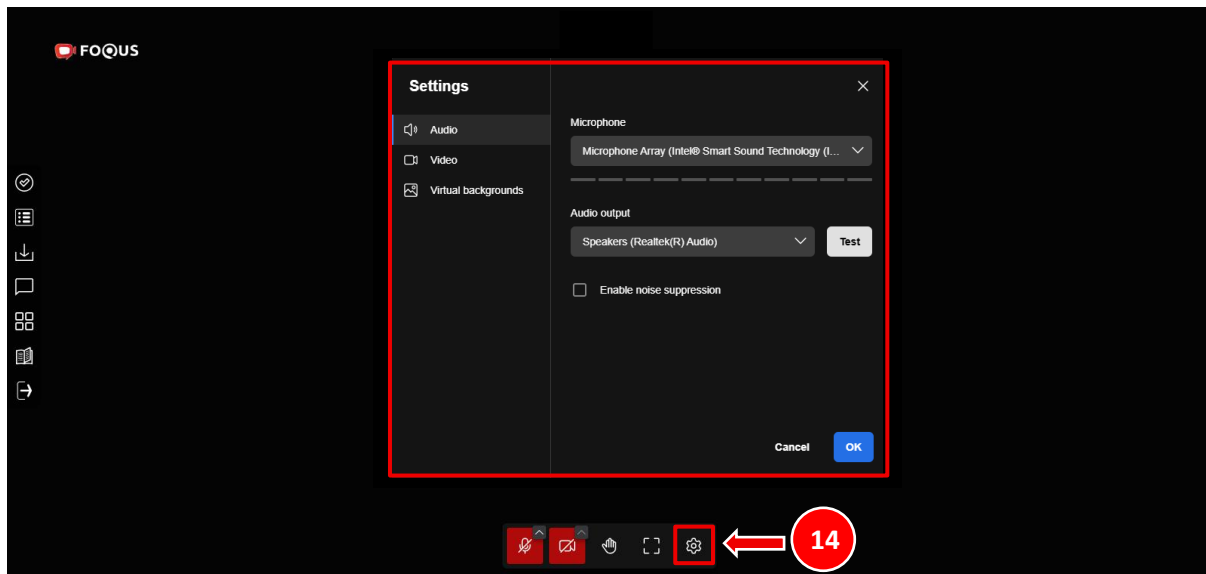
If you wish to leave the meeting system, please click the "Log Out"  menu (13).



Settings

Settings Toolbar  **(14)** In case you are unable to turn on your camera or microphone, you can check your connected devices within this settings toolbar to verify whether your equipment is successfully connected to the meeting system. Please ensure you select the correct input/output source that matches your specific device.

(This option is only available for meetings that permit users to access the camera and microphone).



Technical Support

If you experience any technical difficulties accessing or using the meeting system, you can contact Quidlab Co., Ltd. by phone at 080-008-7616 or 02-0134322, or via email at info@quidlab.com

Before contacting technical support, please review the Frequently Asked Questions (**FAQ**) below, as they may resolve your issue. For the easiest and most seamless meeting experience, we highly recommend using a computer (PC) or a laptop to join the meeting system.

- **Internet Connection:** A stable and high-speed internet connection is required, as the meeting will last for more than one hour.
- Please kindly mute your microphone and turn off your camera to avoid disrupting other participants during the 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

Bandwidth	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.
Video quality	720p
CPU	Video conferencing requires high CPU power, Intel Core i3 or equivalent
Memory	at least 4 GB
Ports	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?

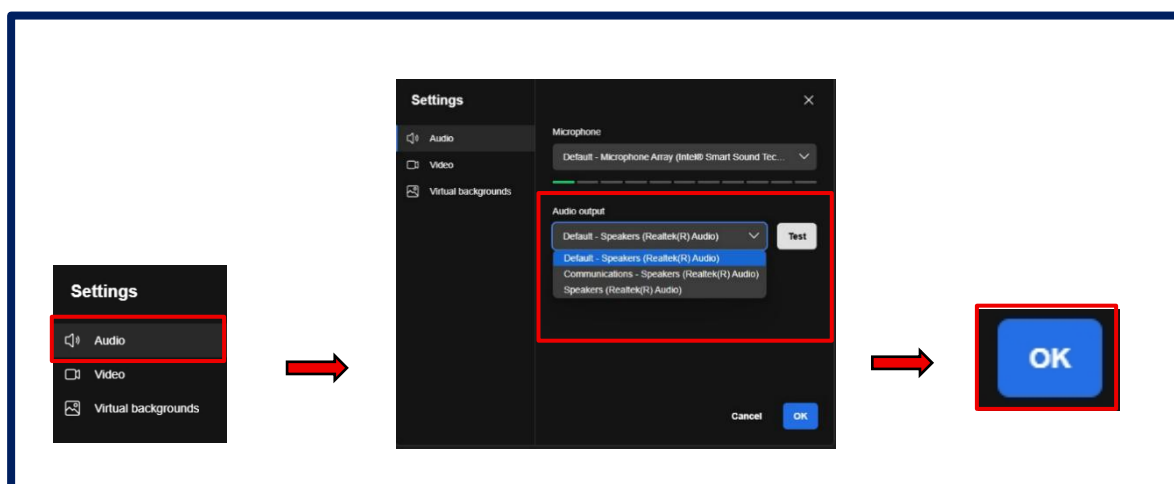
Answer: The internet used must be stable and strong enough because the meeting runs for more than 1 hour / weather conditions may affect the network signal you are using. If you are using Wi-Fi there can be packet drops.

Question: Using headphones/headphones, I can't hear the sound at all. (both Bluetooth and wired headphones)

Answer: Please check the volume on your mobile phone or computer to see if it is muted or not.

If you have already checked the sound level, but still haven't heard any sound. Please check that your headphones are connected to the conference system or connected to other devices. You can check as follows:

Go to the meeting system page, press on the mark.  set up / Setting → Audio → Audio output Press to select the name of your headphones and press OK.



Other Questions:

Question : I can login but get 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:

- The agenda does not require voting and is for acknowledgement only.
- The agenda is already closed hence it gets locked, and you cannot change vote.
- You logged in late and some of the 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 the 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 the 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 the 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 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 have another technical question?

Answer : Please get in touch with us. 080 -008-7616 or 02-0134322 or via email: 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.