

## Meeting Regulations and Procedures

### The registration before attending the meeting

The Company starts the registration of the attendance of the Shareholders' Meeting at 12.00 hours at the Crystal Grand Ballroom, 2<sup>nd</sup> Fl., E Building, Crystal Design Center (CDC), No. 1420/1, Praditmanutham Road, Klongjan Sub-district, Bangkapi District, Bangkok 10240.

As the Company uses the barcode system for registration, for convenience on the registration process, the Shareholder and/or the proxy please present the barcode registration form that was sent to you together with the Invitation Letter to the registration point on the meeting date. The documents must be completed and signed by the attendee.

The attendee will receive the ballots after the completion of the registration process.

### Other evidences to be presented on the meeting date

The following evidences have the objective as the reference that the use of right is done by the Shareholders and/or proxy of the Shareholders of the Company. As the Company considers the suitability and prevents any obstruction of the Shareholders to use their right, all Shareholders shall be equally treated. Please prepare the complete evidences of personal identification and evidences of proxy as follows:

#### A. The documents for identify as shareholder or proxy

- (1) Individual Person: please bring the documents that issued by the government and still does not invalid, such as ID card, driving license or passport.
- (2) Juristic Person: please bring the copy of company affidavit certified of the Ministry of Commerce. In case of foreign juristic person, please bring the copy of company affidavit which issued by authorized government sector. Those also with the documents for identify the authorized directors and the documents of the proxy which mentioned in A (1).

In case the documents are written in foreign language, please present the document written in English or with the English translation without the need for Thai translation.

#### B. The documents for granting the proxy: To promote the right of shareholders who cannot attend the meeting to cast the vote, the shareholders shall use one the proxy forms. Please fill all information and sign by the shareholders and the proxy.

The Company has provided the information of the independent directors that the shareholders can grant the proxy to. To prevent the situation where the director cannot attend the meeting, please select the more than one director to act as the proxy. However, only one proxy can cast the vote because the shareholders cannot split the votes to more than 1 proxy, except for the custodian who take care the shares for many shareholders.

In case of granting the proxy, attendee shall show the documents as mentioned in A (1) or A (2) at the checking point prior to registration.

### The vote casting

1. The shareholders shall use the barcode ballot received at the registration area. For transparency, please sign the ballot.
2. The casting of vote shall be disclosed, not confidential, but the ballots are taken and after the end of the meeting for transparency purpose. Please return the ballots to the officer at the exit.
3. The casting of vote in each agenda shall be considered from one mark in front of either Approve, Disapprove or Abstain tick box. If the ballots are voided, votes in such ballots shall not be counted.

