

**DOCUMENTS VERIFYING ELIGIBILITY TO ATTEND THE MEETING**

On the day of the Meeting all shareholders and/or their appointed proxy are kindly requested to register and submit the following documents to the Company Secretary before the Meeting begins.

**1. If the shareholder is attending the Meeting:**

1.1 Where the shareholder is a **Thai individual**, a copy of his/her identification card, government officer identification card, state enterprise employee card or driver's license, certified true and correct by the shareholder, including document of first name/family name change (if any) or

1.2 Where the shareholder is a **foreign individual**, a copy of his/her passport, certified true and correct by the shareholder, including document of first name/family name change (if any).

**2. If the shareholder would like to appoint a proxy to attend the Meeting:**

2.1 Please complete Proxy Form, sign where indicated, and

2.2 Where the shareholder is an **individual**, a copy of the relevant document listed under 1. above is required, or

2.3 Where the shareholder is a **legal entity**,

2.3.1 If a **Thai** legal entity

- a copy of the company's Affidavit issued by the Ministry of Commerce not more than 12 months before the date of the Meeting, certified true and correct by an authorized director(s) of the company, and
- a copy of one of the following pieces of evidence of identity of the authorized director(s) who signed the above listed documents:
  - identification card, government officer identification card, state enterprise employee card or driver's license, certified true and correct by the authorized director(s) (if the authorized director(s) is a Thai national); or
  - passport, certified true and correct (if the authorized director(s) is a foreign national)

2.3.2 If a **foreign** legal entity

- a copy of the company's Affidavit or Certificate of Incorporation issued not more than 12 months before the date of the Meeting, which must contain the name and head office address of the legal entity, and the name(s) of the person(s) having authority to sign on behalf of the legal entity together with any restrictions on or conditions attached to the person(s) signing power, certified true and correct by the company's authorized director(s) in the presence of a Notary Public officer, and

- an English translation attached to any original document which is not in English, certified by the authorized director(s) of the legal entity, and
- a copy of one of the following pieces of evidence of identity of the authorized director(s) who signed the above listed documents:
  - identification card, government officer identification card, state enterprise employee card or driver's license, certified true and correct by the authorized director(s) (if the authorized director(s) is a Thai national); or
  - passport, certified true and correct (if the authorized director(s) is a foreign national)

2.4 A copy of the proxy's evidence of identity,

- identification card, government officer identification card, state enterprise employee card or driver's license, certified true and correct by the proxy if the proxy is **a Thai national**, or
- passport, certified true and correct by the proxy if the proxy is a **foreign national**.

### **3. For a foreign investor appointing custodian in Thailand to keep and safeguard shares**

3.1 All evidence similar to that specified in Items 2.1, 2.3 and 2.4.

3.2 Power of Attorney from a shareholder authorizing the custodian to sign the Proxy Form on the shareholder's behalf

3.3 Letter certifying that the person signing the Proxy Form is authorized to engage in custodian business

3.4 An English translation attached to any original document which is not in English, certified by the shareholder or authorized director(s) of the legal entity.

It is advised that the Proxy Form with a duty stamp (Baht 20) affixed, together with all documents, be submitted to the Company in advance via email: [comsec@bizalignment.com](mailto:comsec@bizalignment.com) and send the originals via postal mail to the Company Secretary, Business Alignment Public Company Limited, 92/45 Sathorn Thani Building 16th Floor, North Sathorn Rd., Silom, Bangrak, Bangkok 10500 and must reach the Company at least 3-5 working days before the Meeting date, as well as any queries be sent in advance via postal mail to the Company Secretary or email: [comsec@bizalignment.com](mailto:comsec@bizalignment.com).

For your convenience, the Baht 20 duty stamp will be prepared at the document verifying point on the Meeting date, as well as for the completed documents which delivered via postal mail.