

**List of documentation or evidence of shareholders or proxies of the shareholders entitled to attend the shareholders meeting**

To ensure that the shareholders meeting of the company is conducted with transparency, legitimacy and be beneficial to the shareholders, the Company, therefore, has established a procedure for verifying the documentation or evidence of shareholders or proxies of the shareholders entitled to attend the shareholder meeting for the shareholders to comply with. Due to some shareholders may not be familiar with the code of conduct used in the meeting of shareholders, the Company reserves the right to grant relaxation on the submission of the documentation or evidence of shareholders or representatives of the shareholders entitled to attend the shareholders meeting for each shareholder as it deems appropriate.

1. Individual Person

1.1 Thai Nationality Shareholders

- (a) Identification card of shareholders (Identification card or Government or State Enterprise employee card)
- (b) In case of proxies, certified copy of identification card of the shareholders and the identification card or passport (in case of foreigner) of the proxies

1.2 Foreign Shareholders

- (a) Passport of the shareholders
- (b) In case of proxies, certified copy of passport of the shareholders and identification card or passport (in case of foreigner) of the proxies

2. Juristic Person

2.1 Juristic person registered in Thailand

- (a) An Affidavit issued by the Department of Business Development, Ministry of Commerce no later than 30 days
- (b) Certified copy of identification card or passport (in case of foreigner) of and authorized Director who has signed on the Proxy Form and an identification card or passport (in case of foreigner) of a proxy

2.2 Juristic person registered overseas

- (a) An Affidavit
- (b) Certified copy of identification card or passport (in case of foreigner) of and authorized Director who has signed on the Proxy Form and an identification card or passport (in case of foreigner) of a proxy

In case of using certified copies, all copies of documents must be certified as true copies. In case the document is issued oversea, it must be certified by Notary Public.

The shareholders or their proxies can register and submit to verification at the meeting venue from 12.00 PM on 4 April 2019 onward.

## Proxy

According to the Notification of the Department of Business Development regarding the Prescription of Proxy Letter Forms (No.4) B.E. 2550, given on the 2<sup>nd</sup> February 2007, the meeting of share subscribers and the meeting of shareholders of public limited company must select one out of three following forms of proxy letters.

- 1) Form A is a general proxy letter form which is simple and not complicated
- 2) Form B is a proxy form which clearly specifies the items for which a proxy is granted
- 3) Form C is a form used only in the case of shareholder being a foreigner and has appointed a custodian in Thailand to act as a depository and administrator of shares

The Company has submitted a proxy form B to entitle the shareholders who are unable to attend the shareholders meeting in person to appoint other persons or members of Independent Directors of the Company (according to the list of Independent Directors defined by the Company) as proxies to attend and vote in the shareholder's meeting. The proxy form must be returned to the company in advance at least 1 day before the meeting.

### Procedures on Appointment of a Proxy

1. Proxy a person or an Independent Director of the Company according to the request of the shareholder by identifying the name and detail of proxy who is requested by the shareholder or give a check mark on the name of Independent Director given by the Company in the proxy form. The shareholder is entitled to appoint only one person to attend the shareholder meeting on his/her behalf
2. Affix the duty stamp of 20THB and cross out those duty stamp with that proxy date in order to properly and legally binding. The Company has facilitated the duty stamp to register the proxy to attend the meeting
3. Deliver the original copy of proxy form and enclosure documents via mail to the Company's address at least one day before the meeting date or by Monday 3 April 2019 in order to given times to the company's officer to verify the documents. The documents must be delivered to following address.

### **The Corporate Secretary Office**

S P V I Public Company Limited

1213/58-59 Soi Ladprao 94, Srivara Road,  
Plubpla Sub-District, Wang Thong Lang District,  
Bangkok 10310

Regardless of the number of shares hold by a shareholder, it is not entitled the shareholder to divide the number of shares to appoint more than one proxy for more votes.