

# **Guidelines for Proxy Appointment to Attend and Vote in the General Meeting of Shareholders**

## **Registration to Attend the Meeting**

Registration for participating in the Annual General Meeting will begin more than 1 hour before the Meeting's scheduled start, or from 9.30 a.m. onwards.

## **Documents Verifying Eligibility to Attend the Meeting**

Participants are requested to produce the following documents before attending the meeting

**In case of the shareholder is an ordinary person.**

### **1. In case of attendance in person:**

1.1 A document bearing the shareholder's photograph, issued by a government agency, which has not yet expired, such as National ID card, Government Official ID, or passport, including proof of change in name or surname (if any).

### **2. In case of appointment of a proxy:**

2.1 The Proxy Form, attached to the Invitation letter of the Meeting, completely filled in and signed by the grantor and the proxy.

2.2 Certified true and correct copies of the identification document issued by a government agency, as specified in item 1, of the grantor

2.3 The proxy's identification document issued by a government agency, as specified in item 1

**In case of the shareholder is Juristic person, registered in Thailand**

### **1. In case of attendance in person by the authorized representative:**

1.1 The identification document of the representative issued by a government agency, as in the case of the shareholder being a natural person, specified in item 1

1.2 Certified true and correct copy of Affidavit or Certificate of Incorporation of the juristic shareholder signed by the juristic person's representative, which shows that the representative attending the Meeting is authorized to act on behalf of the juristic person shareholder

### **2. In case of appointment of a proxy:**

2.1 The Proxy Form, attached to the Invitation Letter of the Meeting, completely filled in and signed by the juristic person's representative as grantor and signed by the proxy

2.2 Certified true and correct copy of Affidavit or Certificate of Incorporation by the juristic person's representative, which shows that the representative signing the proxy is authorized to act on behalf of the juristic person shareholder

2.3 The proxy's identification document issued by a government agency, as in the case of the shareholder being a natural person, specified in item 1

2.4 Certified true and correct copy of the representative's identification document issued by a government agency.

**In case of the shareholder is Non-Thai person or Juristic Persons Incorporated under Foreign Law**

They should prepare documents similar to the cases of a natural person or juristic person, but the identification documents must be as below (as the case may be):

- Certified true and correct copy of passport of the shareholder or representative of a juristic person or proxy (as the case may be)
- Certified true and correct copy of Affidavit or Certificate of Incorporation of such juristic person, issued by either the government authority of the country where such juristic person is situated, signed by a representative of such juristic person, provided that such an Affidavit or Certificate of Incorporation must contain the name of the juristic person, authorized signatory, conditions or limitations of authorized signatories, and the location of the head office
- Any documents without a master copy in the English language must be attached with an English translation, to be certified true by the shareholder or representative of the juristic person.

**In case of the shareholder is Foreign Shareholders Appointing a Custodian in Thailand**

- Documents similar to the case of a juristic person
- Power of Attorney granted by the shareholder to authorize the custodian to sign the Proxy Form on his/her behalf
- Certification Letter of the custodian who signs the Proxy Form, which shows that the custodian is permitted to engage in the business of custodian.
- Any documents without a master copy in the English language must be attached with an English translation, to be certified true by the shareholder or representative of the juristic person.