

**The details of related documents of shareholder to attend the Annual General Meeting of Shareholders**

According to the policy of the board of directors of the Stock Exchange of Thailand Re: Best Practice Guideline for Shareholder Meeting dated 19 February 2002, its objective is using for the listed company's guideline to enrich the confidence of shareholders, investors and all parties concerned and made the Shareholder Meeting fulfill with transparency, righteous and beneficial for shareholder. Therefore, the examination of related documents of shareholder or proxy holder should be performed and use as guideline. The company reserves the right to omit the submission of such related documents of each shareholder because some shareholders are not used to familiar with the Best Practice Guideline for Shareholder Meeting.

**The shareholders or their proxy holders are required to present the following documents prior to attending the Extraordinary General Meeting of Shareholders No. 1/2018 (as the case may be):**

**1. In the case where the shareholder is an individual:**

**1.1 Individual shareholder – Thai national**

- (a) In the case where the shareholder attending the meeting in person, please present registration form, a valid document showing photograph of the shareholder, which had been issued by the government agencies such as identification card, driving license, or passport.
- (b) In the case where the shareholder attending the meeting by proxy, please present the following:
  - Registration form
  - A completed Proxy Form which is duly signed by the shareholder (proxy grantor) and the proxy holder;
  - A certified correct copy of the shareholder's document issued by the government agencies with details according to item 1.1 above; and
  - The proxy holder's document issued by the government agencies with details according to item 1.1 above

**1.2 Individual shareholder – non -Thai national**

- (a) In the case where the shareholder attending the meeting in person, please present registration form, passport.
- (b) In the case where the shareholder attending the meeting by proxy, please present the following:
  - Registration form
  - A completed Proxy Form which is duly signed by the shareholder (proxy grantor) and the proxy holder;
  - A certified correct copy of the shareholder's document issued by the government agencies with details according to item 1.1 above; and
  - The proxy holder's document issued by the government agencies with details according to item 1.1 above.

**2. In the case where the shareholder is a juristic person:**

**2.1 Juristic person – Thai national** Please present the following:

- (a) Registration form
- (b) A Company Affidavit issued by Department of Business Development, Commercial Ministry within 180 days or certified correct copy of Company Affidavit of the shareholder showing that its authorized representative(s) is/are authorized to act on behalf of the shareholder.
- (c) Document of the said authorized representative(s) and the proxy holder issued by the government agencies with details according to item 1.1 above; and
- (d) A completed Proxy Form which is duly signed by the shareholder (proxy grantor) and the proxy holder.

**2.2 Juristic person – non – Thai national** Please present the following:

- (a) Registration form
- (b) A Company Affidavit showing that its authorized representative(s) is/are authorized to act on behalf of the shareholder.
- (c) Document of the said authorized representative(s) and the proxy holder issued by the government agencies with details according to item 1.1 above; and
- (d) A completed Proxy Form which is duly signed by the shareholder (proxy grantor) and the proxy holder.

In the event that the shareholder is a non-Thai shareholder or a juristic person incorporated under the foreign laws:

Items 1 and 2 shall be applied mutatis mutandis to a non-Thai shareholder or a shareholder who is a juristic person incorporated under foreign laws as the case may be, however, subject to the following:

- (a) For the Company Affidavit, it may be document issued by either the government agencies in the country where such juristic person is incorporated or by its company officer, provided that it must contain details with respect to the corporate name, the name of its authorized person(s), and signing condition(s) of the authorized persons, and location of principal office.
- (b) English translation which has been certified by its authorized person(s) is required to be presented, in case its original document is not in English language.

The shareholder or the proxy holder could register or submit the related documents for the exam during 12.30-2.00 p.m. on 22 March 2018.