

Conditions and Meeting Practices, Proxy, Registration and Voting Method

1. In case the shareholder attending meeting in person

- For the shareholders who are Thai nationality, they shall present their national ID card or the government official ID card.
- For the shareholders who are persons with Non-Thai Nationality, they shall present their alien ID card or passport or documents issued at the registration area to be used instead of their passport.
- Any changes on name or last name, evidence certifying such change must be presented.

2. In case of appointment of a proxy

- Shareholders shall only assign one proxy to be their proxy holder to attend the meeting and vote as specified under the proxy form attached hereafter.
- In case the proxy grantors may have the voting intention separately of approved votes, disapproved votes or abstained votes at each agenda, this shall be stated in the proxy form for the proxy holders to vote according to the voting intention of the proxy grantors.
- The proxy holders shall submit the proxy form to the Chairman of the meeting and/ or persons assigned by the Chairman by the commencement of the meeting whereby the proxy form shall be filled and signed completely. If there are any changes or the important sentence has been crossed out, the proxy grantor shall sign at every change and the proxy form shall be affixed with 20 baht duty stamp.

Documents required for proxy



For the proxy grantors who are Thai Nationality, a photocopy of national ID card or government official ID card of the proxy grantors whereby the photocopy shall be signed and certified by the proxy grantors are required.



For the proxy grantors who are Non-Thai Nationality, the certification of alien or passport or document used as passport are required.



For the proxy grantors who are juristic person:

- Juristic person with Thai nationality: documents required are a photocopy of the certification letter issued by the Ministry of Commerce or assigned department within 1 year certifying by the authorized persons of such juristic entity, a photocopy of national ID card or the government official ID card of the authorized directors to sign on behalf of the juristic certified by such directors.

- Juristic person with alien nationality: the authorized persons signing on behalf of the juristic person shall sign and affix the company's label on the proxy form in person and in front of the notary public or department with similar authority under the law of each country. After signed, such proxy form shall be submitted to the authorized person of the Thai Embassy or Thai Consulate or the official who is assigned to do on behalf of such person or persons who can certify under the law of such country in order to certify the notary public.



In case of using fingerprint rather than the signature, fingerprint of the left thumb shall be stamped with the writing stating "left thumb of" and there shall be 2 witnesses certifying that this is the true fingerprint of that person. The fingerprint shall be stamped at the presence of witnesses whereby the witnesses shall sign that document and attach their photocopy of the national ID card or government official ID card of the witnesses with their signature.



In the AGM2020, if the shareholders cannot attend the Meeting, the shareholders may appoint the proxy or appoint the following Independent Director of the Company to vote on their behalf:

- 1) Mr. Preecha Ratthayanon Aged 77 years Address 112/444 Moo 1 Tumbon Samet, Umphur-Muang, Chonburi
- 2) Ms. Suteera Lapsomboonkamol Aged 44 years Address 419 Soi. Wachirathamsatit 57 Bangjak Phrakanong, Bangkok

For shareholders who would like to appoint the independent director of the Company to be their proxy, they must submit the complete proxy form and sign according to the abovementioned conditions, including any other relevant documents to the Company's General Administration Department at least 3 days before the commencement of the meeting.



For the proxy who would like to attend the meeting, they shall present their national ID card/ government official ID card/ passport (in case of foreigner) for registration.

1. **In case the shareholders are deceased:** the trustee shall attend the meeting in person or appoint any persons to be their proxy to attend the meeting whereby there shall be the court order appointing the trustee. This court order shall be signed by the authorized person not exceeding 6 months before the commencement of the meeting and shall be presented.
2. **In case the shareholders are minor:** the father/mother or the legal guardian shall attend the meeting in person or appoint any persons to be their proxy to attend the meeting whereby the photocopy of the house registration of the shareholders who are minor shall be presented.

3. **In case the shareholders are incompetent or semi-incompetent:** the guardian shall attend the Meeting in person or appoint any persons to be their proxy to attend the meeting whereby there shall be the court order appointing the guardian. This court order shall be signed by the authorized person not exceeding 6 months before the commencement of the meeting and shall be presented.

Registration Process

The Company authority will accept registration for attending the General Meeting of Shareholders not less than 2 hours or from 08.00 a.m. onward.

Voting Process

1. The voting will be done openly. One share shall be counted as one vote and the resolution should be comprise of the following votes;
 - In normal case, the agenda will be resolved by the majority of all votes of shareholders who attend the meeting and cast their vote.
 - In case of an equal division of votes, the Chairman shall cast a deciding vote.
 - In other cases where special rules or regulations of the Company are applicable, the resolution will be passed accordingly. The Chairman will inform the Meeting of such special circumstances before the votes are casted in that agenda
2. Proxies shall vote in accordance with the determination given by the grantor as specified in the proxy form.
3. Shareholders who are interested persons in any of the agendas are prohibited to vote in such agendas, except for the voting to elect directors. The Chairman may ask the shareholders or proxies who share interest to temporarily leave the meeting room.
4. A secret voting may be made upon the request of at least five shareholders and the Meeting resolves accordingly. The Chairman shall specify the method for such voting and inform the Meeting before voting in the agenda resolved to vote secretly.

Voting Process for each agenda

The Chairman will propose the shareholders to cast a vote in each agenda and will ask whether the shareholders would like to approve, disapprove or abstain.

Shareholders or proxies, who would like approve, disapprove or abstain, should raise their hand so that the authorities can count the votes. For secret voting, the authorities will let the shareholders or proxies cast their vote on the ballot cards.

Vote Counting Procedures

The Chairman of the Meeting shall propose the shareholders to cast their votes for each agenda. In counting the voting results for each agenda item, the Company uses the computer system for vote counting that will deduct the total votes as disapprovals and abstentions from the total votes of shareholders and Proxies recorded in advance and will announce the voting result to the meeting attendances.