

USER MANUAL – HOW TO VOTE ON ELECTIONBUDDY.COM

LOGIN DETAILS

You will receive the following login details by email before the election (**please make sure to check your spam mailbox**):

- A personalised and unique link to connect to the online voting platform
- A personalised and unique Access Key to login the online voting platform

THESE LOGIN DETAILS ARE CONFIDENTIAL! PLEASE DO NOT SHARE THEM WITH ANYONE!

IMPORTANT:

- **Voting will be only open on 28 April 2022, from 5.30 PM to 6.15 PM.**
- There is only one (1) vote per Ordinary Member.
- These login details will be sent to only one representative per Ordinary Member. Please make sure that you provide our team with the proper contact details of your representative.
- If you are the official mandated person to vote for the Ordinary Member that you represent, and if you have not received these login details, please contact immediately: Mr. Guillaume REBIERE, Executive Director of EABC, executive.director@eabc-thailand.org / 08 86 06 75 07
- Once you have received them, you will be able to use these login details to vote only once.
- Once these login details have been used to cast a vote, it will be impossible to login and to vote again a second time.
- If you have lost these login details or cannot find the email that was sent to you, please contact our team during the AGM. We will provide you a print copy of your login details.

PROXY:

- If you have received a proxy from another Ordinary Member to vote in their name, you have to send the duly completed and signed Proxy Form by email to EABC office before Tuesday 26 April 2022, at 5 PM.
- Please hand the original proxy form to our team on site to receive the print copy of the login details of the Ordinary Member who has given you a proxy.
- Once you have voted for yourself, you will have to disconnect from the voting platform and reconnect with your proxy's login details to vote for the Ordinary Member who has given you a proxy.

DISCLAIMER:

- EABC shall not be held responsible for any problem which may result from:
 - An Ordinary Member sharing their login details or their emails with someone else, internally or externally.
 - An Ordinary Member failing to provide the proper contact details of their official representative mandated to vote during the AGM.
 - An Ordinary Member failing to provide a valid proxy.
 - An Ordinary Member failing to bring the proper equipment (mobile, tablet or laptop, with an Internet connection) during the AGM to use the online voting platform.
 - An Ordinary Member not using the platform properly or not following the guidelines and instructions given by EABC's team.
 - Any technical or other problem which may have an impact on the election process and its results and for which EABC's is not directly responsible.

STEP-BY-STEP INSTRUCTIONS

EMAIL WITH LOGIN DETAILS

- 1- Find the email addressed to you at 5.30 PM on 28th April 2022.
- 2- The title of the email is: *"IMPORTANT - Vote now: EABC - 2022 AGM – General election of the Board"*
- 3- **PLEASE MAKE SURE TO CHECK IN YOUR SPAM MAILBOX.**
- 4- The email should look like this:

Dear **YOUR NAME**

We thank you again for your continuous support to EABC.

As mentioned in the official invitation letter, which was sent to you by email on 21 April 2022, we remind you that EABC's 2022 Annual General Meeting will give way to the general election of the Board of Directors.

You are now invited to vote in the EABC - 2022 AGM – General elections of the Board of Di.

The voting has opened at 5.30 PM.

The voting deadline is Apr 28 2022 6:30pm GMT +07:00, Bangkok.

You will not be able to vote after 6.30 PM.

We are using an online election system to tabulate our votes.

You have been assigned a unique access key which can only be used to vote once and your voting choices will remain anonymous.

Do not forward this email. Do not reply to this email to vote, as your vote will not be registered.

To vote, please visit:

<https://secure.electionbuddy.com/YOUR ACCESS KEY>

Or copy and paste the link into your web browser.

You can also visit <https://secure.electionbuddy.com/ballot> and enter " **YOUR ACCESS KEY** "

We thank you in advance for your active participation.

Please contact our team if you have any trouble connecting to the platform and/or voting.

If you have election questions, feedback or want to be removed from future ballot lists, please email Guillaume REBIERE at executive.director@eabc-thailand.org.

