# Conditions, Rules, Practices for Attending the Meeting, Appointment of a Proxy and Voting Procedure.

**Document to be shown before attending the meeting**

**1. Ordinary person shareholders**

***If attended by him or herself*.**

Please show identification card with photo on it which was issued by the government agencies and is not yet expired such as personal identification card, driver license or passport.

***If attended by proxy***

1. Proxy document as attached with the meeting's invitation letter, already filled in completely with signatures of proxy holder and assignor of authority.
2. Copy of identification card with photo of proxy holder which was issued by government agencies and is not yet expired such as personal identification card, driver license or passport.
3. Original identification card with photo or proxy holder which was issued by government agencies and is not yet expired such as personal identification card, driver license or passport

**2. Juristic person shareholder**

- Proxy document as attached with the meeting's invitation letter, already filled in completely with signatures of Juristic person's authorized person(s) as stated in the juristic person registration at the Ministry of Commerce and juristic person's seal (if any)
- Copy of juristic person registration of shareholders certified by juristic person's authorized person(s).
- Copy of photo identification card of juristic person's authorized person(s) which was issued by the government agencies and is not yet expired such as personal identification card, driver license or passport. Copy is to be certified by juristic person's authorized person(s)
- Original identification card with photo juristic person's authorized person(s) which was issued by the government agencies and is not yet expired such as personal identification card, driver license or passport.

**3. Non Thai Shareholder's or juristic person set up under foreign law**

**Use document as stated in 1 or 2 depending on cases under the following conditions**

1. Certification of Juristic Person. It may be a document issues either by authorities of the country where juristic person is located or by juristic person's official. However, it has to contain details of name of juristic person, authorized person(s) and condition or limitation of authorization signatories and location of head office.

2. Document without English original must be attached with English Translation which must be certified by representative of juristic person to certify an accuracy of translation.

## Voting Procedure

1. **According to the articles no. 39, the resolution of the Meeting of Shareholders comprises of voting as follows:**
   a. In normal case, one share shall be counted one vote and the majority of votes shall be deemed resolution. In case of an equality of votes, the Chairman shall be entitled to a casting vote.

2. **In case of Shareholders attending the Meeting in person.**
   Chairman of the meeting will propose to the Shareholders Meeting to consider in each agenda. In voting each time, the Chairman will ask the shareholders in the meeting who agree and who do not agree or who will abstain from the voting and that the shareholders must put a check mark in the box given on the voting cards which are distributed to the participants in the meeting who must sign and must return such voting cards to the officers who will collects such voting cards. Furthermore, it will be considered that the shareholders do not raise hands in the meeting have agreed to grant an approval on the matters proposed by the Board of Directors of the company.

3. **In case of appointment of a proxy**
   In case of appointment of a proxy , it will considered that voting in each agenda which the shareholder votes as directed by the grantor specified in the proxy form and deliver to the officers of the company at the time of registration will be recorded for counting together with the resolution of meeting.