

**Documents or Evidence Showing an Identity of the Shareholder  
or a Representative of the Shareholder Entitled to Attend the Meeting  
and Proxy Procedure and Registration and Voting Procedure**

The policy of the Board of The Stock Exchange of Thailand, dated 19th February 1999, relating to good practices for holding of a shareholders' meeting, aims to establish guidelines for listed companies to follow. This will create confidence to shareholders, investors and all relevant parties. Accordingly, the Company believes that an inspection of documents or evidence showing an identity of the shareholder or a representative of the shareholder entitled to attend the meeting would cause transparency, fair and benefits to the shareholders. However, the Company reserves the right to waive any of these requirements for some of the shareholders on a case by case basis, at the Company's sole discretion.

**1. Documents or Evidence Showing an Identity of the Shareholder to attend the Meeting**

Natural Person

- (1) In case of attendance in person
  - Identification Card or Governmental Identification or Driver License or Passport (in case of foreigner)
- (2) In case of appointment of a Proxy
  - The Proxy Forms as attached to Shareholders with completely filled in and signed by Shareholder and Proxy
  - Certified true copy of Identification Card or Governmental Identification or Driver License or Passport (in case of foreigner) and signed by Shareholder and Proxy

Juristic Person

- (1) Representative of Shareholder (Authorized Director) Attending the Meeting
  - Certified true copy of Identification Card or Governmental Identification or Driver License or Passport (in case of foreigner)
  - Copy of corporate affidavit, issued within 30 days by the Department of Business Development, Ministry of Commerce certified true copy by the authorized director(s)
- (2) In case of appointment of a Proxy
  - The Proxy Forms as attached to Shareholders with complete fill in
  - Certified true copy of Identification Card or Governmental Identification or Driver License or Passport (in case of foreigner) with signature from Authorized Director(s) and the Proxy.
  - Certified true copy of corporate affidavit or evidence of the Authorized Director(s) with signature from Authorized Director(s)

## 2. Proxy Procedure

The Company delivers the Proxy form B to the Shareholders in accordance with Department of Business Development. If the Shareholders are unable to attend the Meeting in person, the shareholders can appoint the Proxy as instruction following:

- (1) Completely fill the proxy form B as attached and delivered by the Company
- (2) Appoint a Proxy as Shareholders deems appropriate. Prepare detail of the proxy and completely fill the proxy form.
- (3) Affix the 20 baht stamp duty with specifying the date of Proxy Form across such stamp duty.
- (4) Submit the completed Proxy Form and return it to the Corporate Secretary by **Monday, 16 April 2018** before beginning of the Meeting for verification of documents.

Allocation of shares to several Proxies to vote in the Meeting is not allowed. The shareholder shall authorize the Proxy to cast the votes by all the shares held by it. Authorization of less than the total number of shares is not allowed.

## 3. Meeting Registration

The commencement for registration to attend the Meeting will be not less than 1 hour before the Meeting or **from 8.00 a.m. on Friday, 20<sup>th</sup> April, 2018 at Ballroom 1, 2<sup>nd</sup> Floor, The Emerald Hotel, No. 99/1 Rachadapisek Road, Dindaeng, Bangkok 10400** as map provided in Attachment.

## 4. Voting Procedure

### 1. Voting

#### **General Agenda**

- (1) Voting for each agenda, Shareholders or Proxies shall vote either for disapproval or abstention by show of hand or submit of vote card to authorities. The authorities will collect and count the votes by subtract all votes with received disapproval and abstention votes. By doing this, the Meeting is able to know how many approval votes are.
- (2) In case of proxy, the proxy must vote as specified in the Proxy Form. In case, the shareholder does not specify the authorization or the authorization is unclear, the Proxy shall be authorized to consider and vote according to procedure stated in item 1 above.

**Agenda on Election of Directors:**

To comply with Item 12 of the Company's Article of Association, it states that the Meeting should appoint the Directors. The resolution is from majority vote of the Meeting which is as follows:

- (1) Each shareholder shall have one vote per share held by him/her.
- (2) Each shareholder shall vote each nominated director individually.
- (3) Any candidates who have the most votes shall be elected as Directors equivalent to the number of directors required; if two candidates have equal votes, the Chairman shall have a casting vote.

For agenda on Election of Directors, the whole voting for approval, disapproval and abstention should be collect.

**2. Voting Produce for Each Agenda**

- (1) The Chairman will propose the Meeting to have the vote in each Agenda by asking time by time whether there is any shareholder approve, disapprove or abstain.
- (2) When the Chairman asks as above, a voting by show of hand or submit of vote card will be made and the shareholder or proxy shall vote either for approval, disapproval or abstention (except for the vote of Custodian which the allocation of the vote is allowed as specified in the Proxy form.)
- (3) For agenda on Election of Directors, the whole voting for approval, disapproval and abstention should be collect.

**3. Resolution of the Meeting**

- General Case: Majority vote of the Meeting
- Other cases which the law or the Company's Article of Association provided otherwise: the vote shall be in accordance with the law or the Company's Article of Association. The Chairman shall inform the Meeting before voting each Agenda.
  - (1) If case a tie of votes, the Chairman of the Meeting shall have a deciding vote.
  - (2) Any Shareholders or the Proxy having any special interests in a matter shall not be permitted to vote on such matter and may be invited by the Chairman of the Meeting to temporarily leave from the Meeting, except for voting on election of the Directors.

**4. Counting and Announcement of the Vote**

Prior to the Meeting, the Chairman shall inform that the counting of votes for each agenda shall be made from the voting of Shareholder or Proxy attending the Meeting and having right to vote and the vote result of all Agenda shall be informed to the Meeting before the Meeting is adjourned.

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