

Evidence of documents that all attendees shall show in attending meeting and procedure in voting

**1. Registration**

The company shall open the registration on the date of meeting **from 8.30 am.** onwards at the venue imposed in the letter of invitation and shall conduct registration with Barcode system for convenience in the registration. Shareholders and/or proxies **please take the form of registration and letter of power of attorney (in case of proxy) to be shown.**

**2. Documents to be shown before attending the meeting**

Ordinary Person

1. For the Shareholders who wish to attend the meeting by yourself, please bring your identification card, or government official identification card or Passport to verify your right for attending the meeting.
2. In case of proxy attending;
  - 2.1 Letter of power of attorney with the letter of invitation with correct fill-in statement and signature of the person having proxy and the proxy;
  - 2.2 Certified true copy of government official identification under clause 1 and proxy holder's signature;
  - 2.3 Show documents issued by the authority to the proxy as in case of ordinary person in clause 1 and the proxy signs and certifies true copy.

Juristic Person

1. In case of representative (director) of the shareholder attending himself:
  - 1.1 Show documents issued by the authority to the representative (director) as in case of ordinary person in clause 1.
  - 1.2 Certified true copy of the company's affidavit by the representative (director) and statement showing that representative has the powers to act on behalf of the juristic person.
2. In case of proxy attending;
  - 2.1 Letter of power of attorney in the form attached with the letter of invitation with correct fill-in statement and signature of the person having proxy and the proxy;
  - 2.2 Certified true copy of the company's affidavit by the representative (director) and statement showing that representative has the powers to act on behalf of the juristic person.
  - 2.3 Show documents issued by the authority to the proxy as in case of ordinary person in clause 1.

Shareholders who are foreign nationality or juristic person established under foreign law

To prepare documents and evidence as the above mentioned as the case may be and documents issued of foreign country for that juristic person may be from the authority in the country that juristic person has its office with details related with name, authorized persons to sign and conditions or restrictions in signing, location of principal office and documents not in English to be translated into English attached with certifying of correct translation by the representative.

### In case of proxy

The Company shall send a Proxy Form A and Form B of the Business Development Department, Ministry of Commerce and the shareholder who cannot attend can have proxy by doing the following:

1. Choose one of the form of the proxy;
2. The shareholder may specify the name of proxy for 3 proxies for convenience, for instance, one shareholder is not available and his proxy has the right to attend for one person only, not able for attending in 3 proxies.
3. In ordinary meeting of shareholders if a shareholder is unable to attend the meeting in person and represented by proxy may appoint Mr. Surapong Paisitpatnapong, age 76 years, address 11/1 Soi Inthamara 38, Sub-District Din Daeng, District Din Daeng, Bangkok, or Mrs. Chitra Thavara, age 76 years, address 20 Soi Samakkee 60/4 Tambon Tha Sai, Amphur Muang Nonthaburi, Nonthaburi Province, or Mr. Tosporn Simtrakan, age 65 years, address 78/15 Moo 6 Pracharat Rd., Tambon Talad Khwan, Amphur Muang Nonthaburi, Nonthaburi Province who is without any interest in any agenda in the meeting to attend on his behalf.
4. 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.
5. The proxy shall deliver the power of attorney to the company secretary before the time of meeting by filling in statement and signed properly, if it has any amending or deletion in essential statement it shall be signed by the person having proxy at every statement.
6. The proxy instrument shall be affixed with 20 Baht stamp duly and cross date to make a proxy for legitimacy. However, the company has prepared the stamps for convenience for the proxies who come to attend the meeting.
7. The proxies attending shall show ID card/government official ID/passport (for foreigners) for registration.

### **3. Voting**

1. Voting shall be done openly with one share for one vote and the meeting resolutions shall be of the following voting:
  - In normal case it takes the majority vote of the shareholders attending with voting right and if it is equivalent the chairperson shall vote to decide.
  - In other case with the law and regulation of the company imposed differently from normal case: it shall be done accordingly with the chairperson telling the shareholders to acknowledge in that voting.
2. Voting in each agenda, a shareholder has the right to vote yes or no only and cannot divide shares to vote differently.
3. Voting in case of proxy, the proxy shall only vote as specified in the proxy form.
4. A shareholder with special interest in any matter cannot vote in that matter and the chairman of the Meeting may invite such shareholder to leave the Meeting room during such time.