

Checklist: Shareholders' Meeting

Information Disclosure	Checked (✓)
1. The date of the board of directors made the resolution to propose to hold the shareholders' meeting	
2. The date and place of the shareholders' meeting	
<ul style="list-style-type: none"> • Date, time and place of the meeting 	
<ul style="list-style-type: none"> • Record Date or Book Closing Date to entitle shareholders' right to attend the general shareholders' meeting. <p>1. Record Date: The company shall hold the shareholders' meeting within 2 months after the Record Date.</p> <p>2. The register book closing to entitle the shareholders' right to attend the shareholders' meeting: The company must hold the shareholders' meeting within 21 days after the closure of the registration book (Record Date is recommended.).</p>	
3. Examples of agenda items of the shareholders' meeting:	
<ul style="list-style-type: none"> • Approval of annual financial statement 	
<ul style="list-style-type: none"> • Profit allocation for annual dividend payment/ dividend omission 	
<ul style="list-style-type: none"> □ Dividend payment : Disclose the dividend payment rate per share and the date to entitle the rights to receive the dividend payment. <i>(see checklist: Dividend payment)</i> 	
<ul style="list-style-type: none"> □ Omitted dividend payment : Disclose information of dividend omission 	
<ul style="list-style-type: none"> • For election of new director to replace director whose term expires, identify the name and position of director whose term expires and the incoming director. 	
<ul style="list-style-type: none"> • Director's remuneration <i>(Identify the remuneration for each title)</i> 	
<ul style="list-style-type: none"> • Appoint the company's auditor, audit fees by specifying the auditor's name, office name, and audit fees 	
<ul style="list-style-type: none"> • Other items for approval <i>(if any)</i> 	
<ul style="list-style-type: none"> □ Addition of directors: number. of new directors, including name and title 	
<ul style="list-style-type: none"> □ Change of company articles of association or objectives : Details to be amended/added, content before/after amendment 	
<ul style="list-style-type: none"> □ Change of company name in Thai/English or the company's seal or symbol: Identify the details before/after the change 	
<ul style="list-style-type: none"> □ Issuance of debentures: Summary of the debentures such as <i>credit limit, interest rate, allocation period, redemption etc.</i> 	
<ul style="list-style-type: none"> • Other agenda items <i>(for acknowledgement)</i> 	

Template to choose for reporting news to the SET

Headline	Template
<p>- Schedule of the annual general shareholders' meeting and dividend payment or dividend omission</p> <p><u>Agenda items to be added in the headline (if any)</u></p> <p>Capital increase / issue of securities such as warrant / reduction of paid-up capital / Change of the company's articles of association / Change of the company's name and the company's seal / Addition of directors / Acquisition or disposition/ Connected transaction / Change in par value / Program to repurchase shares</p>	<p><u>For general agenda items</u></p> <p><u>Choose</u></p> <ul style="list-style-type: none"> - Dividend payment or dividend omission - Schedule of the shareholders' meeting <p><u>Other agenda items</u></p> <p><u>Choose:</u> Additional Template, i.e.,</p> <ul style="list-style-type: none"> - Change director, executive (<i>only when the director refuses to renew his term or appoint new directors</i>) - Transactions deemed as acquisition or disposition of assets. - Connected transactions - Registered Capital Increase - Paid-up Capital Decrease (<i>for the registered capital decrease, don't choose this template</i>) - Issuance of convertible securities (for the issuance of warrant/ convertible bonds / other securities) - Treasury Stock
<p>- Resolutions of the shareholders' meeting</p> <p>- In case of disapproved of some agenda items, please specify clear headline. (i.e., The resolution of shareholders' meeting have not been approved the agenda..... ,subject.....)</p>	<p><u>Choose</u> shareholders' meeting resolution</p> <p><u>Approve every agenda items</u></p> <ul style="list-style-type: none"> > Accordingly approved with board's resolution <p><u>Disapprove of some agenda items</u></p> <ul style="list-style-type: none"> > Change from the proposal by the board of directors and identify disapproved item together with the explanations in the remarks.

Reference: Notification of the Stock Exchange of Thailand on Rules, Conditions and Procedures Governing the Disclosure of Information and Other Acts of a Listed Company B.E. 2560