

**Practices and Documents or evidence required to attend in the Shareholders' Meeting**

In order for the shareholders' meeting of the company to be transparent, fair and beneficial to shareholders, the company considers it appropriate to inspect the documents or evidence showing an identity of the shareholder or a representative of the shareholder entitled to attend the meeting. This will also be applied in the future. However, since some shareholders may not be familiar with this, the company reserves the right to waive any of these requirements for some of the shareholders on a case by case basis as the company considers appropriate.

**1. Natural person**

**1.1 *Thai nationality***

1.1.1 identification card of the shareholder

1.1.2 in case of proxy, identification card of the shareholder and identification card or passport (in case of a foreigner) of the proxy.

**1.2 *Non-Thai nationality***

1.2.1 passport of the shareholder

1.2.2 in case of proxy, passport of the shareholder and identification card or passport (in case of a foreigner) of the proxy.

**2. Juristic person**

**2.1 *Juristic person registered in Thailand***

2.1.1 corporate affidavit, issued within 30 days by Department of Business Development, Ministry of Commerce;

2.1.2 identification card or passport (in case of a foreigner) of the authorized director(s) who sign(s) the proxy form including identification card or passport (in case of a foreigner) of the proxy

**2.2 *Juristic person registered outside of Thailand***

2.2.1 corporate affidavit

2.2.2 identification card or passport (in case of a foreigner) of the authorized director(s) who sign(s) the proxy form including identification card or passport (in case of a foreigner) of the proxy

A copy of the documents must be certified true copy.

**How Proxy and Registration**

- 1) A shareholder may authorize any person according to the shareholders or proxy to an independent director of the company, fill-in the name and details of the shareholder according to proxy as mention in the invitation documents to attend the conference.
- 2) Stamp duty of 20 Baht with a strikethrough dated proxy to make such a valid and legally binding. The company to facilitate the preparation of stamp duty at checking the documents of the meeting date as well
- 3) You can send the original proxy by post to Company Secretary, Business Alignment Public Company Limited 92/45 Sathorn Thani Building 16th Floor, North Sathorn Rd., Silom, Bangrak, Bangkok 10500 before the meeting date or submit the required documents or evidence for inspection at the meeting date since 1:00 P.M. The shareholder will hold shares of the company amount. The shareholder may not split shares to proxy several proxies for splitting votes.