

Required Identity verification and process to attend the Shareholders Meeting via electronic method (E-AGM)

The Company will hold the 2020 Annual General Meeting of Shareholders on Friday, August 14, 2020 at 09.30 hrs. via electronic method (E-AGM) pursuant to the Emergency Decree on Electronic Meeting B.E. 2563 (2020) at The Offices at Central World, 20th Floor ,999/9 Rama 1 Road, Pathumwan, Bangkok 10330.

Verification of the identity of shareholders or proxies (within August 7, 2020)

The shareholders or proxies shall deliver the identity documents as specified below to Corporate Secretary Office, cosecthailand@maybank-ke.co.th **within August 7, 2020**.

1. Self-Attending

1.1 Natural Person

- (1) Notice of Meeting, which is signed by the shareholder
- (2) A copy of official documents, which is issued by government authorities i.e. the identification card, government officer identification card, driving license or passport certified true copy by the shareholders, including the evidence of name or last name's change (if any).

1.2 Juristic Person by Shareholders Representative (Authorized Director)

- (1) Notice of Meeting, which is signed by the shareholder representative (Authorized Director)
- (2) Certified true copy of the shareholder's Affidavit (issued not later than one year) showing that the shareholder representative (Authorized Director attending the meeting) has the authority to act on behalf of the juristic person shareholder
- (3) Certified true copy of official documents issued by government authorities of the shareholder representative (Authorized Director) as specified in item 1.1 (2)

2. Proxy

2.1 Natural Person

- (1) Notice of Meeting, which is signed by the proxy
- (2) The Proxy Form as attached in the Notice (Proxy Form B), completely filled in and signed by the shareholder and the proxy
- (3) A copy of an official document issued by government authorities of the shareholder as specified in item 1.1 (2) which is certified true by the shareholder
- (4) Certified true copy of official documents issued by government authorities of the proxy as specified in item 1.1 (2)

2.2 Juristic Person

- (1) Notice of Meeting, which is signed by the proxy
- (2) The Proxy Form as attached in the Notice (Proxy Form B), completely filled in and signed by the authorized person of the juristic person shareholder and the proxy
- (3) A copy of the shareholder's Affidavit (issued not later than one year) certified true by the authorized person of the juristic person shareholder and a Power of Attorney (if any) showing that the person who sign the Proxy Form has the authority to act on behalf of the juristic person shareholder
- (4) A copy of an official document issued by government authorities of the authorized person as specified in item 1.1 (2) which is certified true by said authorized person
- (5) Certified true copy of official documents issued by government authorities of the proxy as specified in item 1.1 (2)

2.3 Granting Proxy to the Company's Independent Director as listed in Attachment 5.

- (1) Notice of Meeting
- (2) The Proxy Form as attached in Notice (Proxy Form B) which is marked in front of only one of the name of the Independent Directors specified in the Proxy Form to be your proxy, completely filled in and signed by the shareholder
- (3) In case the shareholder is a natural person, documents as specified in item 2.1 (3)
- (4) In case the shareholder is a juristic person, documents as specified in items 2.2 (3) and 2.2 (4)

3. For Foreign Investor appointing the Custodian in Thailand

- (1) Notice of Meeting, which is signed by the proxy
- (2) The Proxy Form (Form C) as attached in Notice, completely filled in and signed by the shareholder and the proxy
- (3) Documents as specified in item 1.2 or 2.2
- (4) Power of Attorney by Foreign Investor authorizing Custodian to sign the Proxy Form on his or her behalf
- (5) Letter certifying that the person signing the Proxy Form is authorized to operate custodian business

The foreign institutional investors who are nominated by their commercial banks as custodian shall provide Know Your Customer (KYC) and Customer Due Diligence (CDD) to be complied with rules and regulations from Bank of Thailand as well as Ministerial Regulation prescribing rules and procedures for Customer Due Diligence B.E. 2556 (2013) by the Anti-Money Laundering Act B.E. 2542 (1999) to identify, prove and scrutinize nature of such investors and to reduce risk whether such investors are not the natural persons. However, the Company considers such investors as proxy of shareholders to cast voting rights.

