

**Documents and evidence required to be present prior to the attendance of the meeting, proxy granting, registration, and voting methods in the Annual General Meeting of Shareholders.**

To attend the Annual General Meeting of Shareholders of Univentures Public Company Limited no. 38/2017, the shareholders or proxy's convenience kindly bring Notice for the meeting, Registration Form and Proxy Form for the registration.

**1. Documents Required Declaring Prior to attending the Meeting.**

**For Individual Person**

**A. Self-Attending**

Valid document issued by governmental authorities, e.g. the identification card, governmental identification card, driver license or passport, including the evidence of name or surname's change (if any).

**B. Proxy.**

- (1) One of the Proxy Forms as attached to the Notice to Shareholders, completely filled up and signed by the Shareholder and the Proxy.
- (2) Certified true copy of valid document of the Shareholder as specified in Item A.
- (3) Valid document of the Proxy as specified in Item A.

**For Juristic Person**

**C. Representative of Shareholder (Authorized Director) Attending the Meeting.**

- (1) Valid document of the authorized director(s) issued by governmental authorities similar to those of individual person specified in Item A
- (2) Copy of Shareholder's Certification document certified by the authorized director(s) showing that such
- (3) authorized director(s) has the authority to act on the Shareholder's behalf.

**D. Proxy.**

- (1) One of the Proxy Forms as attached to the Notice to Shareholder, completely filled up and signed by the authorized director(s) of the Shareholder and the Proxy.
- (2) Copy of Shareholder's Certification document certified by the authorized director(s) showing that such authorized director(s) signing the Proxy Form has the authority to act on the Shareholder's behalf.
- (3) Certified true copy of valid document of the authorized director(s) signing the Proxy Form as specified in Item 1.
- (4) Valid document of the Proxy issued by governmental authorities similar to those of individual person specified in Item A.

**E. For Shareholder who is Foreign Investor and Appoint his/its Custodian in Thailand.**

- (1) All documents similar to those of the Juristic Person as specified in Item C and D.
- (2) In case the shareholder who is the foreign investor and has authorized the Custodian to sign the Proxy Form on his/its behalf, the additional documents are required:
  - (2.1) Power of Attorney by shareholder who is foreign investor to authorizing the Custodian to sign the Proxy Form on his/its behalf.
  - (2.2) Confirmation Letter showing that the Proxy is permitted to engage in the custodian business.

In case the original documents are not in English, the English translation shall be required and certified true and correct translation by the Shareholder (in case of individual person) or the authorized representative(s) of the Shareholder (in case of juristic person).

## 2. Proxy Method

The Proxy Forms A and B of each shareholder were printed as attached herewith according to Regulation of the Department of Business Development, Ministry of Commerce Re: Form of Proxy (No. 5) B.E. 2550 which there are three Proxy Forms as follows:

Form A : General Proxy Form (Simple Form)

Form B : Specific Proxy Form

Form C : Proxy Form for the Foreign Investor appointing the Custodian in Thailand.

The Foreign Investor who will appoint the Custodian in Thailand as his/its proxy can download Form C from [www.univentures.co.th](http://www.univentures.co.th) and please bring the proxy Form for the registration on the date of Meeting.

The Shareholder who cannot attend the Meeting may appoint a person as his/its Proxy as follows:

A. Complete only one of the above Proxy Forms as follows:

(1) General Shareholder shall select only one of either Form A or Form B.

(2) Shareholder listed in the share register book as Foreign Investor who appoints the Custodian in Thailand can select only of three Proxy Forms (Form A, Form B or Form C).

B. Authorized a person or an Independent Director to attend and vote at the Meeting on your behalf by specifying the name with details of a person or make an Independent Director's name specified in proxy form to be your Proxy.

C. Affix the 20 Baht stamp duty and cancel the stamp duty with specifying the date of Proxy Form. For the Proxy's convenience, the Company will facilitate in affixing the stamp duty when the registration to attend the Meeting.

D. Send the completed Proxy Form in UV's envelope and return it to the Company by **Tuesday 25 April 2017** or half an hour before commencing of the Meeting for verifying the documents.

Allocation of shares to several Proxies to vote in the Meeting is not allowed. The Shareholder shall authorize the Proxy to cast the votes by all the shares held by him/it. The authorization of less than the total number of shares held is not allowed except that the Custodian is appointed by the Foreign Investor with Proxy Form C.

## 3. Meeting Registration

The commencement for registration to attend the Meeting will be 2 hours before the Meeting or from 12.00 hours at The Okura Prestige Bangkok Hotel, Grand Ballrooms, 3<sup>rd</sup> Floor, No. 57 Wireless Road, Lumpini, Patumwan, Bangkok 10330 as the map attached.

## 4. Voting

### Voting Regulation

A. **General Agenda:**

(1) A voting for each agenda will be made by raising his/its hand which one vote will be counted for one share. The shareholder or proxy shall make only one vote for approval, disapproval or abstention. The partial voting is not allowed except for the vote by the Custodian.

(2) In Case of Proxy

(2.1) The Proxy shall only vote in accordance with the authorization by the Shareholder as specified In the Proxy Form. Any vote which is not in accordance with specification in the Proxy Form will be invalid and shall not be counted as the vote of the Shareholder.

(2.2) In case where (i) the shareholder does not specify or (ii) unclearly specifies his/its desire for voting or (iii) the Meeting has the consideration or resolution other than specified in the Proxy or (iv) there is any change or additional fact, the Proxy shall be authorized to consider and vote such matter as it may deem appropriate.

**B. Election of Director's Agenda:**

The Articles of Association of the Company clause 14 states that the Shareholder shall have one vote for one share and the procedure for the election of the Directors as follows:

- A. Each shareholder can use his whole vote to elect one or several candidates, however, he cannot split his vote for any candidate.
- B. The candidates who receive the highest vote by ranking from the ones receiving the highest vote until the lowest shall be elected by the Meeting. In case where the candidates receives the equal votes for the rest of director's seat, the Chairman of the Meeting shall make the deciding vote.

**Voting Procedures**

The Chairman shall inform the Meeting the detail of voting procedures as follows:

- A. The Chairman will propose the shareholders to have the vote in each Agenda by asking for approval, disapproval or abstention.
- B. When the Chairman asks as mentioned above, a voting by raising of hand will be made and the shareholder or proxy shall vote for either approval, disapproval or abstention (except for the vote of Custodian which the allocation of the vote is allowed as specified in the Proxy Form).

**Resolution of the Meeting**

- A. General case: the majority vote of shareholders who attend the Meeting and cast the vote will be the resolution of the Meeting
- B. Other cases which the laws or the Company's Articles of Association provided different from the general case: the resolutions of the Meeting shall be in accordance with the laws or the Company's Articles of Association which the Chairman shall inform the Meeting before voting for such Agenda.

(1) In case a tie of votes, the Chairman of the Meeting shall have a deciding vote.

(2) Any Shareholder or the Proxy who have any special interest in any matter shall not be permitted to vote on such matter and may be invited by the Chairman of the Meeting to temporarily leave from the Meeting, except for voting on the election of the Directors.

**Counting and Announcement of the Vote**

Prior to the Meeting, the Chairman shall inform the process of counting the votes. The Company shall count the votes from the shareholders or Proxies for each agenda. The vote result of all Agendas shall be informed to the Meeting before the Meeting adjourns.