

**List of documentation or evidence of shareholders or proxies of the shareholders entitled to attend the shareholders meeting**

To ensure that the shareholders meeting of the Company is conducted with transparency, legitimacy, and in the interests of all shareholders, the Company, therefore, has established a procedure for verifying the documentation or evidence of shareholders or proxies of the shareholders entitled to attend the shareholders meeting for the shareholders to comply with. In this regard, the Company reserves the right to grant relaxation on the submission of the documentation or evidence of shareholders or representatives of the shareholders entitled to attend the shareholders meeting for each shareholder as it deems appropriate.

**Meeting Registration**

The Company will allow shareholders and proxies to register for the meeting from 8.00 hrs. until the commencement of the meeting. The meeting will be held at “Athenee Crystal Hall B.”, The Athenee Hotel Bangkok, the Luxury Collection Hotel, 3<sup>rd</sup> Floor Athenee Tower, No. 61 Wireless Road, Lumpini Sub-district, Pathumwan District, Bangkok, as detailed in the map of the meeting venue attached to the notice calling the meeting.

**Documents required to be presented before attending the meeting**

**1. Natural persons**

**1.1 Thai national shareholder**

- (a) An identification card of a shareholder or driver’s license or government official identification
- (b) In the case of an appointment of a proxy – a copy of an identification card of a grantor (a shareholder) and an identification card or a passport (in the case of a foreigner) of a proxy

**1.2 Foreign shareholder**

- (a) A passport of a shareholder
- (b) In the case of an appointment of a proxy – a copy of a passport of a grantor (a shareholder) and an identification card or a passport (in the case of a foreigner) of a proxy

**2. Juristic person**

**2.1 Juristic person registered in Thailand**

- (a) An Affidavit issued by the Department of Business Development, Ministry of Commerce no later than 6 months before the date of the shareholders meeting
- (b) a certified copy of an identification card or passport (in the case of a foreigner) of an authorized director who affixes his/her signature on the

(Translation)

Proxy Form and an identification card or passport (in the case of a foreigner) of a proxy

## **2.2 Juristic person registered overseas**

- (a) An Affidavit
- (b) a certified copy of an identification card or passport (in the case of a foreigner) of an authorized director who affixes his/her signature on the Proxy Form and an identification card or passport (in the case of a foreigner) of a proxy

All copies of documents must be certified as true copies. If a document is issued overseas, it must be notarized.

### **Procedures on Appointment of a Proxy**

The Company has delivered a proxy form A, B and C required by the Department of Business Development, Ministry of Commerce. The shareholders who are unable to attend the shareholders meeting in person are entitled to appoint a proxy in accordance with the following procedures:

- 1) A shareholder may appoint a person of his/her intention or any one amongst the available independent directors of the Company to act as his/her proxy by indicating such person's name and details. In this regard, the shareholder is entitled to appoint only one person to attend the shareholders meeting on his/her behalf.
- 2) A shareholder shall affix the stamp duty of THB 20 and cross out such stamp duty with the date affixed thereto for the purpose of legality. In this regard, the Company has facilitated the process by providing the service of stamp duty affixation to the proxy registering for the meeting.
- 3) A shareholder shall deliver an original copy of the Proxy Form and supporting documents via mail to the Company addressed to the Corporate Secretary Office, Sermasuk Public Company Limited, 90 CW Tower, 31st Floor, Ratchadapisek Road, Huai Khwang Sub-district, Huai Khwang District, Bangkok, Tel. 02-783-9000 by January 26, 2018 or at least one hour prior to the commencement of the shareholders meeting, in order for the staff to be able to verify the document before the meeting starts.

Regardless of the number of shares held by a shareholder, a shareholder may not divide the shares for the appointment of more than one proxy to split the vote.