

Documents and Evidence to be presented before participating in the meeting and the Method for appointing representatives at Shareholders Meeting.

To ensure registration convenience for participants in the Annual General Meeting of Shareholders No.26th of Krungdhep Sophon Public Company Limited, shareholders and authorized representatives are requested to bring the Notification of the Meeting and signed proxy forms.

1. Documents to be presented before participating in the meeting.

Ordinary persons

1. Shareholders attending the meeting in person shall show valid documents issued by government agencies, such as a citizen's identity card, civil servant's identity card, driver's license, passport, and/or evidence of change of names and surnames;

2. In the case of representatives authorized to attend the meeting.

2.1 Proxy form in the format attached to the Notification of the Meeting (either format), which has been completed with all the relevant information and signed by the authorizing person and the authorized representative;

2.2 A copy of the shareholder's document issued by government organizations in accordance with clause 1, which the shareholder has signed and verified as true copy.

2.3 The authorized representative shall show document issued by a government agency as in the case of ordinary persons under clause 1.

3. The Company uses the barcode system for registration. Please bring with you the documents, which have been barcoded and delivered to you along with the notice of this meeting.

Corporate entities

1. In the case that a shareholder's representative attends the meeting in person.

1.1 Authorized corporate entity's document issued by a government agency as in the case of ordinary persons in accordance with clause 1.

1.2 A copy of the registration certificate of shareholding corporate entity, which has been verified by a representative of the corporate entities (director) and which stipulates that the representative of the corporate entity is authorized to participate in the meeting and to act on behalf of the shareholding entity.

2. In the case that the shareholder authorizes a representative to participate in the meeting.

2.1 A Proxy Form according to the format attached to the Notification of the Meeting (either format) which has been filled with accurate and complete information, and signed by a representative of the authorizing corporate entity (director) as well as the authorized representative;

2.2 A copy of the registration certificate of the shareholding corporate entity which has been verified by a representative of the corporate entity (director), and which stipulates that the representative of the corporate entity who signed the letter of authorization is authorized to act on behalf of the shareholding corporate entity.

2.3 A copy of the document issued by a government agency to the authorized representative of the corporate entity (director), which has been duly signed and verified as a true copy.

2.4 The authorized representative shall show document issued by a government agency as in the case of ordinary persons under clause 1.

3. In the case that the shareholder is a foreign investor and appoints a local Custodian to safeguard and supervise shares.

3.1 Documents shall be prepared and shown as in the case of corporate entity under clause 1 or 2.

3.2 In the case that the shareholder who is a foreign investor allows the Custodian to sign the proxy form on his/her behalf, additional evidence shall be presented as follows.

1) A Proxy Form signed by the shareholder who is a foreign investor, stipulating that the Custodian shall sign the authorization letter on their behalf.

2) A letter confirming that the person who signs the letter of authorization is allowed to undertake Custodian services.

Moreover, original documents that are not written in English are required to be accompanied by an English translation. The correctness of such translation shall also be verified by the relevant shareholder(s) or representative(s) of the corporate entity.

2. Method of authorization

The company has sent 2 shareholder's proxy forms, namely Form A and Form B, which have been chosen from the 3 forms prepared by the Business Development Department, Ministry of Commerce, in accordance with the Business Development Department's Notification regarding Proxy Forms (No. 5) B.E. 2550, as follows.

Form A: this general proxy form is simple and uncomplicated

Form B: this proxy form specifies various items to be authorized in details and precise terms

Form C: this form is used for the specific case where the shareholder who is a foreign investor and appoints custodians in Thailand to safeguard and supervise shares.

If any shareholder wishes to use Proxy Form C, this form can be downloaded from www.kwc.co.th

Shareholders who are unable to attend the company's Shareholders' Meeting in person can appoint representatives as follows:

1. Use any one of the abovementioned Proxy Form. Submit only one form.

1.1 Shareholders generally use either Form A or Form B – either one only.

1.2 Shareholders whose names appear in the book of registration as foreign investors and who have appointed local Custodian to safeguard and supervise shares can choose any one of the 3 Proxy Forms (Form A, Form B or Form C)

1. Authorize any person in accordance with the wishes of the shareholder, or choose to authorize the company's independent director (Mr.Arun Chirachavala, Mr.Ovart Phanprechakij, Mrs.Acharaporn Hemakom, Mr.Amorn Asvanunt), by specifying the name and details of the person whom the shareholder wishes to authorize as representative to attend the meeting.

2. Affix and slash a Baht 20.- Baht stamp duty while stipulating the date on which the proxy form is prepared, to ensure that the document is properly prepared and legally binding. The company also helps to provide stamp duty to authorized persons who register for attendance at the meeting.

3. The Proxy Form shall be sent to the company's Secretary by April 10, 2020

or at least half an hour before the meeting, to allow sufficient time for the company's officers to inspect documents before the meeting commences.

N.B. Shareholders are not allowed to divide their shares among various authorized representatives for the purpose of splitting their votes. Shareholders shall authorize representatives to exercise votes equal to the total number of shares held in their names, and shall not appoint representative for less than the number of shares which they hold, except when the authorized representative is a Custodian who has been appointed by a shareholder who is a foreign investor to safeguard and supervise shares in accordance with Authorization Form C.