

**Guidelines for registration and identification documents required to attend and vote in the General Meeting of Shareholders**

**Registration to Attend the Meeting**

Registration for participating in the Meeting will begin 2 hours before the Meeting's schedule start, or from 12.00 a.m. onwards, at the 1<sup>st</sup> floor area, Convention Hall, Panyapiwat Institute Of Management, 85/1 Moo 2 Chaengwattana Road, Bang Talad, Pak-Kred, Nonthaburi. The map for the Meeting place is enclosed herewith (Enclosure no.11)

**Appointment of Proxy**

The three style of Proxy form are enclosed herewith, according to Regulation of the Department of Business Development, Ministry of Commerce Re: Form of Proxy (No. 5) B.E. 2550 as follows:

1. Form A. : General Proxy form (simple form)
2. Form B. : Specific Proxy form
3. Form C. : Proxy form for the Foreign Investor appointing the Custodian in Thailand

Shareholder not be able to attend the Meeting may appoint a person as your proxy as follows:

1. Complete **only one** of above proxy forms as follows:
  - 1.1 General Shareholder shall select only one of either Form A. or Form B.
  - 1.2 Shareholders listed in the share registration book as Foreign Investor appointing the Custodian in Thailand can select only one of three Proxy Forms (Form A., Form B. or Form C.)
2. Authorize a person or a director as following proposed Company's Directors to attend and vote at the Meeting on your behalf
  1. Mr. Padoong Techasarintr Chairman of Audit Committee, Sustainability and Corporate Governance Committee, Remuneration and Nomination Committee, and Independent Director or
  2. Mr. Umroong Sanphasitvong Director, Sustainability and Corporate Governance Committee and Member of Executive Committee or
  3. Mr. Tanin Buranamanit Director, Member of Executive Committee, and Chief Executive Officer

In case of proxy to the Company's director, please send the completed proxy together with the required documents to the Company Secretary Office, CP ALL Public Co., Ltd., 16<sup>th</sup> Floor, Tarasathorn Bldg., 119 South Sathorn Road, Kwang Tungmahamek, Khet Sathorn, Bangkok 10120 **before April 16, 2021.**

**Documents verifying eligibility to attend the Meeting**

Participants are requested to produce the following documents before attending the Meeting (as the case may be):

**1. Self-attending**

**1.1 Natural person**

- (1) Registration form (Enclosure no.1) which is signed by the shareholder
- (2) Valid official document issued by governmental authorities, e.g. ID card, Governmental ID, driver license or passport, including the evidence of name or last name's change (if any).

### **1.2 Juristic person by Shareholder representative (Authorized director)**

- (1) Registration form (Enclosure no.1) which is signed by the shareholder representative (Authorized director) attending the meeting.
- (2) A copy of the shareholder's Affidavit certified true copy by the Shareholder representative (Authorized director) who attends the meeting showing that the shareholder representative (Authorized director attends the meeting) has the authority to act on behalf of the Juristic person shareholder.
- (3) A valid official document issued by government authorities of the Shareholder representative (Authorized director) as specific in item 1.1 (2).

## **2. Proxy**

### **2.1 Natural person**

- (1) Registration form (Enclosure no.1) which is signed by the Shareholder
- (2) The Proxy Form as attached in Notice (Form A or Form B), completely filled in and signed by the Shareholder and the Proxy
- (3) A copy of valid official document issued by governmental authorities of the Shareholder as specified in item 1.1 (2) which is certified true by the Shareholder.
- (4) Valid official document issued by governmental authorities of the Proxy as specified in item 1.1 (2).

### **2.2 Juristic person**

- (1) Registration form (Enclosure no.1) which is signed by the shareholder
- (2) The Proxy Form as attached in Notice (Form A or Form B), completely filled in and signed by the authorized person of the Juristic person and the Proxy.
- (3) A copy of the shareholder's Affidavit certified true copy by the authorized person of the Juristic person showing that person who sign the Proxy Form has the authority to act on behalf of the Juristic person, who is the shareholder.
- (4) A copy of valid official document issued by governmental authorities of the authorized person as specified in item 1.1 (2) which is certified true by the said authorized person.
- (5) A valid official document issued by government authorities of the Proxy as specific in item 1.1 (2).

## **3. For Foreign Investor appointing the Custodian in Thailand**

- (1) Registration form (Enclosure no.1) which is signed by the Proxy Holder.
- (2) The Proxy Form (Form C) which can be download from [www.cpall.co.th](http://www.cpall.co.th), and completely filled in and signed by both Proxy Grantor and Proxy Holder.
- (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 their behalf.
- (5) Copy of certifying letter that the person signing in the proxy form is authorized to operate custodian business.

In case the original documents are not in English, the English translation shall be prepared and certified true and correct translation by the Shareholder or the authorized person of juristic person.

Notes:

1. Allocation of shares to several proxies to vote in the Meeting is not allowed. Shareholder shall authorize a proxy to cast the votes by all the shareholding. Authorization of less than the total number of shares is only for the Custodian appointed by the Foreign Investor in accordance with Proxy Form C.
2. In case of sub-attorney, all complete copies of POA(s) having power to appoint the sub-attorney, which are duly certified are required.
3. Affix the 20 Baht stamp duty with specifying the date of Proxy Form across such stamp duty. For your convenience, the Company will facilitate in affixing the stamp duty when registration before attending the Meeting.