Best regards,

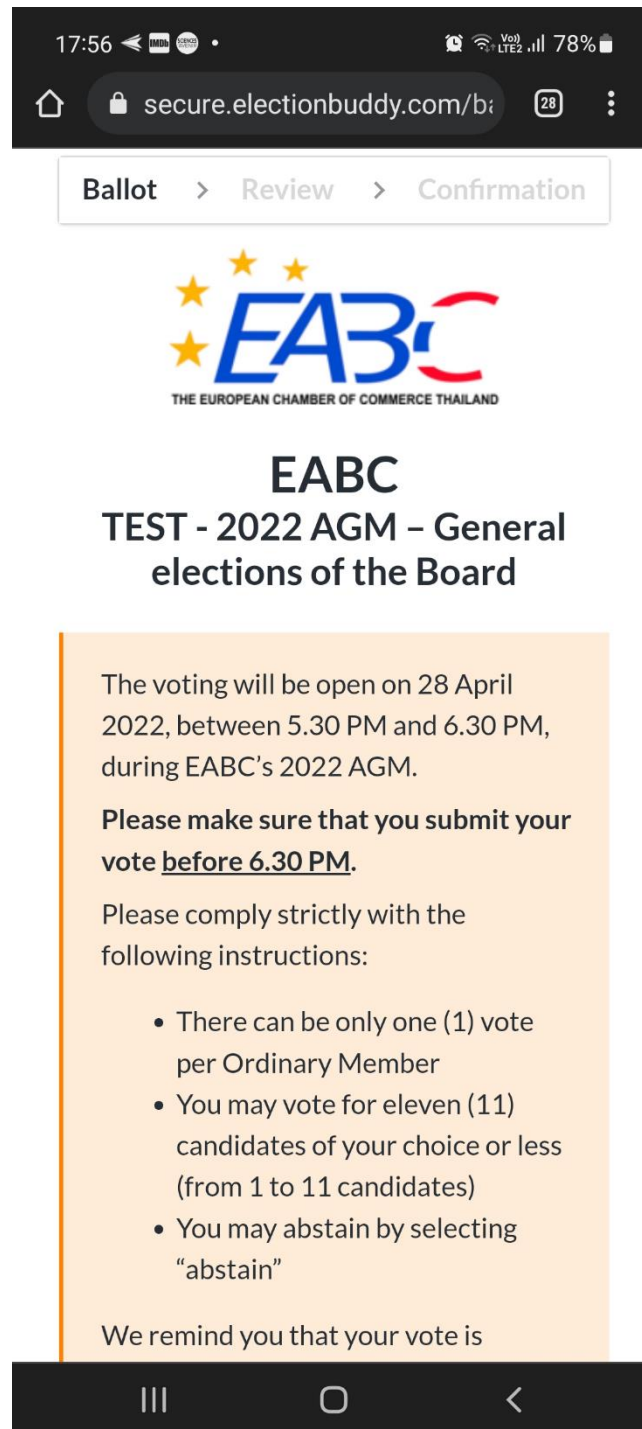
Guillaume REBIERE

Executive Director

EABC

LOGGING IN THE PLATFORM

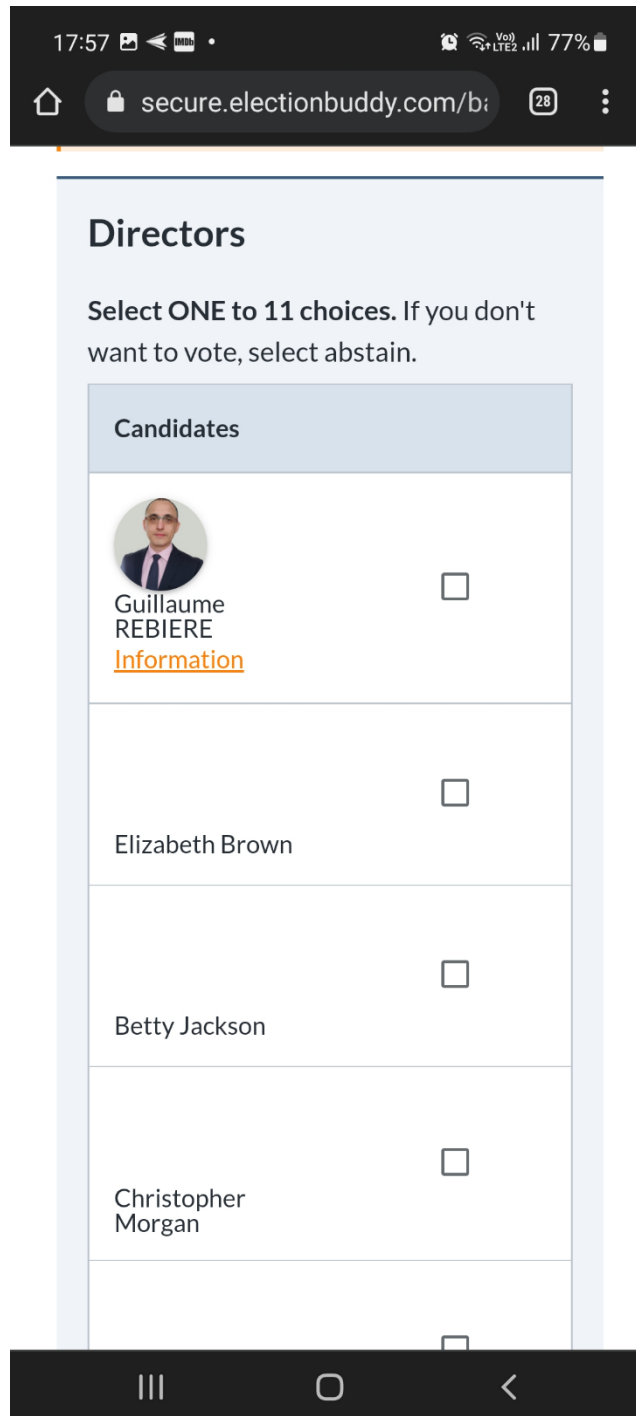
- 1- Click on the link in the email or scan the QR code of the print notice provided to you by EABC's team.
- 2- Once you clicked on your personalized unique secured link, you will directly arrive on the ballot page.



