

Attachment 9

Guidelines for Registration, Proxy Appointment and documents required in order to attend the Shareholders Meeting

The Company has prepared proxy form as prescribed by Business Development Department, the Ministry of Commerce has defined 3 proxy forms for a shareholder in authorizing a proxy to attend the meeting as follows:-

1. Proxy Form A is a general which is not a complicated form;
2. Proxy Form B is the form in which each particular matter in detail is specified; and
3. Proxy Form C is to be applied in case that a foreign shareholder appoints a custodian in Thailand to take deposit and take care of shares.

In case shareholders are unable to attend the 2021 Annual General Meeting, they can authorize another person or one of the Company's independent directors to attend such meeting on their behalf. Proxy forms are attached herewith.

Documents required for meeting attendance and proxy

The Company will open registration and document examination counter since 8.30 a.m. at the meeting venue as per the attached map. As a barcode system is used for registration, shareholders wishing to attend the meeting please kindly bring with them the barcode-labelled Registration Form.

Documents required for the meeting registration and attendance (as the case may be)

1. Individual Shareholder

Attendance in person

Official identification document bearing the shareholder's photograph, and not yet expired, such as ID card, driving license, or passport.

Attendance by proxy

- a) Proxy form that is completely and accurately filled in and signed by the proxy grantor and the proxy, and affixed with Baht 20 stamp duty;
- b) A copy of official identification document bearing the Grantor's photograph, and not yet expired, such as ID card, driving license, or passport. Certified true copy signature is required; and
- c) A copy of official identification document bearing the Proxy's photograph, and not yet expired, such as ID card, driving license, or passport. Certified true copy signature is required.

2. Juristic Person Shareholder

Attendance in person by an authorized representative of the shareholder:

- (a) an official identification document bearing the shareholder's photograph, and not yet expired, such as ID card, driving license, or passport; and

- (b) a photocopy of the Affidavit or Certificate of Incorporation of the shareholder issued by the Ministry of Commerce, a competent authority of the country in which such juristic person is situated, or an officer of such juristic person, in where the information as to the name, the address of the head office, and the person(s) having power to place his/her/their signature(s) or to act on behalf of such juristic person (including any condition or limitation thereof), etc. must be specified, which the issuing date of such document must not be longer than 1 year prior to the shareholders meeting date, and such document must be certified as true and correct by such authorized representative(s).

Attendance by proxy:

- (a) a proxy form that is completely and accurately filled in and signed by the proxy grantor and the proxy, and affixed with Baht 20 stamp duty;
- (b) a photocopy of the Affidavit or Certificate of Incorporation of the shareholder issued by the Ministry of Commerce, a competent authority of the country in which such juristic person is situated, or an officer of such juristic person, in where the information as to the name, the address of the head office, and the person(s) having power to place his/her/their signature(s) or to act on behalf of such juristic person (including any condition or limitation thereof) must be specified, which the issuing date of such document must not be longer than 1 year prior to the shareholders meeting date, and such document must be certified as true and correct by the authorized representative(s) of such juristic person;
- (c) a photocopy of identification document of each of the authorized representative(s) who signed the proxy form as per detail referred to in clause 1.1 above and certified as true and correct by such authorized representative; and
- (d) an official identification document bearing the shareholder's photograph, and not yet expired, such as ID card, driving license, or passport.

3. In the event that the shareholder appoints a custodian in Thailand as its deposit taker and take care of the shares:

- (a) a Proxy Form C that is completely filled-in and signed by the proxy grantor and the proxy, and affixed with Baht 20 stamp duty;
- (b) a confirmation letter as to the fact that the custodian has obtained a license to undertake or engage in custodian business;
- (c) a photocopy of Affidavit of the custodian issued by the Ministry of Commerce not longer than 1 year prior to the shareholders meeting date and certified true and correct by the authorized representative(s) or the attorney-in-fact of the custodian (if a power of attorney is presented, such power of attorney must state that the attorney-in-fact is empowered to certify the document as such);
- (d) a photocopy of identification document of each of the authorized representative(s) of the custodian and not yet expired, such as ID card, driving license, or passport and certified as true and correct by such authorized representative;
- (e) a photocopy of an unexpired power of attorney of the custodian should there be an appointment of attorney-in-fact to act on behalf of the custodian, certified true and correct by the authorized representative(s) or the attorney-in-fact of the custodian (if the attorney-in-fact is authorized to certify document on behalf of the

- custodian), and a photocopy of the identification document of the attorney-in-fact issued by a governmental authority as referred to in clause 1.1 above certified true and correct by the attorney-in-fact; and
- (f) an official identification document bearing the shareholder's photograph, and not yet expired, such as ID card, driving license, or passport.

Should any document presented not be made in Thai or English, English translation thereof certified correct translation by the authorized representative(s) of the relevant juristic person must also be made and attached.

Explanation on Vote Casting and Vote Counting at the Meeting of Shareholders.

The Chairman of the meeting or any person assigned by the Chairman will inform the shareholders about the method of vote casting and counting before considering the meeting agendas.

1. The method of vote casting at the meeting is in accordance with the Company's Articles of Association and governing laws, namely 1 share for 1 vote.
2. As for discussion of each agenda, the Company has already presented the Board of Directors' recommendation to shareholders for consideration in advance. The resolution for each agenda will thus be proposed as such. In vote casting, the Chairman will ask those shareholders or proxies wishing to disapprove the agenda or abstain to raise their hands.
 - 2.1 In case any shareholders or proxies raise their hands in disapproval or abstinent, they must specify so in the ballots given prior to the meeting attendance and deliver their ballots to the Company's officers. Shareholders or proxies who do not raise their hands or deliver the ballots shall be deemed to have cast the approval votes.
 - 2.2 In case no shareholders or proxies raise their hands in disapproval or abstention, it shall be deemed that the meeting unanimously resolves to approve the agenda as proposed by the Chairman.
 - 2.3 In case any shareholders have appointed a proxy to attend the meeting with the proxy form B (specifying particular decision of votes by the shareholders) or the proxy form C (in case that a foreign shareholder appoints a custodian in Thailand to take deposit and take care of the shares), the Company shall record such votes in advance as approval, disapproval or abstinent according to the intention already expressed by the shareholders.
3. Vote counting for each agenda at this Annual General Meeting of Shareholders shall be divided into 3 categories, as follows:-
 - 3.1 In the event of the agenda item for which a simple majority vote of the shareholders who attend and cast their votes is required (according to Section 107 (1) of the Public Limited Companies Act, B.E. 2535 (A.D. 1992), only the number of approval and disapproval votes caste by the shareholders will be applied as the base number of votes for calculation purpose exclusive of the number of abstinent votes.

- 3.2 In the event of the agenda item for which a vote of not less than two-thirds of the total number of votes of shareholders who attend the meeting is required (according to the second paragraph of Section 90 of the Public Limited Companies Act, B.E. 2535 (A.D. 1992), the total number of votes of the shareholders who attend the meeting will be applied as the base number of votes for calculation purpose in where all of the approval, disapproval and abstinent votes will be included.
4. In case any proxies cast their votes by marking the ballots in contrast to the votes specified in the proxy forms, the Company shall count the votes as specified in the proxy forms and already recorded in advance.