

**Documents or evidence required to prove the identity for the Shareholder or the Shareholder's representative in order to attend the meeting and the process on casting vote and voting rules**

According to the policy of the board of directors of the Stock Exchange of Thailand on registered company shareholders' meeting regulations with the objective of becoming a good practice guideline for registered companies, which will build confidence in shareholders, investors and all parties concerned, and to ensure that shareholders' meetings for registered companies are conducted with transparency, legitimacy and in the interests of shareholders, the company has deemed it fitting to designate documents or proof of shareholders indicating shareholder status or the status of shareholder proxies entitled to attend the meeting for the adherence and practice of shareholders. The company reserves the right to exempt the submission of documents or evidence of shareholder status or shareholder proxy status for people entitled to attend the meeting as deemed fitting by the company.

**1) Individual Shareholder**

1.1 Attending the Meeting in Person

- (a) Registration form (from TSD) for registration convenience.
- (b) The shareholder's identification card, or civil servant identification, or government enterprise card, or passport (in the case of foreigners).

1.2 Power of Attorney

- (a) Registration form (from TSD) for registration convenience.
- (b) Letter of Power of Attorney (Enclosure 6) filled in completely and signed by the person authorizing the power of attorney and the person receiving the authorization.
- (c) A copy of the shareholder's identification card, or a civil servant identification, or a government enterprise card, or a passport signed by the shareholder (in the case of foreigners).
- (d) The authorized person's identification card, or civil servant identification, or government enterprise card, or passport (in the case of foreigners).

**2) Juristic Persons Registered In Thailand**

2.1 In cases where the person authorized to act on behalf of a juristic person attends the meeting in person:

- (a) Registration form (from TSD) for registration convenience.
- (b) A copy of the juristic person certificate (issued no more than 90 days previous to the registration by the Department of Commercial Registration, Ministry of Commerce) signed by the juristic person's representative and containing a statement indicating that the person attending the meeting is authorized to act on behalf of the shareholding juristic person.
- (c) The identification card, or civil servant identification, or government enterprise card, or passport (in the case of foreigners) of the person acting on behalf of the shareholding juristic person.

## 2.2 Power of Attorney Authorization

- (a) Registration form (from TSD) for registration convenience.
- (b) Letter of Power of Attorney (Enclosure 6) filled in completely and signed by the person authorizing the power of attorney and the person receiving the authorization.
- (c) A copy of the juristic person certificate (issued no more than 90 days previous to the registration by the Department of Commercial Registration, Ministry of Commerce) signed by the juristic person's representative and containing a statement indicating that the person attending the meeting is authorized to act on behalf of the shareholding juristic person.
- (d) A copy of the identification card, or civil servant identification, or government enterprise card, or passport (in the case of foreigners) of the person acting on behalf of the person representing the juristic person who signs the power of attorney and signed by the person representing the juristic person.
- (e) The identification card, or civil servant identification, or government enterprise card, or passport (in the case of foreigners) of the person receiving the power of attorney.

### 3) **Juristic Persons Registered Abroad**

- (a) Registration form (from TSD) for registration convenience and a letter of power of attorney (Enclosure 6) filled in completely and signed by the person authorizing the power of attorney and the person receiving the authorization.
- (b) A copy of the juristic person certificate issued by the government of the country where the juristic person is located and signed by the juristic person's representative with a statement indicating that the person representing the juristic person who has signed in the letter of power of attorney is authorized to act on behalf of the shareholding juristic person.
- (c) Original documents issued in languages other than English must include an attached English translation and must be signed by the juristic person's representative.
- (d) A copy of the passport (for foreigners) held by the person representing the juristic person who has signed the letter of power of attorney and signed by the person representing the juristic person.
- (e) The identification card, or civil servant identification, or government enterprise card, or passport (in the case of foreigners) of the person receiving the power of attorney.

### 4) **Foreign Investors Appointing Thai Custodians for Their Shares.**

- (a) Same documents as a juristic person.
- (b) A letter of power of attorney from the shareholder authoring the custodian to sign in the letter of power of attorney on behalf of the shareholder.
- (c) A letter of affirmation that the person signing in the letter of power of attorney has been authorized to operate as a custodian business.

### Power of Attorney Authorization

In the event that the shareholder is unable to attend this meeting and grants power of attorney to another individual, or the company's independent director, to attend the meeting and the individual is entitled vote, the person receiving the power of attorney is to send the letter of power of attorney and various documents to the company at the address on the envelop attached at least one working day in advance or at least one hour before the meeting begins so the company officials can have time to verify the documents before the meeting is convened.

### **Voting Procedures and Vote Counting Rules**

#### **Voting Procedures**

1. The chairman of the meeting will move for the shareholders to vote on each agenda item.
2. Stockholders wishing to vote "Disapproved" or to "Abstain" are to mark in the spaces for "Disapproved" or "Abstain" in the voting cards and the chairman will have officials bring the voting cards to be counted and announce the voting results to the meeting.
3. Shareholders who do not vote in the voting cards or fail to submit the voting cards to the officials shall be deemed as voting "Approved" the chairman's proposal to the meeting and the company's officer shall be kept whole voting cards after completed the Meeting.

#### **Vote Counting Rules**

1. One share will be counted as one vote, and majority votes will be considered a meeting resolution, unless otherwise stipulated by the law. If the number of votes for "Approved" and "Disapproved" are tied, the chairman of the meeting will have an additional vote to cast as the deciding vote and apart from voting as a shareholder.
2. The company uses a bar-code system to count the votes.
3. In counting the votes for each agenda item, the company shall count only the number of votes for "Disapproved" and "Abstain" and deduct these from the number of total votes for the attending shareholders and shareholder proxy votes the company has already recorded in advance.
4. The persons attending the meeting who wish to leave the meeting by voting in advance must contact the officials, unless the person wishes to be considered as voting "Approved".
5. In reporting voting results, the numbers of "Approved", "Disapproved", "Abstain" votes and bad cards will be made. For each agenda item, the number of shares for the most recent meeting attendants will be used.

Shareholders can confirm the number of shares holding at Thailand Securities Depository Company Limited ("TSD") who acts as the Company's Securities registrar by submitting a letter together with your personal documents to:

**Thailand Securities Depository Company Limited ("TSD")**

The Stock Exchange of Thailand Building (beside China Embassy)

93 Rachadapisek Road, Dindaeng, Dindaeng, Bangkok 10400

Attention: Ms.Orathai Puttabuttinakul Tel: 02-009 9383 email: [orathai.p@set.or.th](mailto:orathai.p@set.or.th)