

Details of evidence required for shareholders or proxy to register, attend and vote the meeting

Attendance in person

1. Attendance in person

1.1 **Thai citizen:** Please present valid identity document issued by governmental bodies i.e. I.D. card or Government officer I.D. card or Driver's license; in case of Name and Surname Change, supporting document required.

1.2 **Non-Thai citizen:** Please present Alien Document or Passport

1.3 **Juristic entity incorporated in Thailand:**

- (1) Copy of the Affidavit of such entity issued by the Department of Business Development and no longer than 6 months before the meeting date certified correct and signed by Managing Director(s) of such entity with company seal affixed (if any)
- (2) Copy of I.D. card or passport (in case of a foreigner) of Managing Director(s) of such entity abovementioned in No.1.3 A, certified by such Managing Director(s)

1.4 **Juristic entity incorporated outside Thailand:**

- (1) The Affidavit of such entity stating Managing Director(s) and authority issued by governmental related office with Notary public and issued no longer than 1 year.
- (2) Copy of passport of the authorized director(s) who attend(s) the meeting, certified by authorized director(s).

Please bring the barcode registration form enclosed with this meeting notice for your convenience on the meeting date for Shareholders' Meeting Attendance

2. Attendance by proxy

2.1 **Thai citizen:**

- (1) Complete filled out Proxy Form
- (2) Copy of I.D. card of Grantor and certified correct by Grantor.
- (3) Copy of I.D. card of Proxy and certified correct by Grantor.

2.2 **Non-Thai citizen:**

- (1) Complete filled out Proxy Form
- (2) Copy of Alien Document or Passport of Grantor and certified correct by Grantor.
- (3) Copy of Alien Document or Passport of Proxy and certified correct by Grantor.

2.3 **Juristic entity incorporated in Thailand:**

- (1) Complete filled out Proxy Form
- (2) Copy of the Affidavit of such entity issued by the Department of Business Development of the grantor and no longer than 6 months before the meeting date of and certified correct and signed by Managing Director(s) of such entity whom signing the proxy form.
- (3) Copy of I.D. card or passport (in case of a foreigner) of the Grantor whom signing the proxy form, certified by the director(s) whom signing the proxy form.

- (4) Copy of I.D. card or passport (in case of a foreigner) of the Proxy, certified by the proxy.

2.4 Juristic entity incorporated outside Thailand:

- (1) Complete filled out Proxy Form
- (2) Copy of the Affidavit of such entity stating Managing Director(s) and authority issued by governmental related office with Notary Public.
- (3) Copy of I.D. card or passport (in case of a foreigner) of the Grantor whom signing the proxy form, certified by the director(s) whom signing the proxy form.
- (4) Copy of I.D. card or passport (in case of a foreigner) of the Proxy, certified by the proxy.

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3. Custodian Proxy

3.1 Prepare and present required documents as Juristic entity No.1 and 2

3.2 In the case that the foreign investor granted authority to the Custodian to sign on the proxy form, the following document required

- (1) The Proxy Form of shareholder(s) granting authority to Custodian.
- (2) The letter of confirmation that the person signing the proxy form is authorized to perform the custodian business

Please bring the barcode registration form enclosed with this meeting notice for your convenience on the meeting date for Shareholders' Meeting Attendance. Any required documents that the original not in English, the English translation shall be attached and certified by shareholder(s) or Juristic entity's representative

Proxy

The Proxy Forms A and B have been sent to shareholders. If any shareholder is unable to attend the Shareholders' Meeting, please follow the protocol as follows:

1. For Non-Custodian Proxy, only Proxy Form A and B sent out by the Company are eligible to use for the meeting proxy the grantor shall only use one form for such proxy. Shareholders are eligible to grant proxy to any person or Company's Independent Director by stating proxy details into provided Company's proxy form to attend the meeting on Shareholders' behalf.
2. For legal binding of the Proxy, Duty stamp(s) for the value of 20 baht shall be affixed and crossed out the date on which the proxy made. Duty stamps are available at the registration desk for shareholders and proxies.
3. In case of granting proxy to Independent Director, please mail your complete filled out Proxy Form to the Company or Contact

“Company Secretary”

TQM Alpha Public Company Limited

123 Lat Pla Khao Road, Chorakhe Bua Subdistrict, Lat Phrao District, Bangkok 10230

Please note that shareholder(s) can only grant proxy to only one person to attend the meeting and cast votes.