Disclaimer: this picture is only provided here as an example and may differ from the screen which will appear on your device during the election on 28 April 2022.

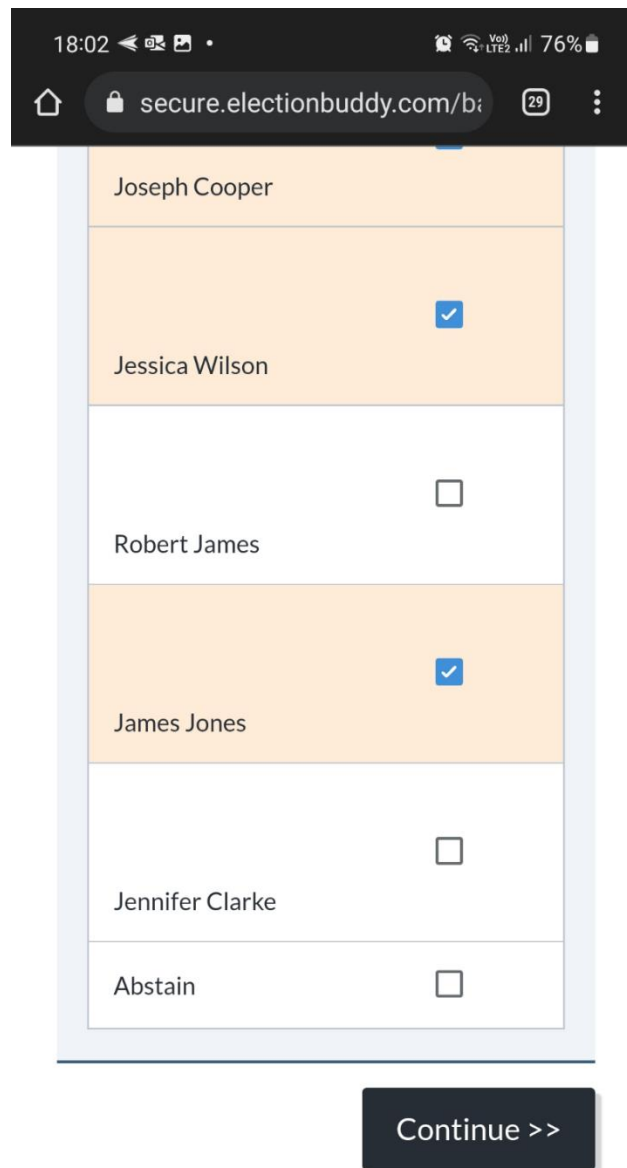
VOTING ON THE BALLOT PAGE

- 1- Scroll down the ballot page until you see the list of candidates.
- 2- If you want to access the short biography of candidates, please click on the link “Information” below their names and profile pictures



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- 3- Once you have made your choice, please select from 1 to 11 candidates for whom you want to vote, by ticking the square box on the left side of their names and profile pictures.
- 4- Then, click on the button "Continue" at the bottom of the page.

