

### **Guidelines and Practices for attending the Shareholders Meeting and the grant of proxy**

The Company shall proceed registration for the 2021 Annual General Meeting of Shareholders with a Barcode system so as to promote transparency and fairness, as well as provide benefits and convenience to shareholders. The Company considers appropriate to impose procedures on review of documents and evidence identifying shareholders and proxies eligible to register, attend and vote at the Meeting as follows:

#### **1. Utility of Proxy Form**

##### **A. Proxy Form**

The Registrar of Public Limited Company has stipulated three (3) proxy forms:

1. Form A, which is a simple general proxy form;
2. Form B, which states the clear details of matter to be undertaken by the Proxy;
3. Form C, which applies to a foreign shareholder who appoints a custodian in Thailand to act as his/her custodian of shares.

##### **B. Method of Use of Proxy Form**

1. A Thai shareholder can use only Proxy Form A or B;
2. A foreign shareholder who has appointed a custodian in Thailand to act as his/her custodian of shares can use either Proxy Form A or B or C.

The shareholder must authorize only one proxy to attend and vote at the meeting and not split the number of shares to several proxies for splitting votes. The shareholder must grant the proxy in the same number of holding shares which is unable to grant proxy apart or less than the number of shares held except for the Custodian appointed by the foreign shareholder in accordance with Proxy Form C.

#### **2. Documents to be presented prior to the Meeting**

In all cases, the identity documents must be issued by competent authorities; examples include ID card, Civil Servant ID card or driving license. These documents must still be valid and not be damaged or in a condition that cannot identify the holder. If the Shareholder has changed his/her name/surname, supporting documentary evidence is required. For your convenience in registration, please also bring the invitation letter on the QR Code format which is sent to shareholders for registration on the date of the Meeting.

#### **Individual Person**

- 1) In case of personal attendance the original identity document must be presented at the Shareholders' Meeting.
- 2) In case of proxy
  - Any Proxy Form (either Form A or Form B) duly filled in and signed by shareholder and proxy;
  - A copy of shareholder's identity document duly certified by shareholder;
  - Copy of proxy's identity document duly certified by proxy together with original thereof at point of registration.

#### **Juristic Person**

- 1) In case of the Juristic Person attending the meeting by its authorized representative(s)

- Any Proxy Forms (either Form A or Form B) duly filled in and signed by shareholder and proxy;
- Copy of a company certificate taken not more than 6 months duly certified by authorized person(s);
- Copy(ies) of authorized person(s)'s identity document duly certified by such authorized person(s) together with original thereof at point of registration.

2) In case of the shareholder appointing the proxy to attend the meeting

- Any Proxy Forms (either Form A or Form B) duly filled in and signed by authorized representative(s) of shareholder and proxy;
- Copy of a company certificate taken not more than 6 months duly certified by authorized representative(s) containing particulars that authorized representative(s) affixing signature(s) on the Proxy Form is(are) duly authorized;
- Copy(ies) of identity document(s) of authorized representative(s) duly certified by him/her/them;
- Copies of proxy's identity document duly certified by proxy together with original thereof at point of registration.

3) Custodian appointed as depositary by foreign shareholders

3.1 Documents as under juristic person 1 and 2 shall be prepared by selecting one of any Proxy Form (either Form A, Form B or Form C).

3.2 In the event custodian has been authorized to sign on proxy, the following documents shall be produced:

- a power of attorney appointing such custodian to sign on proxy;
- a confirmation letter that signatory has been licensed to engage in custodian business.
- Documents issued overseas are required to be notarized by a Notary Public.
- If any document which is not originally issued in English, the English translation is required and must be attached with the original, and certified as a true translation by an authorized director(s) of such juristic person.

**3. Meeting Registration**

**The Company shall proceed with registration two hours prior to the Meeting time or from 12.00 hours on April 29, 2021 at the venue which a map attached to this Notice.**