

## RULES SET FOR THE MEETING OF SHAREHOLDERS

### 1. Registration

The shareholder or proxy may register and submit the required documents or evidence for inspection at the place of meeting from 13.00 p.m. onwards on Friday 27 April 2018.

### 2. Documents and evidence required to be presented before attending the shareholders' meeting

#### 2.1 Shareholder attending in person

- (a) present the identification card or government official identification card or passport (in case of non- Thai shareholder) for registration;
- (b) in case of change of the name or family name, the evidence showing of such change shall be presented.

#### 2.2 Proxy

The Company has prepared proxy forms as prescribed by the Department of Business Development, Ministry of Commerce, which are (1) Form A, a proxy form with general authorisation which is simple and easy for understanding; (2) Form B, a proxy form which clearly specifies fixed details for the authorisation; and (3) Form C, a proxy form which is for the shareholder who is specified in the register as foreign investor and has appointed a custodian in Thailand to be a share depository and keeper.

The shareholder who is unable to attend the shareholders' meeting of the Company in person may grant proxy by the following manners:

- (1) Select one of the proxy forms as prepared by the Company;
- (2) the shareholder may authorise three proxies, in case any proxy is unable to attend the meeting, then the others can attend on behalf of that shareholder. In this regard, only one of the three proxies is able to attend the meeting, three proxies cannot simultaneously attend. Alternatively, if the shareholder intends to grant proxy to the Company's director who has no interest in any proposed matter of this meeting, the shareholder can authorize independent director, a Company's director whose profile has been detailed in **Enclosure 10**;
- (3) affix stamp duties of Baht twenty, have it crossed and write down the date of when the proxy form was made in order to have the form become legally valid and binding.
- (4) for convenience, please arrange to have the proxy form and other required documents and evidences delivered to the Company by Monday 23 April 2018 in case of delivering by post or at least one hour before the commencement of the meeting in case of delivering in person. The form must be completely filled with all required information and signed by relevant persons. In case any important wordings are needed to be corrected, crossed out or erased, the shareholder who grants proxy must initially sign at all changes made in the document.

## **List of documents and evidence required for preparation for attending the shareholders' meeting**

### **Natural Person**

- (1) proxy form as attached to the invitation of this meeting which has been completely filled with all required information and signed by the relevant grantor and proxy;
- (2) copy of the identification card or passport (in case of non - Thai shareholder) certified by the grantor; and
- (3) the identification card or government official identification card or passport (in case of non - Thai shareholder) must be presented for the registration.

### **Juristic Person**

- (1) proxy form as attached to the invitation of this meeting which has been completely filled with all required information and signed by the relevant authorised person(s) of such juristic person and proxy together with its corporate seal affixed(if any);
- (2) copy of corporate affidavit certified by the relevant authorised person(s) of such juristic person together with its corporate seal affixed (if any);
- (3) copy of the identification card or passport (in case of non - Thai shareholder) certified by the grantor; and
- (4) the identification card or government official identification card or passport (in case of non - Thai shareholder) must be presented for the registration.