

## **Manual for registration, attending and proxy to the shareholders' meeting**

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### **1. Registration**

Shareholder or proxy may register and submit the document for examination at Suanluang Ballroom, Novotel Bangkok Bangna the meeting venue during 8:00 – 10:00 a.m. on Tuesday, January 23, 2018.

In order to create convenience and speed up the process, the Company shall use barcode scanning in attendance registration. The shareholder is required to bring in the document with barcode printed (as attached).

### **2. Document or evident required presenting and submitting prior to the meeting**

#### **• Individual Shareholder**

##### **(1) Shareholder Attends**

- Identification card, official identification card, or passport (in case of foreigners) of shareholder.

##### **(2) Proxy Appointment**

- Proxy form (attached with Invitation to AGM) must be completely filled-in and signed by the proxy grantor and the proxy, and affixed Baht 20 stamp duty.
- Certified correct copy of identification card, official identification card, or passport (in case of foreigners) of proxy.
- Proxy shall present original identification card, official identification card, or passport (in case of foreigners) for registration.

#### **• Juristic Shareholder**

##### **(1) Authorized Signatory Attends**

- Certified correct copy of identification card, official identification card, or passport (in case of foreigners) of authorized signatory.
- Certified correct copy of affidavit, issued by Ministry of Commerce not more than 30 (thirty) days, signed by authorized signatory and affixed seal (if any).

##### **(2) Proxy Appointment**

- Proxy form (attached with Invitation to AGM) must be completely filled-in and signed by the proxy grantor and the proxy, and affixed Baht 20 stamp duty.
- Certified correct copy of affidavit, issued by Ministry of Commerce not more than 30 (thirty) days, Certified correct copy of affidavit issued by authorized official of location. signed by authorized signatory and affixed seal (if any).

#### **• Shareholders whose names appear in the register as foreign investors and appoint a custodian in Thailand:**

- Proxy form C. (attached with Invitation to AGM) must be completely filled-in and signed by the proxy grantor and the proxy, and affixed Baht 20 stamp duty.
- Certified correct copy of affidavit of the custodian issued by Ministry and certified true and correct by the authorized representative (s) or the attorney-in-fact of the custodian and affixed seal (if any).
- Power of attorney by the shareholder authorizing the custodian to sign the Proxy on his/her behalf.
- Confirmation letter indicating that the person signing the Proxy on his/her behalf is permitted to operate the business of custodian.
- Proxy shall present identification card, official identification card, or passport (in case of foreigners) for registration.

Should any document presented not be made in Thai or English, English translation thereof certified correct translation by the authorized representative(s) of the relevant juristic person must also be made and attached.

### 3. Proxy

- Shareholder may appoint up to 3 (three) proxies while only one is eligible to attend the meeting, or appoint either following independent director to attend and vote on behalf of shareholder:

1. Mr. Apinan	Na Ranong	Independent Director, Audit Committee member Chairman of the Nomination and Remuneration Committee Corporate Governance Committee member
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2. Mr. Veerawat	Korphaibool	Independent Director Audit Committee member Nomination and Remuneration Committee member Corporate Governance Committee member
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- Shareholder appointing the proxy must authorize according to number of shareholding and may not authorize proxy of partial number of shares.