

Online Joiners Approval System

Login to document approval system with link and using username & password as provided by Quidlab.

Remark: Put a tick mark on Accept Terms, then only will be able to login to the system.

The screenshot shows a login form titled "Login Form" with the following elements:

- Username input field
- Password input field
- Accept terms
- Logo: Quidlab FoQus | Document Checking Admin Panel
- Copyright: ©2022 All Rights Reserved | FoQus version 2.3.0 Served from Singapore
- Footer: Quidlab Information Security Management and Data Protection Policy

You will be taken to dashboard. Go to 'Registration List' and click on go to page.

The dashboard shows the following statistics:

| | | | | | |
|--------------------------|------------|---------------------|----------|------------------------|---|
| Registration List | Go To Page | Total Registrations | 0 | Approved Registrations | 0 |
| Disapprove Registrations | 0 | Download Documents | Download | | |

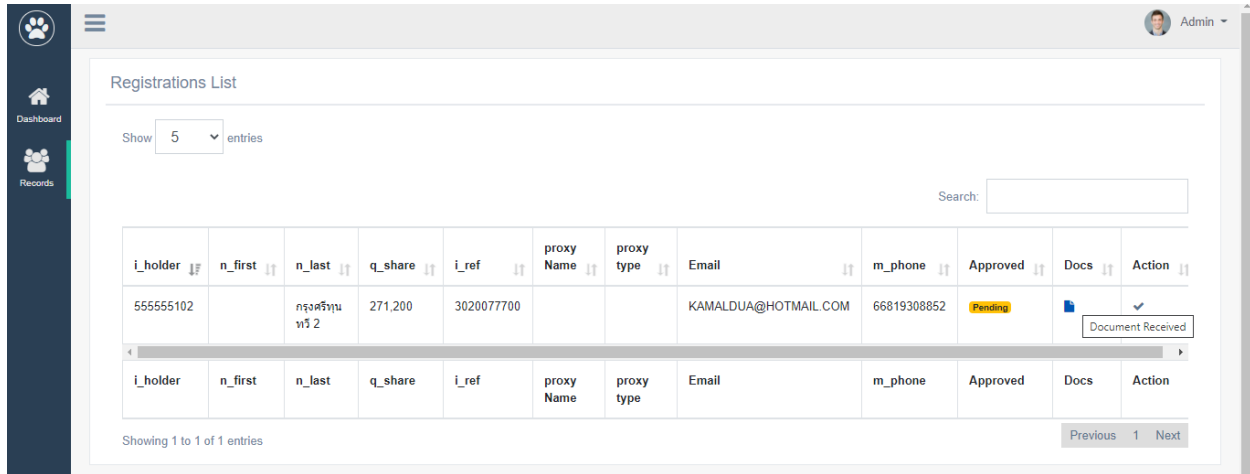
You will see list of shareholders who submitted documents.

The "Registrations List" page shows a table with the following data:

| i_holder | n_first | n_last | q_share | i_ref | proxy Name | proxy type | Email | m_phone | Approved |
|-----------|---------|------------------|---------|------------|------------|------------|----------------------|-------------|----------|
| 555555102 | | กฤษกรสิทธิ์ นพ 2 | 271,200 | 3020077700 | | | KAMALDUA@HOTMAIL.COM | 66819308852 | Pending |

Showing 1 to 1 of 1 entries

Please hide left panel (Click on the 'Hamburger icon' ) so all columns can be seen as shown below:

