

## **Guidelines for Proxy Appointment, Registration, and Voting in the General Meeting of Shareholders**

### **Appointment of Proxy**

The Company has sent Proxy Form B, as specified by the Department of Business Development, Ministry of Commerce, with explicit details, to all shareholders so that any shareholders, who are unable to attend the Meeting in person, can consider whether to appoint other persons or the directors as proposed by the Company, to act as their proxies. The details on directors proposed by the Company to be appointed as proxies of the shareholders are as specified in the attachment. In this respect, the shareholders may appoint more than one proxy for flexibility so other appointed proxies can attend the Meeting on their behalf in case that any of the appointed proxies are unable to attend the Meeting in person. However, only one appointed proxy shall be entitled to attend the Meeting and cast the vote. Shareholders are unable to split their votes among different proxies in the Meeting. In the voting procedure in each agenda, shareholders can vote only for approval, disapproval or abstention.

The Company has also sent Proxy Form A, which is a general and simple proxy form, and Proxy Form C for foreign shareholders appointing custodians in Thailand to keep his/her shares in the custody so that the shareholders, who are interested in appointing the proxy, can obtain information from the Company's website at [www.singerthei.co.th](http://www.singerthei.co.th)

### **Registration for Attending the Meeting**

Registration for attending the Meeting will begin not less than 1 hour before the commencement of the Meeting. The registration will begin from 8:30 a.m. onwards.

### **Identification Documents for Attending the Meeting**

Participants are requested to provide the following documents (as the case may be) before attending the Meeting:

#### **For Thai Individual Shareholders**

1. In case of attending the Meeting in person:
  - Registration form
  - Identification document showing the shareholder's name and surname, issued by a government agency, which has not yet expired, such as identification card, government official identification card or passport, including evidence for change of name or surname (if any).

2. In case of appointing a proxy:

- Proxy Form, as attached to the Notice of the Meeting, completely filled in and signed by the proxy grantor and the proxy
- Registration form
- Copy of the identification document issued by a government agency of the shareholders, as specified in item 1
- Identification document issued by a government agency of the proxy, similar to case as specified item 1

**For Juristic Person Shareholders Incorporated in Thailand**

1. In case of attending the Meeting in person by the authorized representative:

- Registration form
- Identification document of the authorize representative issued by a government agency, similar to the case of individual shareholders, as specified in item 1
- Copy of Certificate of Incorporation of the juristic person shareholder showing that the authorize representative is authorized to act on behalf of the juristic person shareholder certified true and correct by such authorize representative

2. In case of appointing a proxy:

- Proxy Form, as attached to the Notice of the Meeting, completely filled in and signed by the juristic person's representative as proxy grantor and the proxy
- Copy of Certificate of Incorporation of the juristic person shareholder issued by the Department of Business Development, Ministry of Commerce not more than 6 months and certified true and correct by the juristic person's authorize representative who is authorized to act on behalf of the juristic person shareholder
- Identification document of the proxy issued by a government agency, similar to the case of individual shareholders as specified in item 1
- Copy of identification document issued by a government agency of the juristic person's authorize representative who signed the Proxy Form, similar to the case as specified in item 1, certified by such authorize representative of the juristic person.

**For Non-Thai Shareholders and Juristic Person Shareholders Incorporated under Foreign Law**

Please prepare the documents similar to the cases of Thai Individual Shareholders and Juristic Person Shareholders incorporated in Thailand, except for the identification document that will use the following documents (as the case may be):

- copy of passport of the shareholder or authorize representative of a juristic person or proxy (as the case may be) which is certified true and correct;

- copy of Certificate of Incorporation of such juristic person issued by the government agency of the country where such juristic person is incorporated not more than 6 months prior to the Meeting date, certified by a representative of such juristic person, provided that such document must show the name of the juristic person, authorized signatory, conditions or limitations of authorized signatories, and the location of the head office; and
- any original documents, which are not in English, must be attached with an English translation certified true and correct by the shareholder or authorize representative of the juristic person

**For Foreign Shareholders Appointing a Custodian in Thailand to Keep his/her Shares in the Custody**

- Documents similar to the case of juristic person
- Power of Attorney granted by the shareholder to authorize the custodian to sign the Proxy Form on his/her behalf
- Certification Letter of the custodian who signs the Proxy Form, which shows that the custodian is permitted to engage in custodian business.

**Voting Procedure**

1. In voting, one share is entitled to one vote and all ordinary matters shall require an affirmative vote of 52 percent of the total of votes of the shareholders attending the Meeting and having the right to vote. In case of a tie vote, the Chairman of the Meeting shall have a casting vote.
2. Any shareholder who has a special interest in any matter shall not be entitled to vote in such matter, except for the matter relating to an appointment of directors, and the Chairman may ask them to leave the Meeting temporarily.
3. Shareholders attending the Meeting in person can cast their votes on the ballots handed to them upon registration. The proxies shall cast their votes on the ballots as specified in the Proxy Form and deliver the ballots to the staff to be recorded together with the votes of the shareholders appointing the directors as proposed by the Company as the proxy.
4. The Chairman will inform the Meeting of voting results in each agenda. The counted votes will include the votes all from shareholders and appointed proxies. Each agenda will use the latest number of shares held by the shareholders attending the Meeting.