

**Documents and evidence that the shareholders' are required to present  
prior to the meeting and procedures for appointment of proxy,  
registration, voting and counting the votes**

**1. In the event that the shareholder is a natural person**

- 1.1 Attendance in person: A valid official ID card in where a photograph is shown, e.g. personal ID card, driver license, or passport.
- 1.2 Attendance by proxy:
  - (a) A proxy form, the form of which is attached hereto together with the notice for calling the annual general meeting of the shareholders, that is completely filled, signed by the proxy grantor (the shareholder) and the proxy;
  - (b) A copy of the proxy grantor's official ID card as referred to in 1.1 certified true and correct by the proxy grantor; and
  - (c) An original of the proxy's official ID card as referred to in 1.1.

**2. In the event that the shareholders is a juristic person**

- 2.1 Attendance in person by an authorized representative of the shareholder:
  - (a) An original of such authorized representative's official ID card as referred to in 1.1 ; and
  - (b) A copy of the Affidavit or Certificate of Incorporation of the shareholder showing the name of such authorized representative as a person having power and authority to act on the shareholder's behalf and such copy of the Affidavit or Certificate of Incorporation must be certified true and correct by such authorized representative.
- 2.2 Attendance by proxy
  - (a) A proxy form, the form of which is attached hereto together with the notice for calling the annual general meeting of the shareholders, that is completely filled, signed by the proxy grantor (the shareholder) and the proxy;
  - (b) A copy of the Affidavit or Certificate of Incorporation of the shareholder showing that the name of the person who signs in the proxy form as the proxy grantor is an authorized representative of the shareholder having power and authority to act on the shareholder's behalf and such copy of the Affidavit or Certificate of incorporation must be certified true and correct by such authorized representative; and
  - (c) An original of the proxy's official ID card as referred to in 1.1

**3. In the event that the shareholder is a non-Thai shareholder or is a juristic person incorporated under foreign laws**

Provisions specified in paragraphs nos. 1 and 2 above shall be applied mutatis mutandis to a non-Thai shareholder or, as the case may, be a shareholder which is juristic person incorporated under foreign laws subject to the following conditions:

- (a) Affidavit or Certificate of Incorporation of such juristic person may be issued by either the governmental authority of the country in where such juristic person is situated or by an officer of such juristic person, provided that such an Affidavit or Certificate of Incorporation must contain the name of the juristic person, the address of the head office of the juristic person, and the name(s) of the person(s) having authority to sign on behalf of the juristic person together with any restrictions or conditions of the power of such person(s); and
- (b) English translation is required to be attached for any original document which is not made in English and such translation must be certified by the authorized representative(s) of such juristic person.

**Registration**

Registration to attend the AGM began more than 1 hour prior to the commencement of the meeting. AGM registration will be available from 13.30 hrs. at Srinakarin Room 2, 9<sup>th</sup> Floor, The Grand FourWings Convention Hotel, 333 Srinakarin road, Huamark, Bangkok, Bangkok (Enclosure 9).

1. Please proceed to ‘documents verification’ booth to submit documents and evidence that the shareholders’ are required to present prior to the meeting.
2. Please proceed to registration booths and hand over the verified documents.
3. The registered attendance will receive a set of voting ballot paper for each agenda.

**Voting**

1. The Chairman would ask the Meeting to vote on each agenda item.
2. The Shareholders/proxies could vote to disapprove or to refrain from voting ballot paper and are requested to sign each voting ballot paper. The voting ballot papers would collect after the voting had been cast and the results of the voting for each agenda would appear on the screen.
3. Unmarked voting ballot papers and voting ballot papers that are not return are to be considered as approval.

### **Counting the votes**

1. The vote was counted as one share per one vote and the resolution was by the majority votes except a law or regulation determined a different. If the votes were equal, the Chairman of the meeting would have one vote to decide beside the votes entitled to as shareholders.
2. The Company would record the votes cast by using a bar code system.
3. Only the “disapproved” and “abstention” votes would be counted for each agenda item, the result being deducted from the total number of votes of Shareholders and proxies present at the Meeting, with the rest considered approval of the agenda item.
4. The Shareholders/proxies who wished to leave the Meeting before its conclusion could cast votes in advance and leave the relevant ballot papers for the remaining agenda items with the officer at the exit.
5. The results of the voting for each agenda would specify “approved”, “disapproved” “abstention” and “null”. For each agenda item, the results would use the latest total number of votes of Shareholders and proxies.