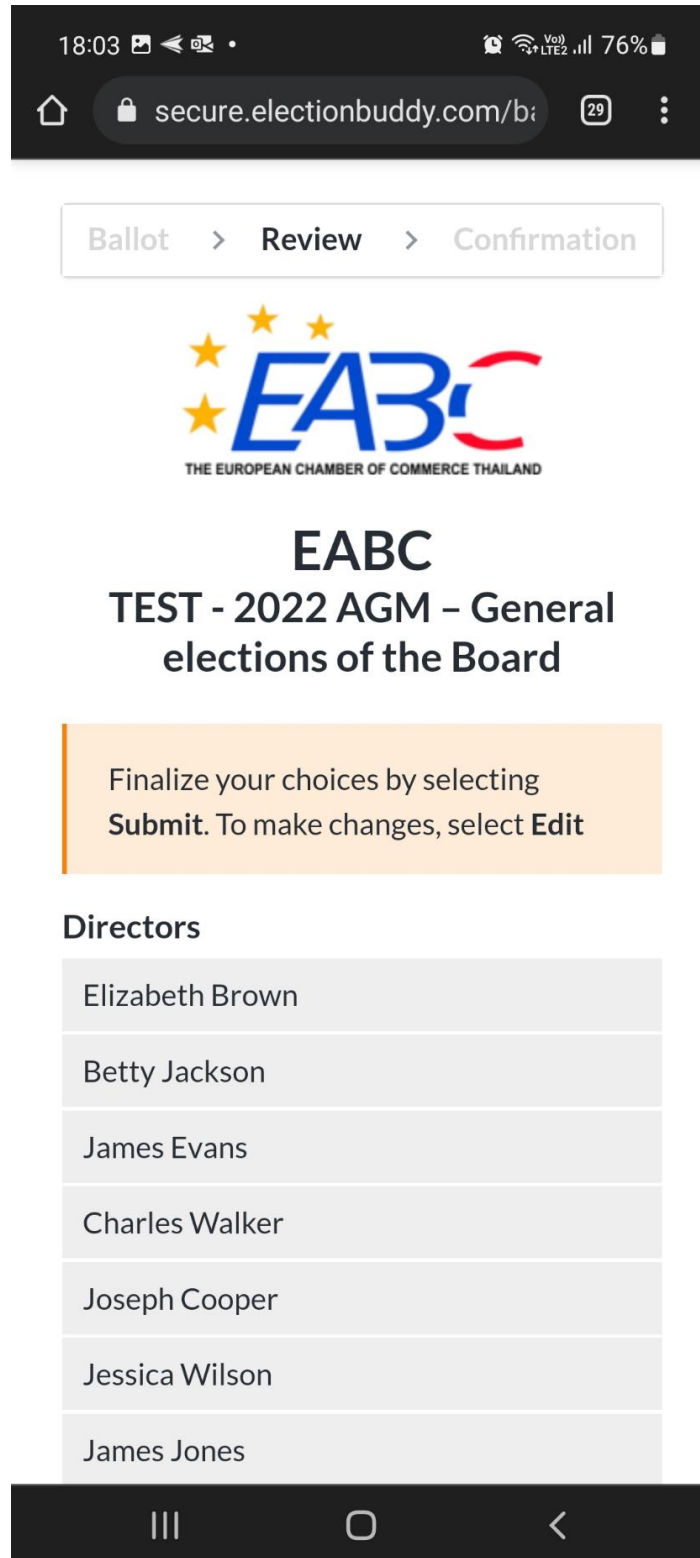


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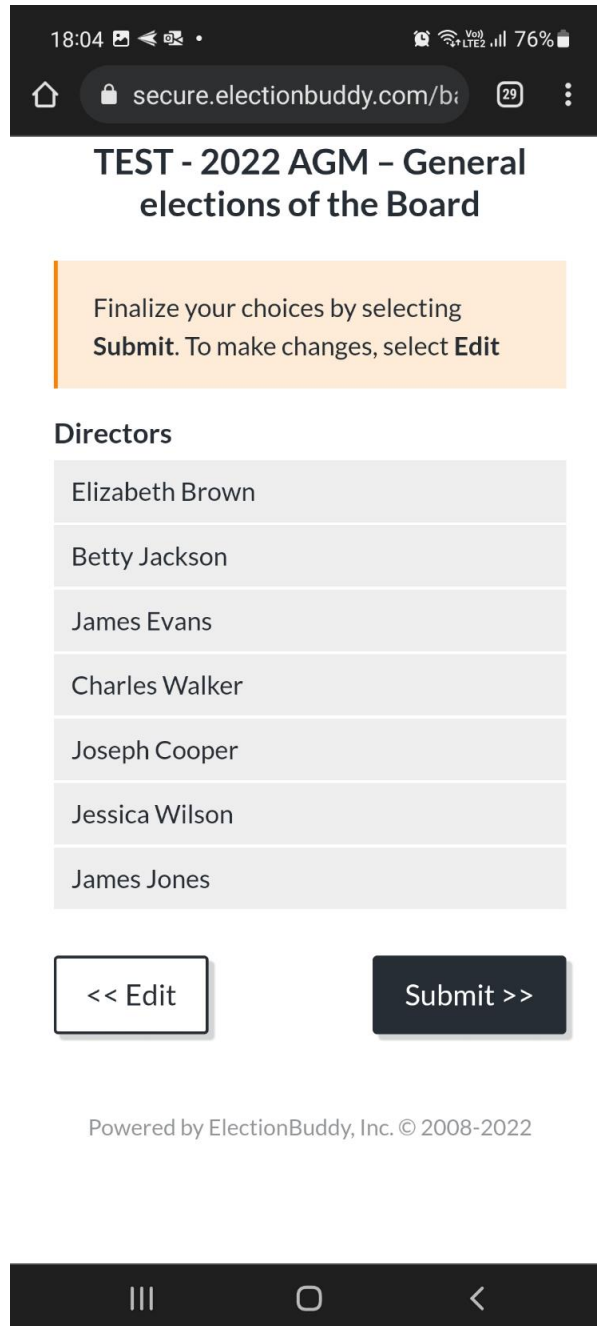
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5- Please review your selection of candidates.



