

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

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1. In case the shareholder attends the Meeting in person

- Thai Shareholders: Present an ID card or government-issued ID card
- Foreign Shareholders: Present a foreign ID card, or a passport or other identification documents
- Name / Surname change: Present certified documents

2. In case the shareholder assigns a Proxy

- The shareholder assigning a proxy may assign more than one proxy but only one proxy can attend the Meeting and cast the votes on his/her behalf, as indicated in the attached Proxy Form.
- The shareholder may express his/her wish to assign a proxy to cast a vote as APPROVE, DISAPPROVE or ABSTAIN on each subject matter separately in the proxy form.
- The proxy must submit the completed proxy form, with the shareholder's and the proxy's signatures and a 20-Baht Duty Stamp affixed, to Company Secretary before the meeting commenced. Any correction made in the proxy form must be signed by the shareholder. (The Duty Stamp will be provided by PATKOL Plc.).

Documents Required for Assigning a Proxy

➤ In case a shareholder assigning a proxy is a Thai citizen:

- 1) A completed proxy form with signature of a shareholder and a proxy form B, which can be downloaded from www.patkol.com
- 2) A copy of ID card or government-issued ID card signed and certified as a true copy by a shareholder.
- 3) A copy of ID card or government-issued ID card signed and certified as a true copy by a proxy.

➤ In case a shareholder assigning a proxy is a foreigner:

- 1) A completed proxy form with signature of a shareholder and a proxy form B, which can be downloaded from www.patkol.com
- 2) A copy of passport, certificate of alien, or other identification documents signed and certified as a true copy by a shareholder.
- 3) A copy of passport, certificate of alien, or other identification documents signed and certified as a true copy by a proxy

● In case a shareholder assigning a juristic person as a proxy:

- Thai juristic person:

- 1) A completed proxy form with signature of a juristic person assigned as proxy and shareholder (as attached with the invitation, either form A or form B), which can be downloaded from www.patkol.com

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- 2) A copy of the Company's affidavit issued by the Ministry of Commerce, with less than 1 year validity, signed and certified as a true copy by an authorized person of the company together with a copy of the ID card or government-issued ID card signed and certified as a true copy of an authorized person.
- 3) A copy of ID card or government-issued ID card signed and certified as a true copy by an authorized person.
- 4) A copy of ID card or government-issued ID card signed and certified as a true copy by a proxy.

- **In case a shareholder who is a foreign investor and appoints a custodian in Thailand as a share depository:**

- 1) A completed proxy form C (as attached with the invitation) with signature of an authorized juristic person and a proxy, which can be downloaded from www.patkol.com
- 2) A copy of juristic person certificate of a custodian issued by the Ministry of Commerce, with less than 1 year validity, signed and certified as a true copy by an authorized person or proxy of a custodian (a proxy can certify a true copy on a proxy form)
- 3) A copy of ID card or government-issued ID card signed and certified as a true copy by an authorized person of a custodian
- 4) A copy of ID card or government-issued ID card signed and certified as a true copy by a proxy
- 5) A letter confirming that a custodian is a signatory in the proxy form and is authorized to operate custodian business
- 6) A copy of a proxy letter stating that a foreign shareholder grants authorization to a custodian to sign in a proxy form on behalf of such shareholder

English translation is required for any original document that is not in English. Such translation must be certified true by a shareholder or authorized person of a juristic person.

- In case of using fingerprinting instead of signature, use the left thumb and complete the following statement "Fingerprint taken from the left thumb of". Fingerprinting must be carried out before 2 witnesses with their signature certifying such fingerprint as a real fingerprint of that person and submit a copy of their ID card or government ID card signed and certified as a true copy.
- In case a shareholder cannot attend the Meeting, such shareholder may assign a person or the following independent director as a proxy to vote on his/her behalf:

1. Assoc. Prof. Dr. Somchob Chaiyavej, Independent Director or

2. Mr. Suchart Sooksumitr, Independent Director

Corporate Secretary, PATKOL Public Co., Ltd.

No. 348 Chalerm Prakiat Rama 9 Rd., Nongbon, Pravate, Bangkok 10250

The shareholder wishing to assign the Independent Director as a proxy, please submit a complete Proxy Form in accordance with the above mentioned principles together with relevant documents to the company secretary at least 1 day prior to the Meeting.

- **To register**, a proxy must show his/her ID card or government ID card or passport (if a foreigner).

3. In case that the shareholder is deceased: The administrator may attend the Meeting or assign a proxy. The presentation of the court's order appointing such person as the administrator with signature of an authorized person not exceeding 6 months prior to the Meeting is also required during the registration.

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4. In case that the shareholder is a minor: Father or mother or legal parent may attend the meeting or assign a proxy. A copy of home registration certificate is also required.

5. In case that the shareholder is an incompetent person: A guardian of incompetent person may attend the Meeting or assign a proxy. The presentation of a court's order appointing that person as a guardian and signed by an authorized person not exceeding 6 months prior to the Meeting is required.

Registration Process

The registrations will open more than 1.30 Hrs. or Start at 08.30 a.m. before the Meeting.

- **Attending the Meeting in person**

- Present a registration form on which a barcode is affixed as well as required documents to staff at a registration point.
- Obtain a ballot.

- **Assigning a proxy**

- Lodge one completed proxy form that is signed by both shareholder and proxy along with required documents to staff at a document verification point.
- Contact a registration point to present a registration form on which a barcode is affixed, a proxy form and required documents that are already verified.
- Obtain a ballot.

Voting Process

1. The Voting must be carried out in public, 1 share for 1 vote (Common share), 100 share for 1 vote (Preference share) and the resolution passed by the Meeting is determined as follows:
 - Ordinary Case: The adoption of the resolution of the Meeting requires a majority of the votes cast by shareholders attending the Meeting and having voting rights. In the event of an equal number of votes, the Meeting Chairman shall give the casting vote.
 - Other Cases, as defined in the laws or the Company's Articles of Association as an extraordinary case: The voting process shall be carried out in accordance with such regulations. The Chairman of the Meeting shall notify the Meeting of such voting prior to commencement of the voting process.
2. Voting by a proxy: The proxy has to vote strictly in accordance with what the shareholder has indicated in the Proxy Form.
3. Shareholders who have personal interest in a matter which relates to the Company's affairs shall be prohibited to vote on that matter. The Chairman of the Meeting may ask them to leave the meeting room until the voting procedure on that matter has been completed.
4. Clause of the Company's Articles of Association stipulates that the adoption of the resolution of the Meeting requires a majority of the votes cast by shareholders attending the Meeting and having voting rights. In case of equal number of votes, the Chairman of the Meeting shall have the casting vote.
