

## Conditions to Attend the Shareholders' Meeting

### Meeting Attendance

In the case that any shareholders register to attend the meeting after the Chairman declares the meeting open according to the timetable stipulated in the invitation letter, the Company would reserve the right to restrict that such shareholders refrain from voting for the agenda that had been considered and the voting result had already been announced. Such shareholders are able to provide their votes only on the remaining agendas. The Company hereby reserves its right to waive any of these requirements for some of the shareholders or a representative of the shareholders entitled to attend the meeting on a case by case basis at the Company's sole discretion.

### Documents Required Prior to Attending the Meeting

#### *For Natural Person*

##### 1. Self-Attending

Valid evidence issued by governmental authorities which not expire, e.g. the identification card, governmental identification card, driver license or passport, including the evidence of name or last name's change (if any).

##### 2. Proxy

- 2.1 One of the Proxy Forms as attached to the Notice to Shareholders, completely filled in and signed by the Shareholder and the Proxy.
- 2.2 Certified true copy of valid evidence of the Shareholder as specified in Item 1.
- 2.3 Valid evidence of the Proxy as specified in Item 1.

#### *For Juristic Person*

##### 1. Representative of Shareholder (Authorized Director) Attending the Meeting

- 1.1 Valid evidence of the authorized director(s) issued by governmental authorities similar to those of natural person specified in Item 1.
- 1.2 Copy of Shareholder's Affidavit certified by the authorized director(s) showing that the authorized director(s) has the authority to act on behalf of the Shareholder.

##### 2. Proxy

- 2.1 One of the Proxy Forms as attached in the Notice to Shareholders, completely filled in and signed by the authorized director(s) of the Shareholder and the Proxy.
- 2.2 Copy of Shareholder's Affidavit certified by the authorized director(s) showing that such authorized director(s) signing the Proxy Form has the authority to act on behalf of the Shareholder.
- 2.3 Certified true copy of valid evidence issued by governmental authorities of the authorized director(s) signing the Proxy Form.
- 2.4 Valid evidence of the Proxy issued by governmental authorities similar to those of natural person specified in Item 1.

### 3. For foreign investor appointing the custodian in Thailand

3.1 To prepare and show all evidences similar to those of the Juristic Person as specified in Items 1 or 2.

3.2 In case the Foreign Investor authorizes the Custodian to sign the Proxy Form on its behalf, the following documents are required:

- 1) Power of Attorney by Foreign Investor authorizing Custodian to sign the Proxy Form on its behalf.
- 2) Letter certifying that the person signing the Proxy Form is authorized to engage in custodian business. In case the original documents are not in English, the English translation shall be prepared and certified true and correct translation by the Shareholder (in case of natural person) or the authorized representative(s) of the Shareholder (in case of juristic person).

#### Proxy

The Company has sent Proxy Form in 3 Types such Proxy Form A, Form B and Form C which are attached herewith. According to Regulation of the Department of Business Development, Ministry of Commerce Re: Form of Proxy (No. 5) B.E. 2550, there are three Proxy Forms as follows:

- Form A: General Proxy Form (Simple Form)
- Form B: Specific Proxy Form
- Form C: Proxy Form for the Foreign Investor appointing the Custodian in Thailand.

Shareholder not be able to attend the Meeting may appoint a person as your Proxy as follows:

1. Complete only one of above Proxy Forms as follows:

1.1 General Shareholder shall select only one of either Form A or Form B.

1.2 Shareholders listed in the share register book as Foreign Investor appointing the Custodian in Thailand can select only one of three Proxy Forms (Form A, Form B or Form C).

2. Authorize a person or an Independent Director to attend and vote at the Meeting on your behalf by specifying the name with details of a person to be your Proxy.

3. Affix the 20 Baht stamp duty and specify the date of Proxy Form across such stamp duty. For your convenience, the Company will facilitate in affixing the stamp duty when registering to attend the Meeting.

4. Submit the completed Proxy Form to the Company Office on Tuesday, April 19<sup>th</sup>, 2019 or half an hour 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 except for the Custodian appointed by the Foreign Investor in accordance with Proxy Form C.

#### Meeting Registration

The commencement for registration to attend the Meeting will be 2 hours before the Meeting or from 12.00 p.m., on Thursday, April 25<sup>th</sup>, 2019 at 02.00 p.m., at Infinity room , 7<sup>th</sup> Floor, Aetas Lumpini Hotel, No.1034/4, Rama IV Road, Thungmahamek, Satorn, Bangkok 10120 . Please refer to the map attached.

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## Voting, counting, and announcement of the vote

### Voting guidelines

#### *General Agenda:*

1. A voting by show of hand, which one share will count as one vote, will be made in each Agenda where the shareholder or proxy shall make only one vote for approval, disapproval or abstention. The allocation of voting is not allowed except for the vote by the Custodian.

#### 2. In Case of Proxy

2.1 The Proxy shall solely vote in accordance with the authorization by the Shareholder as specified in the Proxy Form. Any vote not in accordance with the Proxy Form is invalid and shall not be counted as the vote of the Shareholder.

2.2 In case the Shareholder does not specify the authorization or the authorization is unclear, or the Meeting considers any agenda other than that specified in the Proxy Form, or there is any change of fact, the Proxy shall be authorized to consider and vote such matter as he or she may deem appropriate.

#### *Agenda on Election of Directors:*

Agenda for the election directors, the shareholder or proxy shall have one vote for one share and shall cast the vote individually.

### Voting Procedures

The Chairman shall inform the Meeting details of voting procedures as follows:

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 will be made (except for Secret vote) 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).

### Resolution of the Meeting

*General case:* majority vote of the Meeting.

*Other case:* which the law or the Company's Articles of Association provided otherwise: the vote shall be in accordance with the law or the Company's Articles of Association. The Chairman shall inform the Meeting before voting each Agenda.

1. In case a tie of votes, the Chairman of the Meeting shall have a deciding vote.
2. Any Shareholder or the Proxy having any special interest 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.
3. A voting on poll may be made upon request of at least 5 Shareholders and the Meeting resolves accordingly. The method for the vote on poll shall be specified and informed to the Meeting before voting by the Chairman.

### 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.