

## Documents Required prior to Attending the Meeting and Supporting Documents for Proxy

The registration to attend the 2020 Annual General Meeting of Shareholders starts not less than 2 hours prior to the commencement of the Meeting or from 12.30 hours onwards **on Monday, August 17, 2020 at 14.00 hours at Amber Rooms 2-3, Impact Exhibition Center (Hall 8), Muang Thong Thani, Ban Mai Sub-district, Pak Kret District, Nonthaburi Province 11120.** Please find the map of the meeting venue attached to the Notice of the 2020 Annual General Meeting of Shareholders.

The registration will be made by barcode system. For your convenience, please bring the Notice of the Meeting, Proxy Form (in case of granting proxy) and Registration Form with printed barcode, and present the following documents at the Registration Desk before attending the Meeting:

### 1. Attending in Person

#### 1.1 Natural Person

- 1) Registration Form which is signed by the shareholder;
- 2) A valid official document issued by government authorities e.g. identification card, government officer identification card, driver's license or passport, including evidence of change of first or last name (if any).

#### 1.2 Juristic Person by its Representative (authorized director(s))

- 1) Registration Form which is signed by the representative of the juristic person (authorized director(s)) attending the Meeting;
- 2) A copy of the juristic person's affidavit certified as true and correct copy by the representative of the juristic person (authorized director(s)) who attends the Meeting. The document must show that the representative of the juristic person (authorized director(s)) attending the Meeting has the authority to act on behalf of the juristic person who is a shareholder;
- 3) A valid official document issued by government authorities of the representative of the juristic person (authorized director(s)) as specified in item 1.1(2).

### 2. Proxy

#### 2.1 The Grantor being Natural Person

- 1) Registration Form which is signed by the proxy;
- 2) The Proxy Form as attached to the Notice of the Meeting (Form A or Form B), completely filled in and signed by the shareholder and the proxy;
- 3) A copy of a valid official document issued by government authorities of the shareholder as specified in item 1.1(2) which is certified as true copy by the shareholder;
- 4) A copy of a valid official document issued by government authorities of the proxy as specified in item 1.1(2) which is certified as true copy by the proxy.

#### 2.2 The Grantor being Juristic Person

- 1) Registration Form which is signed by the proxy;
- 2) The Proxy Form as attached to the Notice of the Meeting (Form A or Form B), completely filled in and signed by (i) the representative of the juristic person who is the shareholder and (ii) the proxy;
- 3) A copy of the juristic person's affidavit certified as true and correct copy by the

representative of the juristic person and the proxy (if any). The document must show that the person who sign the Proxy Form has the authority to act on behalf of the juristic person who is a shareholder;

- 4) A copy of a valid official document issued by government authorities of the representative of the juristic person as specified in item 1.1(2) which is certified as true and correct copy by said representative of the juristic person;
- 5) A copy of a valid official document issued by government authorities of the proxy as specified in item 1.1(2) which is certified as true and correct copy by the proxy.

**2.3 Granting proxy to the Company's independent directors** as listed in Attachment 5.4

- 1) Registration Form;
- 2) The Proxy Form as attached to the Notice of the Meeting (Form A or Form B) which is marked in front of only one name of the independent directors specified in the Proxy Form to be your proxy, completely filled in and signed by the grantor;
- 3) In case the grantor is a natural person, please use the documents as specified in item 2.1(3);
- 4) In case the grantor is a juristic person, please use the documents as specified in items 2.2 (3) and 2.2(4).

**3. For Foreign Investor appointing the Custodian in Thailand**

- 1) Registration Form which is signed by the proxy;
- 2) The Proxy Form (Form C) which is completely filled in and signed by the grantor and the proxy;
- 3) Documents as specified in item 2.2;
- 4) Power of Attorney by the foreign investor authorizing custodian to sign the Proxy Form on his or her behalf;
- 5) Letter certifying that the person signing the Proxy Form is authorized to operate the custodian business.

In case the original documents are not in English, the English translation shall be prepared and certified as correct translation by the shareholder or the representative of the juristic person.

**Notes:**

1. In case of granting proxy to one of the Company's independent directors, please submit the completed Proxy Form together with all required documents and return the same to Corporate Secretary Office **by Thursday, August 13, 2020.**
2. Allocation of shares to several proxies to vote in the Meeting is not allowed. Shareholder shall authorize the proxy to cast the votes equal to the total number of shares held by the shareholder, except for the custodian appointed by the foreign investor in accordance with Proxy Form C.
3. Please affix Baht 20 duty stamp and specify the date of the Proxy Form across such stamp. The Company will also facilitate in affixing duty stamps for the proxy at the Registration Desk before attending the Meeting.
4. In case of juristic person, if the person who signs the Power of Attorney or the Proxy Form is not an authorized director as specified in the affidavit, the attendee shall produce the Power of Attorney showing that the attendee has the authority to attend the Meeting and cast the vote on behalf of the juristic person. All Powers of Attorney from every tier must be executed uninterruptedly.