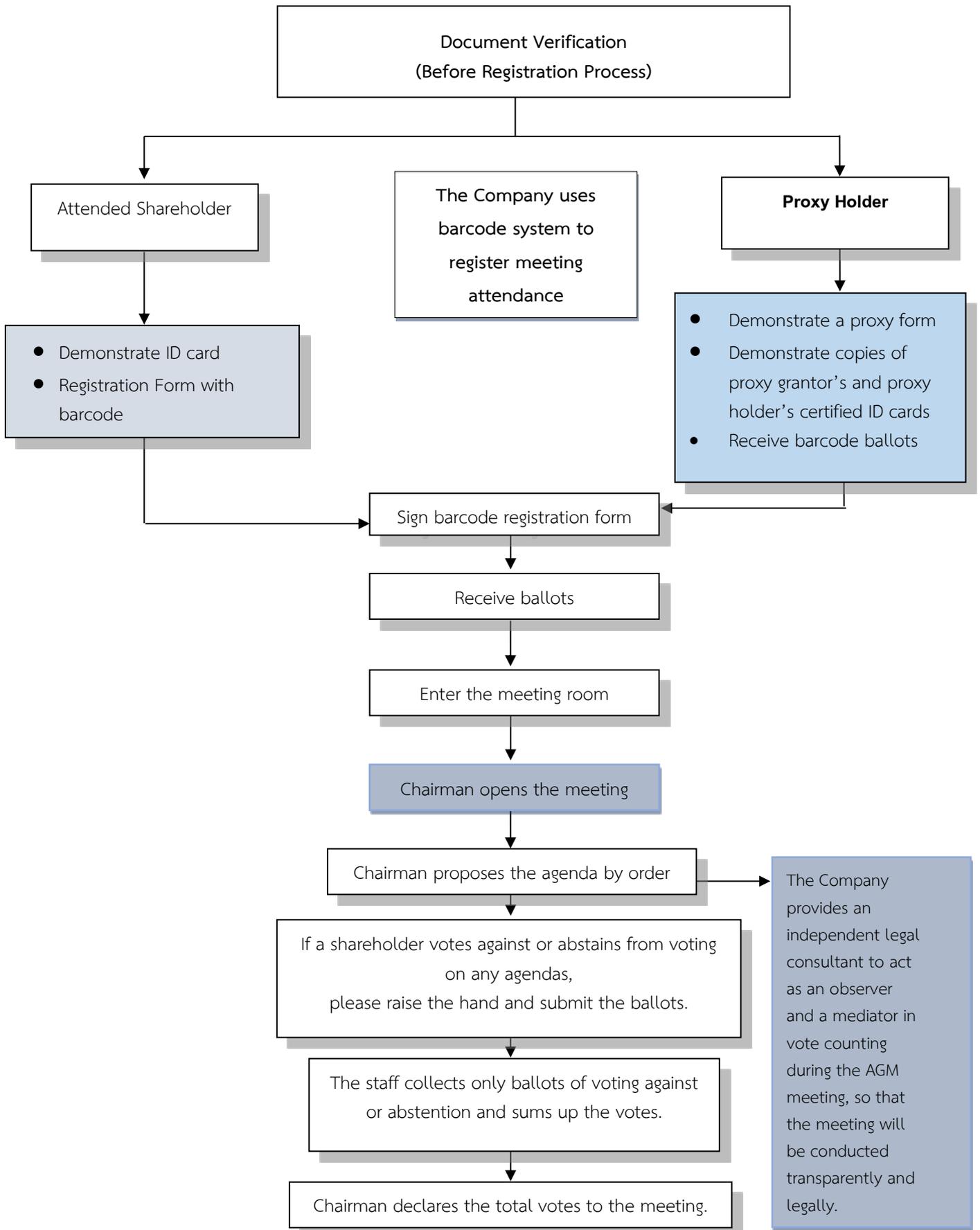
### The votes counting

1. All Shareholders shall have the vote equal to the amount of the shares holding, each share shall be counted as one vote. In case of a tie vote, the chairman of the meeting shall have an additional vote as a casting vote.
2. The Company shall count only disapprove and abstain vote and shall takes the vote to deduct with the total votes of the Shareholders who attend the meeting in person or by proxy which recorded previously by the Company.
3. The Company will announce the result of the resolution after the assessment of votes by referring to the number of votes for approve, disapprove, bad ballots and no voting right.
4. In case the Shareholders get out of the meeting prior to the end of the meeting, the Shareholders should inform the officer in front of the meeting room in order to deduct the vote from the system.

**Passing the resolution.** This meeting has the Agendas which the resolution requires following category of resolutions:

1. Agendas that need to be passed by a majority votes of the Shareholders who attend the meeting and casting the vote. These are Agenda 1,3,4,5,6 and 8.
2. Agenda that needs to be passed by the votes of not less than two third of the Shareholders who attend the meeting. This is Agenda 7.
3. Agendas that need to be passed by the votes of not less than three-fourth of total votes of Shareholders who attend the meeting and are entitled to cast the vote. These are Agenda 9 and 10.

### Meeting Procedures



Please return all ballots after the meeting closed.