

## **Registration Conditions, Procedure and Necessary Documents**

### **1. Shareholders must**

- 1.1 Sign and submit the Registration Form (Notification of Meeting, Attachment 2) for registration.
- 1.2 Present valid official Identification Card, Government Identification Card or Passport (for non-Thais) for registration. In case of any changes of name and/or surname, evidence of such changes, certified as true and correct copy, shall be presented.

### **2. Proxy must**

- 2.1 Sign and submit the Registration Form (Notification of Meeting, Attachment 2) for registration.
- 2.2 Submit the proxy form (Attachment 8) for registration as follows:
  - (1) Precisely fill in and sign the proxy form (Attachment 8) and specify your vote (s) for each item. HTC will be responsible for the Duty Stamp of Baht 20 to be affixed to the proxy form.

#### **(1.1) If the appointing shareholder in an ordinary person,**

- (a) Please enclose a copy of the valid Identification Card or Government Identification Card, or Passport (for non-Thais), certified as true and correct copy by the grantor. In order to comply with Personal Data Protection Act B.E. 2562, we would request the grantor to cross out, conceal, or do anything to conceal certain data namely Religions and/or Blood Type (the "Required Document"). In case that the grantor does not cross out, conceal, or do anything to conceal such data, HTC reserves the right to do the aforementioned.
- (b) In case Shareholders are minors, their father, mother or guardians shall attend the meeting in person or by proxy. The aforementioned persons shall certify and submit a copy of house registration of the minor, a copy of marriage certification, a copy of certificate of legitimation of child, or a copy of court order with regards to an appointment of guardian (if any) as additional evidence.

In case of proxy, a copy of any of the Required Documents of grantor with cross-out or concealed data as specified in 1.1 (a) shall be required.

- (c) In case Shareholders deceased, the administrator of the deceased's estate shall attend the meeting in person or by proxy. The aforementioned persons shall certify and submit a copy of court order with regards to an appointment of administrator of the deceased's estate as additional evidence.

In case of proxy, a copy of any of the Required Documents of grantor with cross-out or concealed data as specified in 1.1 (a) shall be required.

- (d) In case Shareholders are incompetent persons or quasi-incompetent persons, the guardian or curator shall attend the meeting in person or by proxy. The aforementioned person shall certify or submit a copy of court order with regards to an appointment of guardian or curator as additional evidence.

In case of proxy, a proxy of any of the Required Documents of grantor with cross-out or concealed data as specified in 1.1 (a) shall be required.

- (e) Proxy holder shall present valid official Identification Card or Government Identification Card, or Passport (for non-Thais) for registration.

**(1.2) If the appointing shareholder is a juristic person or a custodian:**

- (a) The proxy form shall be signed by the authorized person(s), according to its Affidavit with the seal of the juristic person being affixed (if any), and by the proxy.

- (b) Juristic Persons incorporated in Thailand,

- Please enclose a copy of the latest version of the Affidavit of the juristic person, issued by the Ministry of Commerce or the relevant government authority (not longer than 60 days prior to the meeting date). Such document must be certified as true and correct copy by the authorized person(s), with the juristic person's seal affixed (if any) and a copy of any of the Required Documents of the authorized person(s) with cross-out or concealed data as specified in 1.1 (a) shall be required;

Proxy holder shall present valid official Identification Card, Government Identification Card, or Passport (for non-Thais) for registration.

- (c) Foreign Juristic Persons,

Please enclose the documents as follows:

- A copy of the latest version of the Affidavit of the juristic person, issued by the relevant government authority of the country where the juristic person is incorporated which has been notarized by a notary public or competent government authority. The date of issue shall not exceed 6 months from the date of the meeting.
- A copy of any of the Required Documents of the authorized person(s) with cross-out or concealed data as specified in 1.1 (a) shall be required.
- If the copy of the latest version of Affidavit that has been notarized by the notary public or the competent government authority is presented, such document must be certified as true and correct copy by the authorized person(s) of that juristic person, together with its seal being affixed (if any).

Proxy holder shall present valid official Identification Card, Government Identification Card, or Passport (for non-Thais) for registration.

- (d) For foreign juristic persons, unless the original document is in English language, the English translation certified as true and correct translation by the authorized person(s) shall also be presented.

- (e) If the grantor is a custodian, please enclose the power of attorney of such grantor authorizing the custodian together with the evidences of the grantor and custodian in accordance with (1.1) or (1.2) (as the case may be) and a copy of the confirmation letter or business license showing that it can act as the custodian.

- (2) Each copy of the document must be certified as true and correct copy.

(3) In case of sub-attorney, all complete copies of power of attorney authorizing the attorney to attend the meeting and sub-attorney must be submitted. In any case, the Required Documents of grantor(s) and attorney(s) as specified in (1.1) (a) shall be required.

(4) If shareholder prefers to appoint HTC's independent directors to be his or her proxy, please appoints any of the following persons:

1. Mr. Prakit Pradipasen Independent Director/ Chairman of the Audit Committee
2. Mr. Yanyong Maethapanich Independent Director/ Member of the Audit Committee/  
Member of the Nomination and Remuneration Committee
3. Miss Smornluk Mahasmitti Independent Director/ Member of the Audit Committee/  
Member of the Nomination and Remuneration Committee

2.3 For your convenience, please submit the proxy form to Company Secretary Department, HaadThip Public Company Limited, 36/6 Soi Ramkhamhaeng 21 (Navasri) Yaek 5, Phlabphla, Wang Thonglang, Bangkok 10310, Thailand, for examination by Tuesday 20<sup>th</sup> April 2021

**3. Change of Title/Name/Surname of a Meeting Attendee**

Please present the evidence to verify that change.

#### 4. Process of Annual General Meeting Attendance