Registration

The registration starts at 12.30 hrs, onwards at Main Meeting room 123 Lat Pla Khao Road, Chorakhe Bua Subdistrict, Lat Phrao District, Bangkok 10230 as map of the meeting venue attached.

For shareholders who wish to attend the meeting via electronic media (e-AGM), please follow the procedures for participating in the meeting through electronic media (e-AGM) as Rules for attending the shareholders' meeting via electronic media (e-AGM) attached.

Votes

Conditions

General Agenda

1. Shareholders or proxies cast their votes publicly on each agenda entitled each share to one vote and can only for 'Agree' or 'Disagree' or 'Abstain' of each agenda.
2. For Proxy
 - 2.1 If it is specified in the proxy instrument how the proxy has to vote on each matter on the agenda, the proxy must cast her/his vote accordingly.
 - 2.2 If it is not specified in the proxy instrument how the proxy has to vote, the proxy shall cast the vote as if the principal had attended the meeting in person.

Agenda for the Appointment of Directors

Article 17 of the Company's Articles of Association stipulates

- (a) Each shareholder shall have one(1) share for one(1) vote;
- (b) Each shareholder may exercise all the votes he or she has under (1) to elect one or several persons as directors or directors, but the shareholder cannot be divided his or her votes to any person in any number as the shareholder pleases; and
- (c) Persons who receive the highest votes arranged in order from higher to lower in a number equal to that of the number of directors to be appointed are elected to be the directors of the Company in the meeting. In the event of a tie at a lower place, which would make the number of directors greater than that required, the chairman of the meeting should have a casting vote.

Procedures for voting in each agenda

1. The chairman of the meeting will propose the shareholders to consider voting in each agenda. Whereby one shareholder has votes equal to the number of shares he or she holds or proxies and can vote to 'Agree', 'Disagree' or 'Abstain' in each agenda equal to the number of shares that he or she holds or proxies.
2. The vote will be counted only for shareholders who vote 'Disagree' or 'Abstain' from voting on each agenda, the officer will collect the ballot and bring the vote of Disagree or Abstain to deduct from the total number of votes attending the meeting. The remaining votes will be considered as votes 'Agree' in that agenda.
3. For shareholders who wish to attend the meeting via electronic media (e-AGM), please follow the procedures for participating in the meeting through electronic media (e-AGM) as Rules for attending the shareholders' meeting via electronic media (e-AGM) attached.

The resolution of the shareholders' meeting shall consist of the following votes.

1. In the normal case, the majority vote shall be considered as the resolution of the meeting.
2. Other cases, by laws or company regulations, are different from normal cases. The resolution of the meeting will be in accordance with the laws or regulations that stipulate. The chairman of the meeting will inform the shareholders in the meeting to acknowledge before voting in each agenda.
 - 2.1 If the votes are equal, the Chairman of the meeting shall have an additional vote as the final vote.
 - 2.2 Any shareholder or proxy has a special interest in any particular matter, must not vote on that matter and the chairman of the meeting may request the shareholders or proxies to temporarily leave the meeting, except for the vote to elect the directors.
 - 2.3 Secret voting may be made when there are at least 5 shareholders in the meeting requesting and the meeting resolves to vote secretly. The chairman of the meeting will determine the method of voting and inform the meeting before voting on the agenda that has a resolution to vote secretly.

Vote counting and Notification of vote counting

The chairman of the meeting will explain how to count the votes to the meeting before starting the meeting agenda. The votes for each agenda will be counted from ballots or the ballots marked by the proxies attending the meeting with the right to vote, then inform the vote results to the meeting after ending the agenda.
