

## Conditions, Rules and Procedures to Attend the Meeting

### 1. In case the shareholder is present in the meeting in person

- Individual Shareholder who is Thai nationality shall present citizen identification card or civil servant identification card;
- Individual shareholder who is foreign nationality shall present identification card, passport or document used in lieu of passport; at the registration desk.
- In case of change of first name or surname, evidence verifying such change shall be presented.

### 2. In case the shareholder is present in the meeting by proxy

- Any shareholder present by proxy shall name three proxies to attend the meeting. Only one proxy can attend and vote at the meeting. In case that the proxy cannot attend the meeting, the proxy can appoint any of three proxies to attend the meeting and vote in accordance with a form of proxy instrument attached hereto.
- The shareholder present by proxy may grant the power to the proxy for all of the shares and may not grant only a portion of the shares.
- The proxy shall deposit the proxy instrument with a Chairman before the Meeting commences. The proxy instrument shall be duly completed and signed. Each amendment to or deletion of important content must be affixed with signature of the shareholder. The proxy instrument shall be affixed with Baht 20 stamp duty.

### Documents required for appointment of proxy

- If individual shareholder is Thai nationality: his/her certified true and correct photocopy of citizen identification card, civil servant identification card.
- If individual shareholder is foreign nationality: his/her identification card, passport or documents used in lieu of passport.
- If the shareholder is a juristic person:
  - Thai Juristic person: copy of Certification Document issued by Ministry of Commerce or competent authority not exceeding 1 year, certified true and correct by the authorized director(s) of such juristic person, certified true and correct copy of citizen identification card or civil servant identification card of the authorized director(s) who sign certified true copy.
  - Foreign Juristic person: the authorized signatory of such juristic person shall affix his/her signature together with the company's seal affixed on the proxy instrument in the presence of notary public or official with similar authority under the law of relevant country. Upon the execution thereof, the proxy instrument shall be furnished to competent officer of Royal Thai Embassy or the Royal Thai Consulate, or officer authorized to act on behalf of such competent officer, or person qualified to give full attestation under the law of relevant country to certify the notary public.
- A shareholder desirous to appoint the Company's independent director his/her proxy shall send the proxy instrument being prepared and executed in accordance with the rules mentioned above to Secretary to the Board of Directors together with relevant documents. The proxy instrument shall be received by the Company at least 1 day prior to the date of the Meeting.
- The proxy desirous to attend the Meeting shall present his/her citizen identification card/civil servant identification card/ passport (in case of foreign person) for registration.

## **Registration of Attendance**

Officers of the Company shall allow the registration of attendance from 08.00 hours on the day of the Meeting.

## **How to Vote**

1. Shareholders shall cast votes on show of hands. One share shall be entitled to one vote. Resolutions of the Shareholders' Meeting shall consist of the votes as follows:

- For regular matters, majority votes of shareholders attending the Meeting and entitled to vote shall be deemed final. In case of equality of votes, the Chairman of the Meeting shall be entitled to a casting vote.

- For matters required otherwise by laws and/or Articles of Association of the Company, such requirements shall be complied. Chairman of the Meeting shall inform the shareholders present in the Meeting before any such agenda shall be voted.

2. A shareholder may express his/her intention only to approve, disapprove or abstain the vote on each agenda and may not split the number of shares for splitting votes.

3. The proxy shall vote as specified in the proxy form.

4. A shareholder having special interests in any matter cannot vote on such matter. Chairman of the Meeting may request such shareholder to leave the Meeting room during such time.

-----