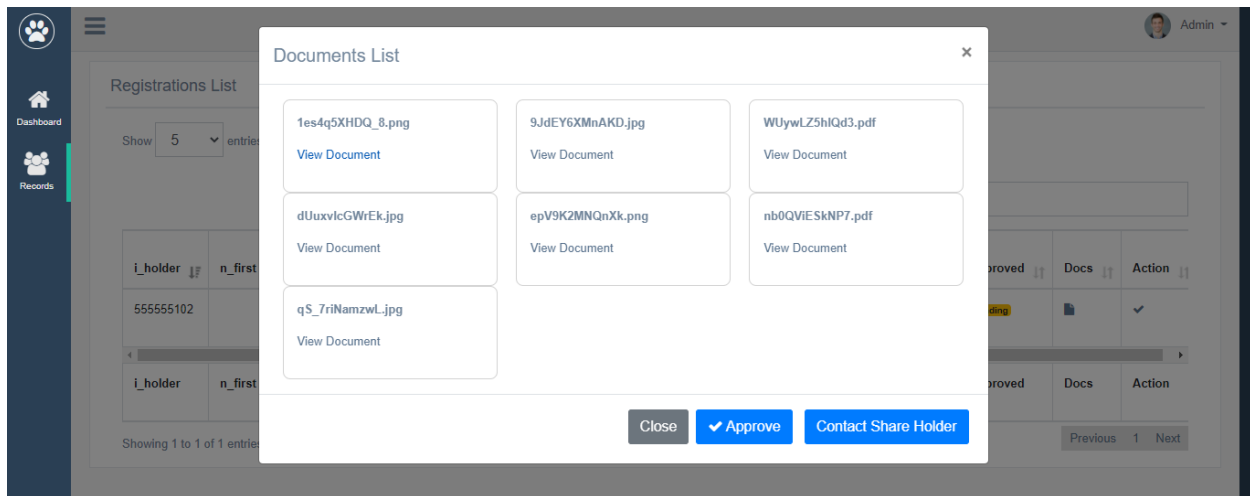


Then click on Docs icon to see documents, a popup window will open as shown below:

Note: Document names are random generated for security reasons.

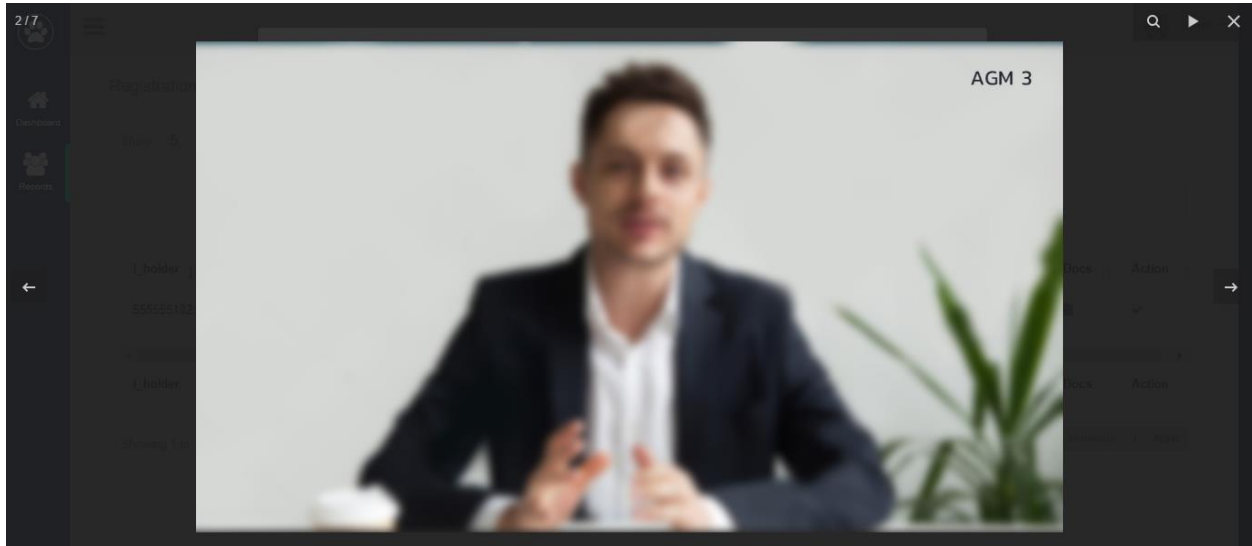
Click on view documents, to see the document. Pictures can be seen online, however pdf file will download or open in pdf viewer depending on computer settings.

Once documents are checked it can be approved by clicking on approve button.

