

Guideline for the registration, appointment of proxy, documents and evidences to be presented on the meeting date

The registration

The Company will commence the registration for the meeting attendance for the shareholders and/or the proxies at 12:00 p.m. on Friday, July 31, 2020, at Ratchada Ballroom, SC Park Hotel, 474 Praditmanutham Rd., Wangthonglang, Bangkok, location map is as appeared in **Enclosure 9**.

The appointment of proxy

In the case that the shareholders are unable to attend the meeting, the shareholders can appoint other person as their proxy to attend the meeting and vote on their behalf. The Company has provided 3 Proxy Forms; the Proxy Form A, Form B and Form C in accordance with the forms specified by the Department of Business Development, the Ministry of Commerce, as appeared in **Enclosure 6**.

The appointment of proxy can be conducted as follows:

1. The general shareholders may choose to use either the Proxy Form A or Proxy Form B. In any case, only one type of the proxy form can be chosen. The Company recommends the shareholders to use the Proxy Form B. and specify the voting for each agenda.
2. The shareholders who are foreign investors and have appointed a custodian in Thailand to be a share depository and keeper shall choose to use the Proxy Form C.
3. The shareholders who appoint the proxy shall appoint only one proxy to attend the meeting and cast a vote. The shareholder cannot split his/her votes to different proxies to vote separately save to the extent of the shareholder who is specified in the register as a foreign investor and has appointed a custodian in Thailand to be a share depository and keeper.
4. The shareholders can appoint any person to be their proxies as they wish, or appoint the independent director of the Company whose names and profiles are as appears in **Enclosure 7** to be their proxies. If the shareholders choose to appoint the independent director of the Company to be their proxies, the Company recommends the shareholders to use Proxy Form B. and specify the voting for each agenda, and deliver the proxy form with the supporting documents to the Department of Investor Relations, Plan B Media Public Company Limited at 1213/420 Soi LatPhrao 94 (Panchamitra), Srivara Road, Plubpla, Wangthonglang, Bangkok, 10310, Telephone No. (662)-530-8081 , in which the documents shall arrive at the Company no later than July 24, 2020.
5. The proxy form must be correctly and clearly filled in, and signed by the shareholder and the proxy. And affixed with Baht 20 stamp duty, crossed and specified the date such proxy is made.
6. The proxy **must present** the proxy form and supporting documents at registration desk for proxies on the meeting date.

Documents to be presented on the meeting date

Individual

1. In case the shareholders attend the meeting in person:
It is required to present a valid identification card or government officer card or driving license or passport (in case of foreign shareholders), including evidence documents of change of name or surname.

2. In case the shareholders appoint a proxy:

It is required to present the following documents:

- 1) The proxy form, correctly and completely filled in and signed by the shareholder and the proxy, and completely affixed with a stamp duty;
- 2) Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the shareholder, certified as true and correct copy by the shareholder;
- 3) Valid identification card or government officer card or driving license or passport (in case of foreign individuals) of the proxy.

Thai Juristic Persons

1. In the case the authorized representative of the shareholders attend the meeting in person:

It is required to present the following documents:

- 1) Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the authorized representative, certified as true and correct copy by the representative.
- 2) Copy of an affidavit of the shareholder, issued by the Ministry of Commerce no more than one year prior to the meeting date, certified as true and correct copy by the authorized representative, together with the seal being affixed (if any) and the statement showing that such authorized representative who attends the meeting is empowered to act on behalf of such juristic shareholder.

2. In the case the shareholders appoint the proxy to attend the meeting:

It is required to present the following documents:

- 1) The proxy form, correctly and completely filled in and signed by the shareholder and the proxy, and completely affixed with a stamp duty.
- 2) Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the authorized representative, certified as true and correct copy by the representative.
- 3) Valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the proxy.
- 4) Copy of an affidavit of the shareholder, issued by the Ministry of Commerce no more than one year prior to the meeting date, certified as true and correct copy by the authorized representative, together with the seal being affixed (if any) and the statement showing that such authorized representative who signs the proxy form is empowered to act on behalf of such juristic shareholder.

3. In the case the shareholders, who are foreign investors and have appointed a custodian in Thailand to be a share depository and keeper, appoint a proxy by using Proxy Form C., it is required to present the following documents:

3.1 Documents form the custodian

- 1) The Proxy Form C, correctly and completely filled in and signed by the authorized representative of the custodian giving a proxy to and the proxy, and completely affixed with a stamp duty.

- 2) Copy of document confirming that the person who signed the proxy form is permitted to operate the custodian business, certified as true and correct copy by the authorized representative of the custodian, together with the seal being affixed (if any).
- 3) Copy of an affidavit of the custodian, issued no more than one year prior to the meeting, certified as true and correct copy by the authorized representative of the custodian together with the seal being affixed (if any), and the statement showing that such authorized representative of the custodian, who signs the proxy form as a person giving a proxy to, is empowered to act on behalf of the custodian.
- 4) Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the authorized representative of the custodian, certified as true and correct copy by the representative.

3.2 Documents from the foreign juristic person shareholder

- 1) Power of Attorney from the shareholder appointing the custodian to sign the proxy form on his/her behalf.
- 2) Copy of an affidavit of the foreign juristic person shareholder, issued no more than one year prior to the meeting date, certified as true and correct copy by the authorized representative, together with the seal being affixed (if any) and the statement showing that such authorized representative who signs the power of attorney is empowered to act on behalf of such juristic shareholder.
- 3) Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the authorized representative, certified as true and correct copy by the representative.

3.3 Documents from the proxy

It is required to present a valid identification card or government officer card or driving license or passport (in case of foreign individuals) of the proxy.