

Documents or Evidence Showing an Identity or the Shareholder or a Representative of the Shareholder Entitled to Attend the Meeting

In compliance with the policy of the Board of Directors of The Stock Exchange of Thailand, Re: The Guidelines for Listed Companies in Organizing General Meetings of Shareholders, dated February 19, 1999, the shareholders wishing to attend the meeting will be required to produce documents or evidence to prove that they are shareholders or lawful representative of shareholders entitled to attend the meeting.

The purpose for which the said guideline has been established was to set a standard of good practice of listed companies with an aim to create confidence among shareholders, investors, and all parties concerned, and to ensure that the meeting will be organized and proceeded transparently, legitimately, and for the benefit of the shareholders.

Nevertheless, as the said guideline maybe unfamiliar to some shareholders, the Company may, at its sole discretion, be lenient to any shareholders or their representatives as the Company think appropriate. The documents or evidence required to be reported by each shareholder or his/her representative are as follows:

The registration and proxy document check will be started on **Monday, December 28, 2020 from 08.00 a.m.** onwards at the venue mentioned in the Annual General Meeting of the Shareholders of the year 2020 invitation notice. for convenience during the registration, which will be conducted with barcode system, **shareholders and/or proxies are requested to present the Registration Form with barcode of shareholder's registration number (Attachment 10) together** with documents as described below.

1) Individual

A. Thai nationals

- (1) ID card of the shareholder;
- (2) If a proxy is appointed, ID card of the shareholder who appointed the proxy, and ID card or passport (in the case of foreigner) of the proxy.

B. Foreigners

- (1) Passport of the shareholder;
- (2) If a proxy is appointed, passport of the shareholder who appointed the proxy, and ID card or passport (in the case of foreigner) of the proxy.

2) Juristic entity

A. Juristic entity incorporated under the laws of Thailand

- (1) Certificate of registered particulars, issued by the Department of Business Development within 30 days prior to the date of the meeting;
- (2) ID card or passport (in the case of foreigner) of the directors who execute the document appointing the proxy, and ID card or passport (in the case of foreigner) of the proxy.

B. Juristic entity incorporated under the laws of foreign country

- (1) Certificate of incorporation;
- (2) ID card or passport (in the case of foreigner) of the directors who execute the document appointing the proxy, and ID card or passport (in the case of foreigner) of the proxy.

If a proxy is appointed, the photocopies of documents must be signed by appropriate person(s) to certify that they are true and correct. In the case that the documents to be produced are made outside Thailand, they must be notarized.

Voting procedures, Votes counting

Voting

1. A voting in each agenda shall be made openly which one share shall be entitled to one vote. Shareholder or proxy shall make only one vote for approval, disapproval or abstention. The allocation of voting is not allowed (except voting of the Custodian).
2. In case of proxy:
 - 2.1 The proxy shall vote in accordance with the determination given by the shareholder as specified in the Proxy Form. Any vote not in accordance with the Proxy Form is invalid and shall not be counted as the vote of the shareholder.
 - 2.2 In case the shareholder does not specify the determination or the determination is unclear, or the Meeting considers or resolves any agenda other than that specified in the Proxy Form, or there is any change or increment of fact, the proxy shall be authorized to consider and vote on such matter as he or she deems appropriate

Voting Procedures

- 1) The Chairman man shall propose the Meeting to vote in each agenda by asking time by time whether there is any shareholder disapprove or abstain.
- 2) In case of shareholder's disapproval or abstention, shareholder or proxy shall show their hand (except for secret voting). The rest shall be regarded as approved without showing of their hand. Shareholder or proxy shall make only one vote for approval, disapproval or abstention. (except for the vote of Custodian which the allocation of the vote is allowed as specified in the Proxy Form).

Resolution of the Meeting

- A. General case: majority vote of the Meeting.
- B. Other case which the laws or the Company's Articles of Association provided otherwise: the votes shall be in accordance with the laws or the Company's Articles of Association. The Chairman man shall inform the Meeting before voting each Agenda.
 - 1) In the event of a tie vote, The Chairman man of the Meeting shall have a casting vote.
 - 2) Any Shareholder or the Proxy having any special interest in a matter and may be invited by The Chairman man of the Meeting to temporarily leave from the Meeting, except for voting on election of the Directors

Counting and Announcement of the Vote

Prior to the Meeting, The Chairman man shall inform that the counting of votes for each agenda shall be made from the voting of shareholder or proxy present at the Meeting with the right to vote. The vote result of every agenda shall be informed to the Meeting before the Meeting is adjourned.