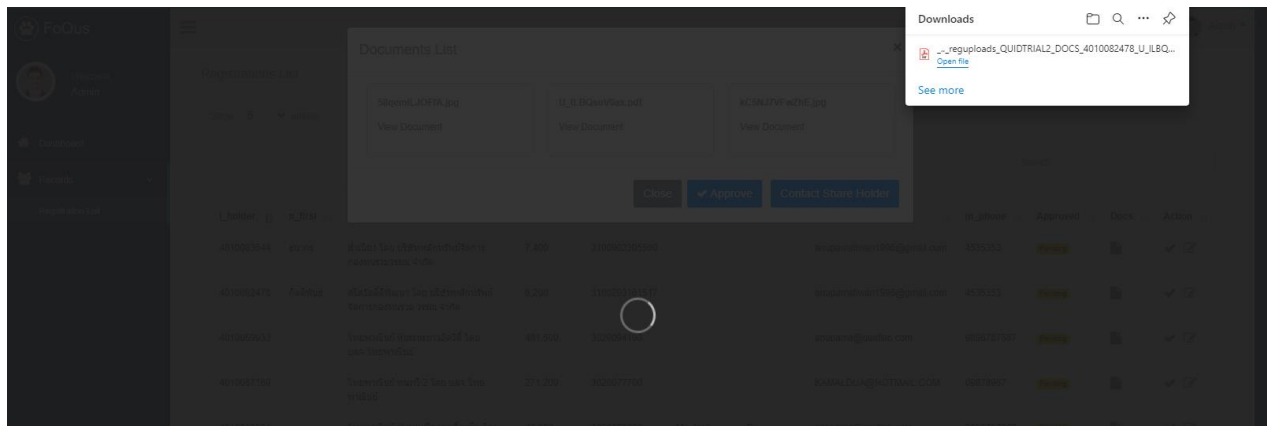


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Online view of pictures:



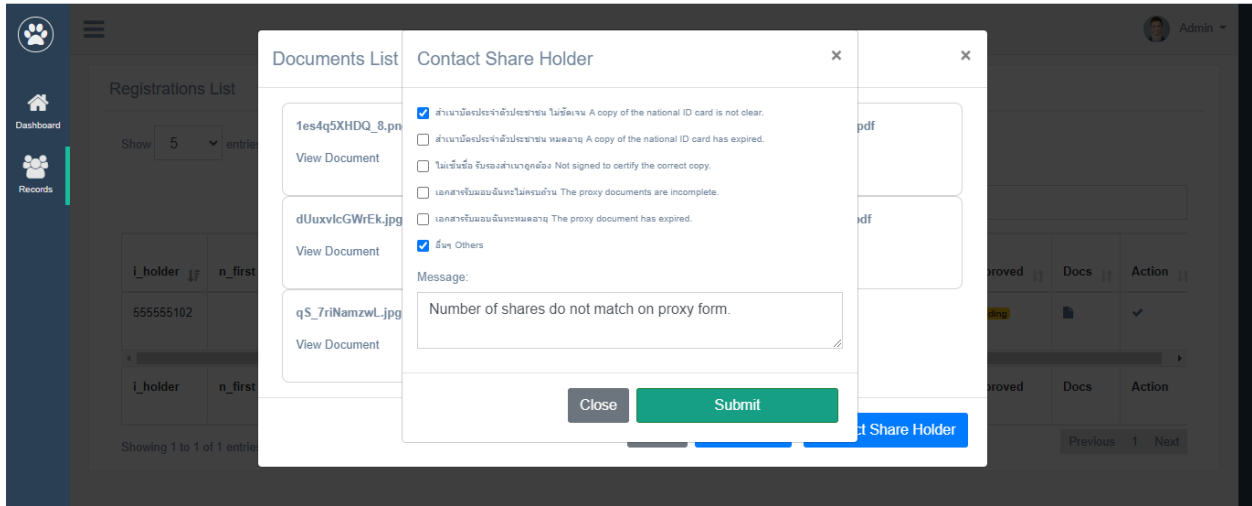
Download of pdf file:



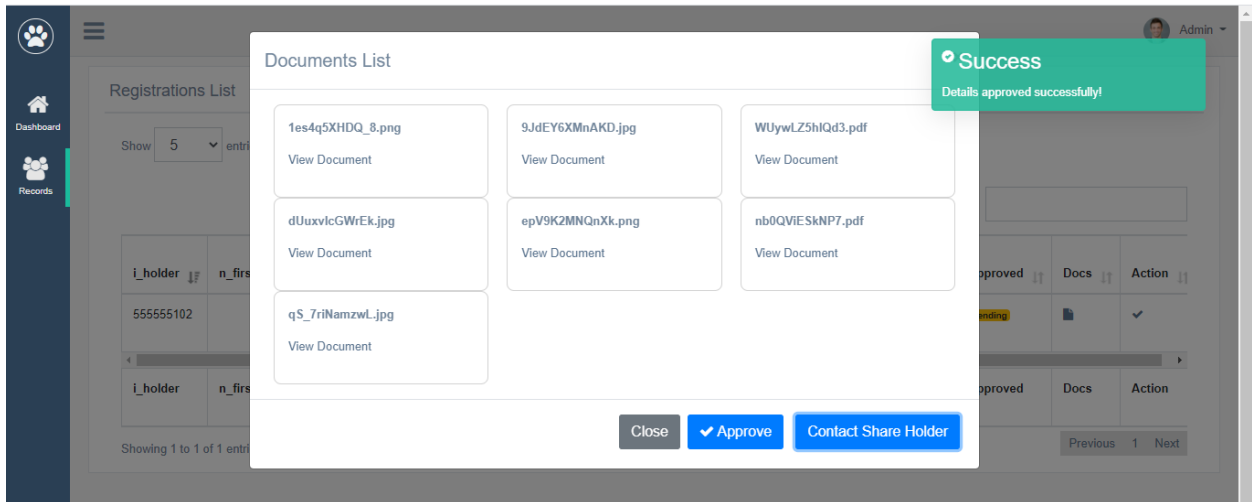
If more information is required then please contact shareholder by clicking on 'Contact shareholder' button.

