

## Enclosure No. 10

### Evidence of documents that all attendees shall show in attending meeting

#### Registration

The company shall open the registration on the date of meeting **from 01.00 p.m.** 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 letter of invitation (QR CODE) and letter of power of attorney (in case of proxy) to be shown.**

#### 1. 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 representative (director) as in case of ordinary person in clause 1.
  - 2.4 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 Annual General meeting of the shareholders, if the shareholder is unable to attend the meeting in person and there is no proxy. The shareholders can appoint an independent director of the Company which the names and details appear in Enclosure No. 12 to attend the meeting and vote on their behalf. The Company has prepared a Proxy Form B., as detailed in Enclosure No.11, which is a form that specific clearly details in a proxy.
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 or assigned by 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 duty 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.