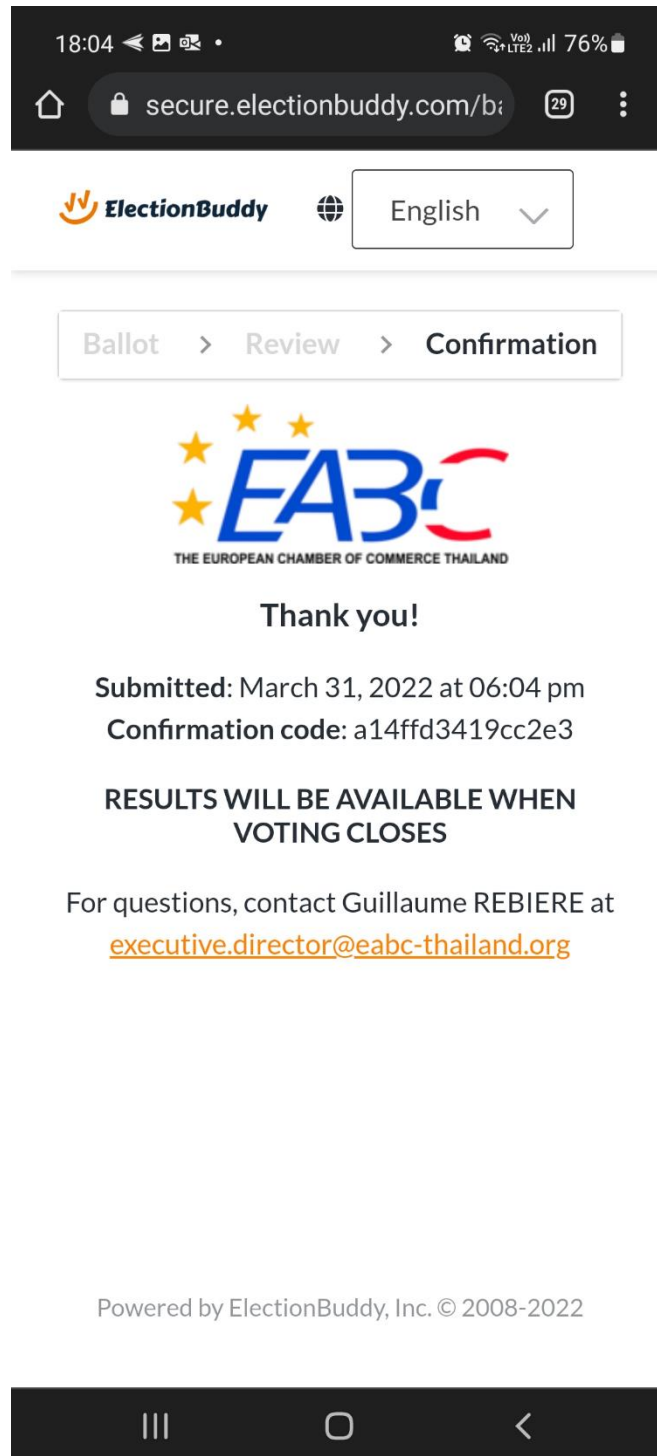
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- 6- If you wish to change your choice/selection, then please click on the button “Edit” in the bottom left of the page.
- 7- If you wish to confirm your selection and cast your vote, then please click on the button “Submit” in the bottom right of the page.



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- 8- Once you have confirmed and submitted your vote, you will land on the confirmation page showing your confirmation code. You will also receive your confirmation code by email (please do not forget your spam mailbox).



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