



### **Guideline, Condition and Procedure for attending the meeting**

#### **1. A shareholder attending the meeting in person :**

- A Thai nationality shareholder, please present the Identification Card or Official Identification Card
- A non-Thai shareholder, please present certificate of alien, passport or Certificate of Identity : CI.
- In case of changing name – surname, certification must be used as evidence

#### **2. A proxy being appointed by an individual shareholder :**

- The shareholder appointing proxy must appoint only one proxy holder to attend the meeting and voting in according with details show in the attached proxy form.
- The shareholder shall express his/her intention to vote separately on each agenda as Approve, Not Approve Abstain by stating in the proxy form so that the proxy holder shall vote in accordance with the shareholder's intention.
- The proxy holder shall submit the signed proxy form to the Chairman or the person designated by the Chairman at the place of the meeting before the meeting starts. The form must contain all require information and signatures. If there are any changes or marks on the critical information, the proxy holder is required to sign as endorsement at every change. The proxy form must be affixed 20 baht duty stamp.

#### **Documents to be presented/submitted by the shareholder and the proxy**

- A completed Proxy Form signed by the shareholder and the proxy
  - In case of a Thai nationality shareholder : a certified true copy of the shareholder's Identification Card or Official Identification Card of the shareholder
  - In case of a Non-Thai nationality shareholder : a certified true copy of the shareholder's Certificate of Alien or Passport or Certificate of Identity – C.I.
  - In case of a Juristic shareholder:
    - Thai Juristic shareholder : a copy of the company's affidavit, issued by Ministry of Commerce or other related offices, issued within 6 months and certified by the representative, together with a certified true copy of the representative's Identification Card or Official Identification Card
    - Non-Thai Juristic shareholder: a copy of the Certificate of Incorporation or a copy of the Affidavit certified by authorized partied or Notary Public and issued within 1 year.
  - In case of a Foreign shareholder with a Custodian in Thailand: following are additional required documents
    - A copy of the Power of Attorney from the shareholder authorized a custodian to sign the proxy form on behalf of the shareholder
    - A letter confirming that the person executing the proxy form has obtained a custodian license
- In case that the original documents are not in English, an English translation must be provided and the shareholder or the representative of the juristic shareholder must certify the accuracy of the translation.

- The shareholder unable to attend the annual ordinary general meeting of shareholders for the year 2021 shall appoint a proxy to any person or appoint the following Company's Independent Director as proxy.

Dr.Yodhin Anavil  
Independent Director  
332/1 Jaransanitwong Road,  
Banplad sub-district, Bangplad district, Bangkok

- Shareholder who want to appoint the Independent Director as his/her proxy shall complete and sign the proxy form before sending it together with required documents to the Company Secretary at the Company address before April 10, 2021
  - Proxy holder is required to present his/her Identification Card/Official Identification Card/Passport (in case of Non-Thai Nationality) in order to register to attend the meeting.
3. **A deceased shareholder** : The administrator of the estate attending the meeting in person or appointing a proxy to attend the meeting on his/her behalf must present a copy of court order appointing him/her as administrator of the deceased's estate, certified by the related authority and issued within 6 months before the date of the meeting.
  4. **A minor shareholder** : Their parent or legal guardian attending the meeting in person or appointing a proxy to attend the meeting on his/her behalf must present a copy of house registration of the minor shareholder.
  5. **An incompetent or quasi-incompetent shareholder** : The guardian or curator attending the meeting in person or appointing a proxy to attend the meeting on his/her behalf must present a copy of court order appointing him/her as a guardian or curator, certified by the related authority and issued within 6 months before the date of the meeting.

#### Meeting Registration

The shareholder/proxy shall register for the meeting attendance from 08.30 hours onward.

#### Voting

1. The open voting system shall be applied. Each share shall be counter one vote. The decision or the resolution of the general meeting of shareholders shall be passed by:-
  - In normal case, the majority vote of the shareholders who attend the meeting and have the right to vote; in case of a tie of votes, the chairman of the meeting shall have a casting vote.
  - In other cases when the law and/or the Company's Articles of Association stipulate otherwise, the voting shall follow accordingly. The chairman of the meeting shall inform the shareholders about such conditions prior to the voting.
2. In case of proxy, the proxy holder must vote in accordance with the votes specified by the shareholder in the proxy form only.
3. Any shareholder who has interests in any matter on which the meeting shall pass resolution, shall have no right to vote on such matter. The chairman of the meeting may ask the person to leave the meeting room temporarily.

**Remark** : Muangthai Capital Public Company Limited reserves the right not to register the shareholder or the shareholder's proxy who does not present the required identification documents or who reached the meeting venue after the meeting has been started.