

Guideline of the Registration Process, Proxy and Documents and Evidence to be Presented in order to  
Attend the Shareholders' Meeting

**Registration**

The Company will provide the shareholders or proxies to register for attending the Meeting at 9.00 a.m. on Wednesday, 28 April 2021, at the Company Meeting Room, 11<sup>th</sup> Floor, FYI Center Building, No. 2525 Rama 4 Road, Klongtoei, Klongtoei District, Bangkok 10110.

**Appointment of proxy**

In the case that the shareholders are unable to attend the meeting, the shareholders can appoint other person as their proxy to attend the meeting and vote on their behalf. The Company has provided 3 proxy forms, which are Proxy Form A, Proxy Form B and Proxy Form C in accordance with the forms specified by the Department of Business Development, the Ministry of Commerce, which can be downloaded from the Company's website at [www.ananda.co.th](http://www.ananda.co.th) or the Proxy Form B as attached in the Notice of the Meeting can be used for promoting the good corporate governance principles.

The appointment of proxy can be conducted as follows:

1. The shareholders may use either Proxy Form A or Proxy Form B, only one type of the proxy form can be chosen. The Company recommends the shareholders to use Proxy Form B. which specify the voting for each agenda.
2. The shareholders who are foreign investors and have appointed a custodian in Thailand shall choose to use Proxy Form C.
3. The shareholders shall appoint only one proxy to attend and vote at the meeting. The shareholders should not split shares to any more than one proxy in order to split votes.
4. The shareholders can appoint any person to be act as their proxies as they wish, or appoint the independent director of the Company whose names and profiles attached (Attachment 8) to be their proxies. If the shareholders choose to appoint the independent director of the Company to be their proxies, the Company recommends the shareholders to use Proxy Form B which specify the voting for each agenda and deliver the proxy form with the supporting documents to the Corporate Secretary Department, Ananda Development Public Company Limited at FYI Center Building, 11<sup>th</sup> Floor, No. 2525 Rama 4 Road, Klongtoei Subdistrict, Klongtoei District, Bangkok 10110. In order to facilitate the document inspection, please kindly deliver the documents to the Company within 20 April 2021.
5. The proxy form must be correctly and clearly filled in, and signed by the grantor and the proxy, as well as affixed with Baht 20 stamp duty, crossed and specified the date such proxy is made.

6. The proxy must present the proxy form and supporting documents, as specified under the topic of Documents to be Presented at the Meeting Date, at registration desk for proxies on the meeting date.

#### Documents to be Presented at the Meeting Date

##### Individual Shareholders

1. In case the shareholders attend the meeting in person

It is required to present valid identification card or government officer card or driving license or passport (in case of foreign shareholders), including evidence of name or surname change (if any).

2. In case the shareholders appoint proxy, it is required to present the following documents:

- 1) The proxy form, correctly and completely filled in and signed by the grantor and the proxy, and affixed with a stamp duty.
- 2) Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the grantor, certified as true and correct copy by the grantor.
- 3) Valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the proxy.

##### Juristic Person

1. In the case the authorized representative of the shareholders attend the meeting in person, it is required to present the following documents:

- 1) Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the authorized representative, certified as true and correct copy by the authorized representative.
- 2) Copy of an affidavit of the shareholder issued by the Ministry of Commerce, certified as true and correct copy by the authorized representative, with the statement showing that such authorized representative who attends the meeting is authorized to act on behalf of such juristic shareholder.

2. In the case the shareholders appoint the proxy to attend the meeting, it is required to present the following documents:

- 1) The proxy form, correctly and completely filled in and signed by the grantor and the proxy, and affixed with a stamp duty.
- 2) Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the authorized representative, certified as true and correct copy by the authorized representative.

- 3) Valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the proxy.
  - 4) Copy of an affidavit of the shareholder issued by the Ministry of Commerce, certified as true and correct copy by the authorized representative, with the statement showing that such authorized representative who signs the proxy form is empowered to act on behalf of such juristic shareholder.
3. In the case the shareholders who are foreign investors and have appointed a custodian in Thailand, appoint a proxy by using Proxy Form C., it is required to present the following documents:
- 1) Documents from custodian
    - 1.1) The Proxy Form C, correctly and completely filled in and signed by the authorized representative of the custodian which is the grantor and the proxy, and affixed with a stamp duty.
    - 1.2) Document certified that the person who signed the proxy form is permitted to operate the custodian business.
    - 1.3) Copy of an affidavit of the custodian, certified as true and correct copy by the authorized representative of the custodian, with the statement showing that such authorized representative of the custodian, who signs the proxy form as the grantor, is authorized to act on behalf of the custodian.
    - 1.4) Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the authorized representative of the custodian, certified as true and correct copy by the authorized representative.
  - 2) Documents from the shareholder who is a foreign investor
    - 2.1) Power of Attorney from the shareholder appointing the custodian to sign the proxy form on his/her behalf.
    - 2.2) Copy of an affidavit of the shareholder, certified as true and correct copy by the authorized representative, with the statement showing that such authorized representative who signs the power of attorney is empowered to act on behalf of such juristic shareholder.
    - 2.3) Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the authorized representative, certified as true and correct copy by the authorized representative.
  - 3) Documents from proxy

It is required to presented Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the proxy, certified as true and correct copy by the authorized representative.