





- Proxy grantor is required to fill – in proxy form and have it signed and affixed with Baht 20 Stamp duty, enveloped and mail to **Company Secretariat Division, Berli Jucker Public Company Limited, Berli Jucker House 99 Soi Rubia, Sukhumvit 42 Road, Phrakonong, Klongtoey, Bangkok 10110, at least 1 day prior to meeting date.**

**List of documentary evidence representing the status of shareholders entitled to attend and vote at the Shareholders' Meeting and Registration**

To strengthen the confidence of the shareholders, investors and other related parties in the Company's high standard of good governance and to conduct a transparent, ethical and beneficial meeting of shareholders, the following document must be presented prior to the meeting.

Documents or evidence representing the status of shareholders to be presented at the shareholders' meeting

**Individual Shareholder**

**1. The shareholder attends the meeting in person**

**Documentary Evidence**

Identification card, official identification card, driving license or passport

**Procedures**

**1.1 If the shareholder is a Thai citizen**

The shareholder must present a valid evidence issued by governmental authorities, e.g. the identification card, official identification card, driving license or passport and the evidence representing the name or last name's change (if any) to the officer prior to meeting.

**1.2 If the shareholder is not a Thai citizen**

The shareholder must present a valid foreigner identification card, passport or passport substitute for authentication to the officer prior to the meeting.

**2. The shareholder appoints a proxy holder**

**Documentary Evidence**

- 1 Proxy form
- 2 Copy of identification card, official identification card, driving license or passport of the grantor
- 3 Identification card, official identification card, driving license or passport of the proxy

**Procedures**

**3.1 If a grantor is a Thai citizen**

The grantor must present a proxy form and attach with a certified copy of his /her valid identification card, official identification card and driving license that of grantor and proxy.



### 3.2 If a grantor proxy is not a Thai citizen

The grantor must sign the proxy form in the presence of a notary public or the officer of the Royal Thai Embassy or Consulate or to the authorized person to act on their behalf and legalized by the authorized person who is entitled to legalize such notarized documents respectively in accordance with the laws of the relevant country.

### 3.3 If the grantor is a Thai juristic person

A valid proxy form must be signed by authorized director(s) and attached with a copy of the registration of the juristic entity by the Ministry of Commerce valid for no later than six month prior to date of the meeting of shareholders and certified by authorized director(s) with the seal affixed and a copy of the director(s) valid identification card, certified by the owner of such card(s).

### 3.4 If the grantor is a foreign juristic person

The authorized representative of the juristic person will sign and affix the Company's seal on the proxy form in the presence of a notary public or officer of the Royal Thai Embassy or Consulate or to an official authorized to act on their behalf and legalized by the authorized person who is entitled to legalize such notarized document respectively in accordance with the laws of the relevant country.

### 3.5 If the grantor is a foreign investor who appoints a custodian in Thailand as depository to custody his shares

The proxy form C must be used, enclosing with the power of attorney granted by the shareholder empowering the custodian to sign the proxy form on his/her behalf and a letter confirming that the signatory of the proxy form was permitted to carry out the custodian business.

## **For shareholder who is a juristic person**

### **3. Juristic person (Representative) attending the Meeting in person**

#### **Documentary Evidence**

- (1) Identification card, official identification card, driving license or passport
- (2) Copy of Affidavit of the juristic person

#### **Procedures**

The proxy form must be completely filled and signed by the grantor and proxy together with a copy of Affidavit of juristic person issued by the Ministry of Commerce with validity for no later than 6 month prior to date of the Meeting of Shareholders, certified by the authorized director(s) and affixed with the Company's seal (if any) and a copy of valid identification card of authorized director(s) certified by the owner of such card(s).

#### 3.1 If the representative of juristic person is a Thai natural person

The representative of juristic person must present a copy of his/her valid document issued by governmental authorities e.g. an identification card, official identification card, driving license or passport and the evidence or representing the name or last name change (if any).



### 3.2 In the event that the representative of juristic person is not a Thai natural person

The representative of juristic person must present a valid passport or passport substitute for authentication to the officer prior to meeting.

