

-Translation-

## **Procedures for the registration process and appointment of proxy for the Shareholders' Meeting**

### **1. Registration**

Shareholder or his/her proxy holder may submit a supporting document or evidence to register for meeting at the place of meeting before the meeting time (9.00 a.m.) on 24 April 2019.

### **2. Supporting documents for the shareholder who attended by him/herself**

Original I.D Card or Government Officer I.D. Card or Passport (in case of alien shareholder) and the document evidencing the change of his/her name or surname

### **3. Supporting documents for Proxy Holder**

- Shareholder may appoint a proxy holder to attend and vote in the meeting by execution of the proxy in the Form as attached

- His/her proxy holder may be one of the following independent directors: -

1. Mr. Pirom Chamsai Independent Director and Chairman of Audit Committee, or
2. Mr. Surabhan Purnagupta Independent Director and Member of Audit Committee, or
3. Mrs. Suphasri Sutanadhan Independent Director and Member of Audit Committee, or
4. Mr. Surapol Srangsomwong Independent Director and Member of Audit Committee.

- For convenience, please send the executed proxy and the supporting documents thereto to the Company at least 1 day before the meeting. The proxy shall be affixed with the stamp duty of 20 Baht, and all amendment or correction thereon shall be initialed by the shareholder.

#### **Supporting documents to the proxy**

##### **(1) In case of A Natural Person shareholder**

- Proxy (Form A or Form B) executed by the shareholder and legally affixed with the stamp duty
- Certified copy of I.D. Card or Government Officer I.D. Card or Passport (in case of alien shareholder) of the Shareholder
- Original I.D. Card or Government Officer I.D. Card or Passport (in case of alien proxy holder) of the proxy holder

##### **(2) In case of A Juristic person shareholder**

- Proxy (Form A or Form B) executed by the authorized person(s) and legally affixed with the Seal (if any) and the stamp duty
- Certified copy of I.D. Card of such authorized person(s)
- Copy of Affidavit, no longer than 6 months before the meeting, certified by the authorized person(s) and affix with the Seal (if any) (In case of Thai Juristic Person)

- Copy of the certificate evidencing the juristic status issued by the competent regulatory (In case of alien Juristic Person). Such copy shall be notarized or official certified no longer than 6 months before the meeting.
- Any document of alien juristic person, which is not made in English, shall be attached with its English translation certified by the authorized person(s).
- Original I.D. Card or Government Officer I.D. Card or Passport (in case of alien proxy holder) of the proxy holder

**(3) In case of the shareholder listed in the share register book as the foreign investors appointing the Custodian in Thailand using Proxy Form C.**

- Power of Attorney from the foreign investor shareholder authorizing a custodian to sign the Proxy Form on behalf of the shareholder.
- Letter certifying that the person signing the Proxy Form is authorized to engage in custodian business.
- Any document of alien juristic person, which is not made in English, shall be attached with its English translation certified by the authorized person.
- Original I.D. Card or Government Officer I.D. Card or Passport (in case of alien proxy holder) of the proxy holder

**4. Voting in the Meeting**

**4.1 Voting Right**

The voting in any agenda shall be in an open and a shareholder shall have one vote for each share.

The Company will provide a ballot to each registered shareholder or proxy holder. The ballot shall publish the voting right and contain with the agenda of the meeting.

**4.2 Procedure for Voting**

- 1) In case of the shareholders who attend, after the presentation in each agenda, the Chairman will request the meeting to vote in such agenda by asking any attendance that votes for disapproval or abstain to hand up or give his/her ballot to the Company's officer for calculation of vote.
- 2) In case of the proxy holder, the Proxy shall solely vote in accordance with the authorization by the shareholder as specified in Proxy Form which has been given to the Company's official.

-----