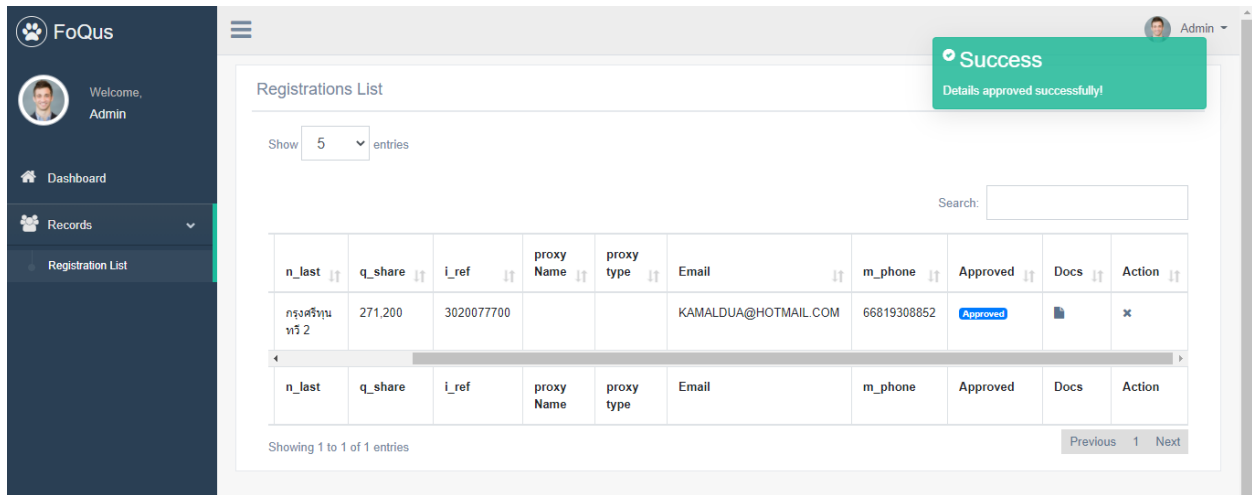
You can choose predefined reasons or add free text message.

Click submit button an email will be sent to shareholder and shareholder can send more documents.



If all documents are ok, can approved the shareholder by clicking on Approve button.

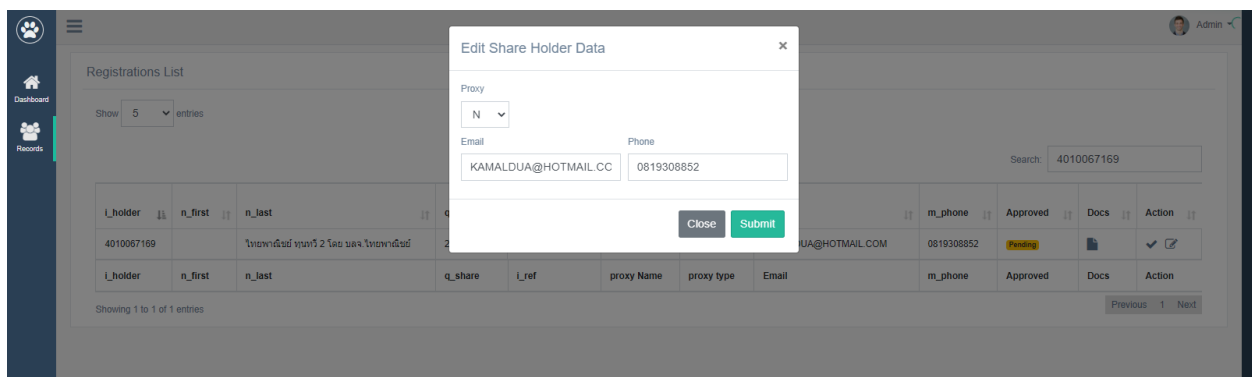
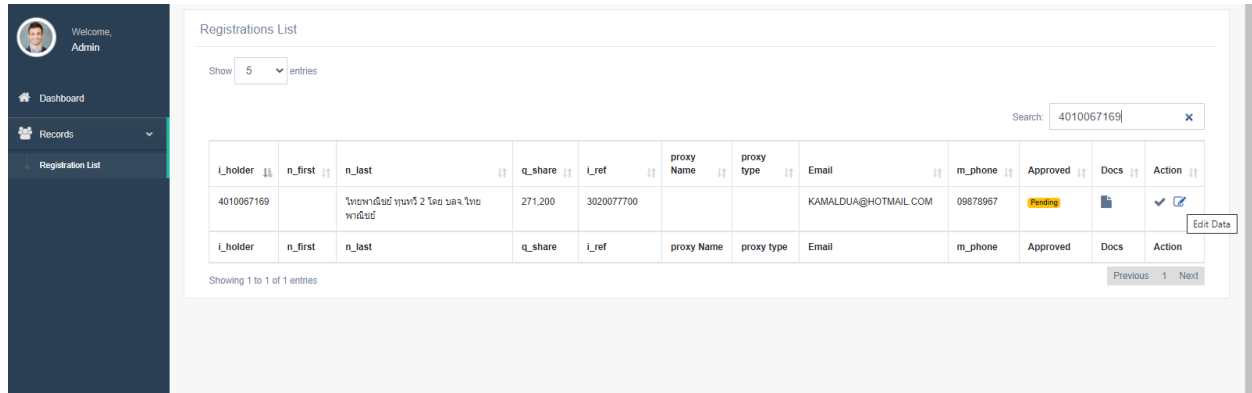