## 4. Juristic person (Representative) with Proxy

### Documentary Evidence

- (1) Proxy form
- (2) Copy of identification card, driving license or passport of the grantor
- (3) Identification card, driving license or passport of the proxy
- (4) Copy of Affidavit of the juristic person

### Procedures

4.1 The proxy form must be completely filled and signed by the grantor and proxy together with a copy of Affidavit of juristic person issued by the Ministry of Commerce with validity for no later than 6 month prior to date of the Meeting of Shareholders, certified by the authorized director(s) and affixed with the Company's seal (if any) and a copy of valid identification card of authorized director(s) certified by the owner of such card(s).

4.2 The juristic person must present the same document of the grantor and proxy as specified in clause 1 in case of a natural person.

### Registration

Shareholders or proxies are entitled to register in advance at least 2 hours prior to the meeting start-up time or starting from 13.00 hours until the beginning of the meeting. Shareholders can submit the documentary evidence for examination to identify of attendance in person or by proxy at the meeting place from the aforementioned time. Please completely fill in the proxy form, stating the grantor, proxy and affixed with the stamp duty of Baht 20.

**Berli Jucker Public Company Limited reserves the right to permit only the attendees who submit the completed and corrected documents to attend the meeting.**



### **Rules of Practice for Voting at the Shareholders' Meeting and Vote Counting.**

The voting coupons will be issued for shareholders (or proxies) upon registration at the registration desk at the entrance of the Meeting Room for the purpose of vote casting for each agenda.

#### **Rules of Practice for voting cast**

1. Voting shall be apparently cast. The Chairman of the Meeting shall propose the matter to be considered to the Shareholders for consideration and voting on each agenda basis, by requesting the Shareholders to vote whether to approve, disapprove or abstain, in the voting coupons. The voting coupons shall be collected upon request by the Shareholders once they raise their hands. All collected coupons will be checked and counted for the voting. The Company provides the middle man to jointly check and count the votes in every agenda. Moreover, in the agenda of the election of directors, the Company allows the Shareholders to vote for the election of directors on each director basis. The Company will separate the ballot for each director that the Shareholders can vote for Approve, Disapprove or Abstain for each director. The votes of the Meeting shall be as follows:
  - Ordinary cases: shall require majority votes of the Meeting to pass the resolution, except in the case of a tie of votes, the Chairman of the Meeting shall have the casting vote.
  - Other specific cases which are subject to the laws and/or the Company's Articles of Association, the votes shall be made in accordance with those. The Chairman shall inform the Meeting before voting is made in each agenda.
2. The proxy must vote in accordance with the authorization given by the Shareholders as specified in the Proxy Form.
3. A shareholders who has a special interest in any matter cannot vote on such matter, except for the election of directors. The Chairman may request the interested shareholders to temporarily leave the meeting.

#### **Rules of Practice for counting of the votes**

With respect to the Company's Articles of Association, a shareholder holding one share shall have one vote. The Company will count the Disapprove votes, Abstain votes and Approve from the ballot of each agenda received from all Shareholders and proxies attending the Meeting and having the voting rights. The Chairman shall announce the result of vote counting to the meeting on each agenda basis.



**Procedures for voting cast and counting of the votes of Ordinary General Meeting of Shareholders No. 1/2016**

1. The voting coupon of each agenda will be issued and dispatched to the Shareholders or proxies upon registration (Total 11 Agendas). It can be torn along the perforated line for each agenda. Each coupon contains shareholder's name and voting right. One share is entitled to one vote. Shareholders and proxies must use voting coupon in consistent with agenda specified therein.
2. The Shareholders may cast the vote of Approve: Disapprove or Abstain on each Agenda by singly marking either ✓ or ✗ marks in voting coupon where indicated.
3. Voting shall be made publicly and the Chairman of the Meeting or his representative at that moment would request Shareholders who cast the vote of Disapprove and Abstain to raise their hands and deliver their voting coupons to the Company's staff for counting.
4. Then, the voting coupons of Shareholders who cast the vote of Approve will be subsequently collected by the Company's staff for counting respectively.
5. The vote on the following voting cards shall be considered invalid voting coupons, which are to say 1) voting coupons which were used more than one symbol in each agenda. 2) Voting coupons with conflicting intent or no indication. 3) Voting coupons with correction and not have any his/her voter signature affixed 4) voting coupons with exceeding numbers of votes right than existing votes. In case, the voters would like to correct the old one should be strikeout and have your signature affixed. Shareholders arriving late will have the right to vote for the agendas which they had attended only.