

## 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 09.00 hours onwards on Monday, 21 October 2019.

### 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 authorization which is simple and easy for understanding; (2) Form B, a proxy form which clearly specifies fixed details for the authorization; 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 authorize 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 7**;
- (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 Tuesday, 15 October 2019 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

#### 1. Natural Person:

- (a) 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;
- (b) copy of the identification card or passport (in case of non - Thai shareholder) certified by the grantor; and
- (c) the identification card or government official identification card or passport (in case of non - Thai shareholder) must be presented for the registration.

#### 2. Juristic Person or a custodian:

- (a) The proxy form shall be signed by the authorized person(s), according to its Affidavit with the seal of the juristic person being affixed (if any), and by the proxy.
- (b) Juristic Persons Incorporated in Thailand, please enclose the documents as follows:

- A copy of the latest version of the Affidavit of the juristic person, issued by the Ministry of Commerce or the relevant government authority (not older than 60 days prior to the meeting date). Such document must be certified as true and correct copy by the authorized person(s), with the juristic person's seal being affixed. (if any);
  - A copy of Identification Card or passport (for non-Thais), certified as true and correct copy, of the authorized person(s) who signs the proxy form; and
  - A copy of the Identification Card or passport (for non-Thais), certified as true and correct copy, of the proxy.
- (c) Foreign Juristic Persons, please enclose the documents as follows:
- A copy of the latest version of the Affidavit of the juristic person, issued by the relevant government authority of the country where the juristic person is incorporated which has been notarized by a notary public or competent government authority. The date of issue shall not exceed 6 months from the date of the meeting;
  - A copy of Identification Card or passport (for non-Thais), certified as true and correct copy, of the authorized person(s) who signs the proxy form;
  - A copy of the Identification Card or passport (for non-Thais), certified as true and correct copy, of the proxy;
  - If the copy of the latest version of Affidavit that has been notarized by the notary public or the competent government authority is presented, such document must be certified as true and correct copy by the authorized person(s) of that juristic person, together with its seal being affixed. (if any)
- (d) For foreign juristic persons, unless the document is in English language, the English translation certified as true and correct translation by the authorized director(s) must also be presented.
- (e) If the grantor is a custodian, please enclose the power of attorney appointing the custodian and the evidences of the person who has appointed the custodian in accordance with (1) or (2) (as the case may be) and a copy of the confirmation letter or license showing that it can act as the custodian.

Each copy of the document must be certified as true and correct copy.

If a shareholder prefers to appoint the Company independent directors to be his or her proxy, please appoints any of the following persons:

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| 1. Mr. Teerataht Poshyanonda  | Independent Director, Chairman of the Audit Committee,<br>Chairman of the Nomination and Remuneration Committee<br>And Risk Management Committee |
| 2. Mr. Weerapol Ruetrakul     | Independent Director, Audit Committee,<br>Nomination and Remuneration Committee and<br>Risk Management Committee                                 |
| 3. Mr. Palakom Chaikittisilpa | Independent Director, Audit Committee and<br>Risk Management Committee   |