Remarks

1. The shareholders or proxies shall deliver signed identity documents and signed proxy forms (in case of appointing the proxy) to Corporate Secretary Office, cosecthailand@maybank-ke.co.th within August 7, 2020. Once the Company has verified the list of shareholders according to the latest Record Date, the Company will then send back Username and Password to the email that sent to the Company for log in the AGM program via electronic method (E-AGM). The Company would seek the cooperation from the shareholders to proxy the Company's Independent Director to attend and vote on your behalf instead of attending the meeting themselves.

2. Allocation of shares to several proxies to vote in the Meeting is not allowed. Shareholder shall authorize the proxy to cast the votes equal to the total number of shares held by shareholder. Authorizing less than the total number of shares is not allowed except for the Custodian appointed by Foreign Investor in accordance with Proxy Form C.

3. Please affix the 20 Baht stamp duty and specify the date of Proxy Form across such stamp duty.

In addition, the Company will facilitate in affixing the stamp duty when the shareholder require for registering to attend the meeting.

4. In case of juristic person shareholders, if the person who signed in the POA or Proxy Form is not an authorized director as specified in the Affidavit, the attendee shall prepare the POA showing that the attendee has the authority to attend the meeting and cast the vote on behalf of the juristic person shareholder. All complete POAs must be made uninterruptedly.

Attending teleconference via electronic device (E-AGM meeting)

1. Shareholders or proxies have to download the program at www.conovance.com/download.php
Recommendation system for E-AGM Meeting program (can download since August 7, 2020)
 - Require Computer/Notebook/Tablet (*Windows OS Only*): Windows XP/7/8/10
 - Internet Bandwidth 3.0 Mbps
 - Microphone and camera to present yourself before the meeting
2. Shareholders or proxies can download the manual of program at www.conovance.com/support.php
(can download since August 7, 2020)
 - The system support both E-Meeting and E-Voting that in person or grant proxy by “Form B” as set out in **Attachment 6.**

Sending questions in advance

The shareholders are able to send relevant questions with each agenda in advance within August 7, 2020 only to

E-mail: cosecthailand@maybank-ke.co.th

The Company will collect relevant questions in each agenda and record in the minutes after the meeting is completed. Shareholders or proxies who attend the meeting can also inquire about the meeting agenda.

Facilitating another Media channel

1. The Company will record video and audio throughout the meeting agenda and will post on the Company’s website at <https://www.maybank-ke.co.th> after 7 days of the meeting finished.

Voting Process

1. The Chairman of the meeting shall propose the shareholders to cast their votes for each agenda.
2. Only shareholders desiring to cast their votes as disapproval or abstention are required to mark in a box as disapproval or abstention, for counting with the system.
3. Shareholders, who cast votes as disapproval but do not indicate any mark on the box, will be assumed to have approved the agenda as proposed by the Chairman.

Vote Counting Procedures

1. One share shall be counted as one vote and the majority of the votes shall be deemed a resolution, except as specified otherwise by law. In case of a tie of votes, the Chairman shall have cast a deciding vote.
2. In order to count the vote results for each agenda, the Company will count only the votes as disapproval and abstentions and deduct from the total votes of shareholders and proxies recorded in advance.

Contact

1. **Post:**

Company Secretary Office, Maybank Kim Eng Securities (Thailand) Public Company Limited
999/9 The Offices at Central World, 20th Floor
Rama 1 Road, Pathumwan, Bangkok 10330

2. **Email:** cosecthailand@maybank-ke.co.th

3. **Tel:**

+662-658-5000 ext. 6660 (Corporate Secretary Office)
+662-658-5000 ext. 5166, 6640 (Corporate Legal Office)