

**Procedures and Conditions for the Registration of Attendance of  
the 2018 Annual General Meeting of Shareholders and the Appointment of Proxies  
of  
Polyplex (Thailand) Public Company Limited**

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The policy of the Board of The Stock Exchange of Thailand, dated 19th February, 1999, relating to good practices for holding shareholders' meetings, establishes guidelines to be followed by listed companies to create confidence in shareholders, investors and all the relevant parties. Accordingly, in order to create transparency and fairness and to benefit the shareholders, Polyplex (Thailand) Public Company Limited (the "**Company**") requires inspection of documents and other evidence showing the identity of the shareholder or its representative entitled to attend the shareholders' meeting. This shall be observed by all shareholders.

- **Personal attendance at a meeting**

- To register attendance to a shareholders' meeting, a shareholder must show an original identification card or an original government official identification card or an original passport (if the shareholder is a foreign national).
- If there is a change in the name or the last name of any shareholder, such shareholder must provide evidence in relation to that change.

- **Appointment of the proxy holder**

- A shareholder can grant a proxy to only one person to attend and vote at the shareholders' meeting by using the attached proxy form.
- A shareholder can grant proxy to any other person or any of the following Independent Directors of the company:
  - Mr. Manu Leopaiprote – Board & Audit Committee Chairman
  - Dr. Virabongsa Ramangkura – Director & Audit Committee Member
  - Mr. Shiraz Erach Poonevala – Director & Audit Committee Member
  - Mr. Praphad Phodhivorakhun - Director

Please note all the above 4 Independent Directors are considered to be connected persons in Agenda 6 relating to determination of Directors remuneration and Dr. Virabongsa Ramangkura is considered to be connected persons in Agenda 5 relating to reappointment as Directors for another term.

- A shareholder may express the intention to split his/her votes either to approve, disapprove or abstain from voting on each item on the agenda by specifying in the proxy form for the proxy holder.
- A completed proxy form with the signature of the shareholder must be submitted to the chairman of the meeting or an authorized person prior to the meeting. If there is any material amendment or correction to the proxy form, a shareholder must countersign such amendment or correction. The proxy form must be affixed with a stamp duty of Baht 20.

**Polyplex (Thailand) Public Company Limited**

**บริษัท โพลีเพล็กซ์ (ประเทศไทย) จำกัด(มหาชน)**

75/26, Ocean Tower II, 18th Floor, Soi Sukhumvit 19, Sukhumvit Road, Kwaeng North Klongtoey,  
Khet Wattana, Bangkok - 10110, Thailand  
Board: +66.2.6652706-8, Fax: +66.2.6652705 & +66.2.6616799  
Company Regd. No.: 0107547000729

- A proxy holder, particularly if the proxy holder is a foreign shareholder, should arrive promptly to register at the beginning of the registration period in order to allow sufficient time for inspection of the proxy form and the supporting documents.

## **Documents required to support the appointment of a proxy holder**

- (1) If a shareholder is a natural person, the following documents are required to be produced to register attendance:
  - A certified copy of the identification card, or the government official identification card, or the passport (if the shareholder is a foreigner) of the shareholder.
  - When registering, a proxy holder must show the original of his/her identification card, or government official identification card or the original passport (if the proxy holder is a foreigner).
- (2) If a shareholder is a juristic person, the following procedures and documents are required to be produced to register attendance:
  - A proxy form must be signed by an authorized person of the juristic person whose name is shown in the Affidavit of that juristic person, issued by the Department of Business Development, The Ministry of Commerce, or by the relevant government authority, and bear a date within a 30 day period prior to the date of the shareholders' meeting. The proxy form should be sealed of the juristic person (if any).
  - If the shareholder is a juristic person registered under Thai law, a copy of the Affidavit of that juristic person, issued by the Department of Business Development, The Ministry of Commerce, or by the relevant government authority, and bear a date within a 30 day period prior to the date of the shareholders' meeting. The copy of the Affidavit must be certified as a true copy by the authorized person of that juristic person and bear the seal of the juristic person (if any).
  - If a shareholder is a foreign juristic person, an Affidavit of that juristic person, issued by the relevant government authority of the country where the juristic person is registered and located. The Affidavit is required to be certified by a notary public or another authorized authority and bear a date within a 3 month period prior to the date of the shareholders' meeting.
  - If a document is in a language other than English, an English translation certified as a true and correct translation by an authorized person of such juristic person.
  - When registering a proxy holder must show the original his/her identification card, or government official identification card or passport (if the proxy holder is a foreigner).

A shareholder or proxy holder may register and submit the required documents or any other evidence for inspection prior to the meeting from 12.00 a.m. on 27 July 2018.

## **Polyplex (Thailand) Public Company Limited**

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