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.

Login Form
Username
Password
Accept terms
♣Quidlab FoQus Document Checking Admin Panel
©2022 All Rights Reserved FoQus version 2.3.0 Served from Singapore
Quidlab Information Security Management and Data Protection Policy

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

😵 FoQus	=					🎯 Admin -
Welcome, Admin	Registration List	Go To Page	Total Registrations	0	Approved Registrations	0
Dashboard	Disapprove Registrations	0	Download Documents	Download		
😤 Records 🗸 🗸						

You will see list of shareholders who submitted documents.

😵 FoQus	≡									🎯 Admin -
Welcome, Admin	Registrations	List								
🕈 Dashboard	Show 5	✓ entries						Search:		
Registration List	i_holder ⊔≓	n_first _{↓↑}	n_last _{↓↑}	q_share ↓↑	i_ref ⊔†	proxy Name _{↓↑}	proxy type ⊔î	Email 11	m_phone 🔐	Approved
	555555102		กรุงศรีทุน ทวี 2	271,200	3020077700			KAMALDUA@HOTMAIL.COM	66819308852	Pending
	∢ i_holder	n_first	n_last	q_share	i_ref	proxy Name	proxy type	Email	m_phone	Approved
	Showing 1 to 1 o	of 1 entries							Previo	us 1 Next

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

Registrations	List										
Show 5	✓ entries							Sea	ırch:		
i_holder _↓	n_first _{↓↑}	n_last _{↓↑}	q_share _{↓↑}	i_ref ⊔†	proxy Name _{↓↑}	proxy type ⊔†	Email Jî	m_phone 🔐	Approved 1	Docs 11	Action
555555102		กรุงศรีทุน ทวี 2	271,200	3020077700			KAMALDUA@HOTMAIL.COM	66819308852	Pending	Docur	✓ nent Receive

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.

※	Registrations List	Documents List		>	<		🥑 Admin -
Cashboard Records	Show 5 entries	1es4q5XHDQ_8.png View Document	9JdEY6XMnAKD.jpg View Document	WUywLZ5hlQd3.pdf View Document			
	i baldan un din fant	dUuxvlcGWrEk.jpg View Document	epV9K2MNQnXk.png View Document	nb0QViESkNP7.pdf View Document		Daar	Anting
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	Showing 1 to 1 of 1 entries		Close 🗸 🗸	pprove Contact Share Holder		Previous	1 Next

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

Online view of pictures:



Download of pdf file:

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Admin -19. Dustationed				See mo	ore				
Taconda v.									
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			0. 3029094160						

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.

	Registrations List	Documents List	Contact Share Holder	ĸ	×			🥑 Admin -
Cashboard	Show 5 • entrie	1es4q5XHDQ_8.pn View Document dUuxvIcGWrEk.jpg View Document	 ดำเนานิจะประวาชนายมอาชุ Acopy of the national ID card has expired. ไม่เชิ้นนี้อ นับสองดำเนาถูกต้อง Not signed to certify the correct copy. แอกสารขึ้นผอบขึ้นเชาะไม่เหน่อวัน The proxy documents are incomplete. 	pi xd				
	i_holder n_first	qS_7riNamzwL.jpg View Document	Message: Number of shares do not match on proxy form.	/		oroved	Docs 11	Action
	i_holder n_first Showing 1 to 1 of 1 entries		Close Submit	,t	t Share Holder	proved	Docs Previous	Action 1 Next

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

	=			-	_		Admin -
\smile		Documents List		0	Success		
*	Registrations List			De	tails approved suc	cessfully!	
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Records	Show 5 🗸 entri	View Document	View Document	View Document			
		dUuxvlcGWrEk.jpg	epV9K2MNQnXk.png	nb0QViESkNP7.pdf			
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Welcome, Admin	Registrations						C	Details approved s	successfully!	
ashboard ecords ❤	Show 5	✓ entries					Si	earch:		
egistration List	n_last _{↓↑}	q_share ↓↑	i_ref ⊔î	proxy Name _{↓↑}	proxy type ⊔†	Email 1	m_phone 🔐	Approved	Docs 🔐	Action 1
	กรุงศรีทุน ทวี 2	271,200	3020077700			KAMALDUA@HOTMAIL.COM	66819308852	Approved		×
	∢ n_last	q_share	i_ref	proxy Name	proxy type	Email	m_phone	Approved	Docs	Action

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.

Dashboard	Show	5 v entries												
ecords 🗸											s	Bearch: 4010	067169	×
Registration List	i holde	er <u>⊫</u> n_first ⊥†	n_last		q_share	i_ref	proxy Name	proxy type	Email	11	m_phone	Approved	Docs	Action 11
	401006		ไทยพาณิชย์ ทุนทวี 2 โ พาณิชย์		271,200	3020077700	11	460 11	KAMALDUA@HOTMAI		09878967	Pending		v 8
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	Showing	1 to 1 of 1 entries											Previo	us 1 Next
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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'.

🔮 FoQus	=					Admin 👌
Welcome, Admin	Registration List	Go To Page	Total Registrations	5	Approved Registrations	0
A Dashboard	Disapprove Registrations	5	Download Documents	Download		
👹 Records 🗸 🗸						

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

😫 FoQus	=	Downloads	E Q x	Admin 👻 📩
Welcome, Admin	Download	QUIDTRIAL28j3owhw1kr.zip		
A Dashboard				
Records ~				

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.