

**Clarification on Procedures for registration, appointing proxy, documents and evidence required to be present at the meeting**

To promote the transparency, fairness and provide benefits to the shareholders, and to be in line with the policy of the Board of The Stock Exchange of Thailand, dated 19 February, 1999, relating to good practices for holding of a shareholders' meeting, aims to establish guidelines for listed companies to follow. This will create confidence to shareholders, investors and all relevant parties. Accordingly, the Company believes that an inspection of documents or evidence showing an identity of the shareholder or a representative of the shareholder entitled to attend the meeting which should be observed by the shareholders.

However, the Company reserves the right to waive any of these requirements for some of the shareholders on a case by case basis, at the Company's sole discretion.

**1. Natural person**

**1.1 Thai nationality**

- (a) Identification card of the shareholder (personal I.D. or identification card of government officer or identification card of state enterprise officer) In case of any changes of name or last name, please provide the evidence of the changes; or
- (b) In case of proxy, identification card of the shareholder and identification card or passport (in case of a foreigner) of the proxy and using the company's proxy form

**1.2 Non-Thai nationality**

- (a) Passport of the shareholder
- (b) In case of proxy, passport of the shareholder and identification card or passport (in case of a foreigner) of the proxy

**2. Juristic person**

**2.1 Juristic person registered in Thailand**

- (a) Corporate affidavit, issued within 30 days by Department of Business Development, Ministry of Commerce; and
- (b) Identification card or passport (in case of a foreigner) of the authorised director(s) who sign(s) the proxy form including identification card or passport (in case of a foreigner) of the proxy.

**2.2 Juristic person registered outside of Thailand**

- (a) Corporate affidavit; and
- (b) Identification card or passport (in case of a foreigner) of the authorised director(s) who sign(s) the proxy form including identification card or passport (in case of a foreigner) of the proxy.

A copy of the documents must be certified true copy. In case of any documents or evidence produced or executed outside of Thailand, such documents or evidence should be notarised by a notary public.

A shareholder or a proxy may register and submit the required documents or evidence for inspection at the meeting from 12.30 hrs. on April 5, 2018.

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