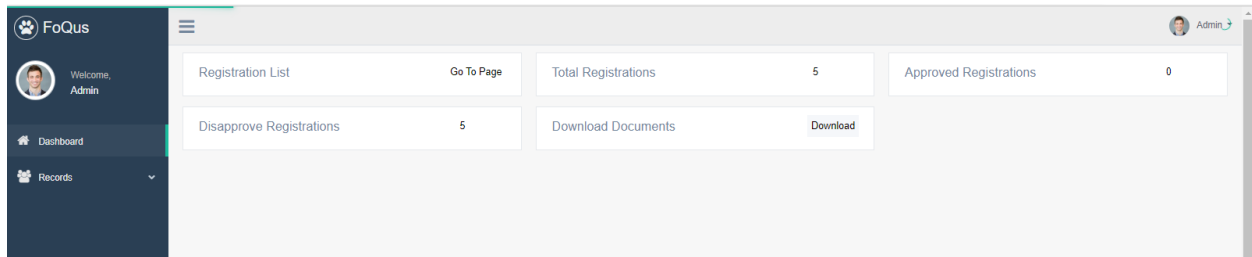
Quidlab will send emails to all approved shareholders and proxies.

NOTE: In case if company need to edit data of some shareholders (such as change proxy name, proxy type, change email/ mobile number, etc;)

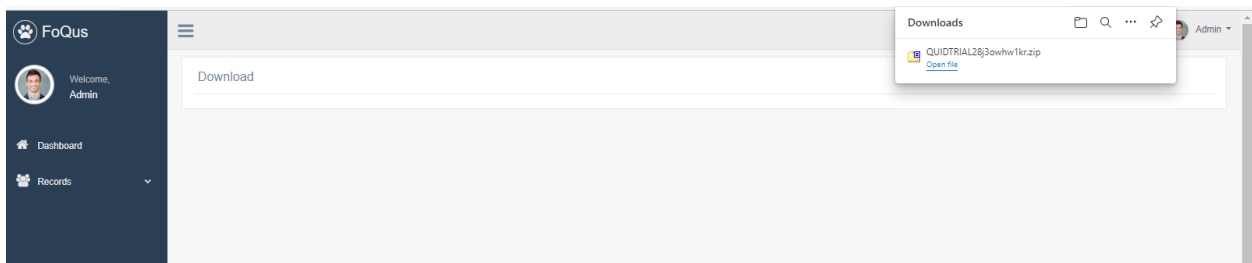
To edit data of that shareholder, go to the option 'Action', click on the pencil square icon (Edit Data) and edit the changes as per needed. Then click on submit button to save the data.



Once the document registration system has been closed for the shareholders, company can download the documents of the registered shareholders from the option 'Download Documents'.



Click on Download. All the files will be download into as a zip folder.



Important points to check when checking documents:

1. Make sure name of proxy form matches with database entry.
2. Proxy type selected when submitting document matches with proxy form submitted.
3. Number of shares match with number of shares entered on submitted documents.