

Documents and evidences which must be produced by the shareholders prior to their presence at the meeting; methods of granting proxy, carrying out a registration and voting at the meeting of shareholders

A. Registration

The Company will open for the registration from 9.00 A.M. onwards. For your convenience in registration process, shareholders or proxy-holders who will attend the Meeting shall bring and present the Invitation to the Meeting and the duly completed and executed Proxy Form, affixed with the stamp duty together with the documents required to be presented prior the Meeting. In this regard, the Company reserves the right to allow only the shareholders or the proxy-holders who have duly completed documents to attend the Meeting.

B. Document required to be presented prior the Meeting

1) Shareholders who are natural person:

1. Shareholders attending the Meeting themselves

Please present original and valid document issued by governmental authorities which shown your photo, e.g. the identification card, government official identification card, state enterprise employee identification card, driver license or passport.

2. Shareholders appointing a proxy-holder to attend the Meeting.

A proxy-holder must present the document as follows:

- (a) One of the Proxy Forms as attached to the Invitation to the Meeting, which has been duly completed and executed by the grantor and the proxy-holder;
- (b) A copy of valid document issued by governmental authorities which shown photo of the grantor, e.g. the identification card, government official identification card, state enterprise employee identification card, driver license or passport, certified true and correct by the grantor; and
- (c) Original and valid document issued by governmental authorities which shown photo of the proxy-holder, e.g. the identification card, government official identification card, state enterprise employee identification card, driver license or passport.

2) Shareholders who are juristic person :

1. Representatives of juristic persons (authorized director) attending the Meeting themselves

- (a) A copy of the company's affidavit who is the shareholder, certified true and correct by the authorized director(s) of the juristic person, specifying that the representatives of the juristic person attending the Meeting are duly authorized to act on behalf of the juristic person, and having issued not more than 3 months; and
- (b) Original and valid document issued by governmental authorities which shown photo of the representatives of the juristic person, e.g. the identification card, government official identification card, state enterprise employee identification card, driver license or passport.

2. **Shareholders appointing a proxy** to attend the Meeting.

A Proxy-holder must present the documents as follows:

- (a) One of the Proxy Forms as attached to the Invitation to the Meeting, which has been duly completed and executed by the grantor and the proxy-holder;
- (b) A copy of the company's affidavit who is the shareholder, certified true and correct by the authorized director(s) of the juristic person, specifying that the representatives of the juristic person, who signed the Proxy Form, are Duly authorized to act on behalf of the juristic person, and having issued not more than 3 months;
- (c) A copy of valid document issued by governmental authorities which shown photo of the representatives of the juristic person, e.g. the identification card, government official identification card, state enterprise employee identification card, driver license or passport, certified true and correct by such person; and
- (d) Original and valid document issued by governmental authorities which shown photo of the proxy-holder, e.g. the identification card, government official identification card, state enterprise employee identification card, driver license or passport.

C. Proxy

If the shareholders wish to appoint a proxy-holder to attend and vote at the Meeting on the shareholders' behalf, the Company facilitates the shareholders with 2 Proxy Forms attached to the invitation to the Meeting as follows:

1. Proxy Form A.
General Proxy Form
2. Proxy Form B.
Proxy Form containing specific details

Please execute only one Proxy Form from the above 2 Proxy Forms which are attached with the Invitation to the Meeting.

Please duly completed the Proxy Form as well as affixed Baht 20 stamp duty and cross-marked such stamp duty and specify the date of issued the Proxy Form. Such Proxy Form shall be submitted to the chairman of the Meeting (the "Chairman") or the person designated by the Chairman prior the Meeting.

For shareholders' rights and benefits, in case the shareholders are unable to attend Meeting by themselves and wish to appoint the Company's Independent Director to vote on their behalf, please complete and execute the Proxy Form appointing **Mr. Orsen Karnburisudthi** (position Audit Committee / Independent Director) as a proxy-holder, and submit the said completed and executed Proxy Form, affixed with the stamp duty, together with the supporting documents to "Company Secretary" at 905/7, Rama 3 Soi 51, Rama 3 Road, Bangpongpan, Yannawa, Bangkok 10120 Thailand, within 22 October 2020, or at the place of the Meeting before the Meeting starts. In this regard, the Company has enclosed the details of the Independent Director (proxy-holder for shareholders), together with the Invitation to the Meeting.

D. Voting

Voting Method

1. 1 share is entitled to 1 vote.
2. Shareholders and proxy-holder under Proxy Form A. or B. may not split votes in each agenda.
3. In each agenda, the Chairman will ask if anyone disapproves or abstains, to save time of all shareholders, the shareholders who approve shall not put any mark in the ballots, while the shareholders who disapprove or abstain shall confirm their intention by putting a mark [✓] and their signatures in the ballots and raise their hands until the Company's officer collects the ballots for vote counting, except in which the voting has been specified in the Proxy Form, the Company will count the votes according to such Proxy Form at the time of the registration by the proxy-holder.

Vote Counting

1. The Company will subtract the disapproval and the abstention votes from the total votes. The remaining votes will be deemed as approval votes.
2. The Chairman will announce the result of the voting after the voting in each agenda is completed, whereby the announced votes will be divided into the numbers of the approval, the disapproval and the abstention votes and the percentage thereof. The Ballots submitted after the Chairman announced the voting result of each agenda to the Meeting will not be counted as the voting result in that agenda. If any shareholders or proxy-holder wishes to leave before the Meeting adjourns. Please inform the Company's officer at the registration counter in order to withdraw his/her votes from the system.