



## **Shareholders Inquiries Submission Criteria for the Annual General Meeting of Shareholders**

### **TEAM Consulting Engineering and Management Public Company Limited**

TEAM Consulting Engineering and Management Public Company Limited (“the company”) is aware of and committed to the Good Corporate Governance practices in regards to promoting the rights of shareholders and equitable treatment of shareholders. Hence, before the 2019 Annual General Meeting of Shareholders, the company would like to invite our shareholders to submit inquiries in advance regarding the company’s business operation and the meeting agenda for the 2019 Annual General Meeting of Shareholders with the criteria as described below.

#### **1. The qualifications of shareholder who is eligible to submit inquiries in advance**

- 1.1 Have been the shareholders of the company on the submission date and eligible to attend and vote in the 2019 Annual General Meeting of Shareholders, whose names appear in the company’s share register book on the record date to determine shareholders eligible to attend the Shareholders’ Meeting.
- 1.2 Following documents/evidences must be provided to support the consideration process.
  - (a) The evidence of shares held such as the certificate of shares held from a securities company or any other certificates from the Stock Exchange of Thailand (SET) or the Thailand Securities Depository Co., Ltd. (TSD).
  - (b) Personal identification documents:
    - If the shareholder is an individual
      - Certified and signed copy of Thai national identification card or passport (for foreign nationals)
    - If the shareholder is a juristic person
      - Copy of company’s affidavit and copy of Thai national identification card or passport (for foreign nationals) of the authorized directors, certified and signed by said directors
  - (c) In case of the shareholder has his/her title, name, or surname changed, the copy of evidence of such changes must be enclosed and certified as a true copy.

#### **2. Process for Inquiries Submission and Procedures for Consideration**

- 2.1 Shareholders fill in the “Inquiries Submission Form for the 2019 Annual General Meeting of Shareholders” together with the complete and accurate supporting documents/evidences as mentioned in section 1.2 and deliver to the company **at least 7 working days before the shareholders’ meeting date.**

2.2 Channels for Inquiries Submission

2.2.1 Via e-mail at [cs@team.co.th](mailto:cs@team.co.th)

2.2.2 Via registered mail at the following address and **the postage stamp date is considered as the criteria.**

To Company Secretary  
TEAM Consulting Engineering and Management Public Company  
151 TEAM Building, 10<sup>th</sup> Floor, Nuan Chan Road,  
Nuan Chan, Bueng Kum, Bangkok 10230

(Inquiries Submission Form for the 2019 Annual General Meeting of Shareholders)

- 2.3 The inquiries must be related to the company's business operation or the agenda of the Annual General Meeting of Shareholders only.
- 2.4 The Company Secretary will preliminary review the submitted inquiries before proposing to the Board of Directors to consider, the explanation will be provided on the date of shareholders' meeting, or via e-mail, or via proper communication channels. If the inquiries do not comply with the process and timeline in section 2.1 and 2.2 or do not conform to the criteria in section 2.3, the company will regard that such shareholders have not exercised their rights to submit the inquiries in advance.
- 2.5 The company reserves the right to decline the proposed inquiries in case of the information provided or documents/evidences enclosed are incomplete or incorrect; or those shareholders cannot be contacted.