



**Procedures and conditions for registration of attendance, Proxy and Voting Policy for
The Annual General Meeting of Shareholders 01st /2556 of
Sriracha Construction Public Company Limited**

Registration of Attendance

The company shall start the registration process and inspect all the required document 1.30 hours in prior of the Meeting.

Documents required for registration.

1. Personal Attendance at a Meeting. If a shareholder is a natural person, the following documents are required to be produced for register of attendance ;
 - Valid official identification card or the government identification card such as Driver License or the passport if the shareholder is a foreigner of the shareholder.
2. Proxy Holder Attendance
 - I. A completed proxy form with the authorized signature of the shareholder and the proxy holder must be presented. (proxy form can be downloaded from www.sricha.com)
 - II. A certified copy of the official identification card, or the government official identification card such as Driver License, or the passport if the shareholder is a foreigner of the shareholder.
 - III. Valid official Identification card of the proxy holder must be presented.
3. Attendance of Juristic Person, the following procedures and documents are required to be produced to register the attendance.
 - 3.1. If attending by the authorized person of juristic person.
 - I. Valid Official Identification Card of the authorized person whose name is stated in the company registration.
 - II. A copy of the company registration which certified by the authorized person whose name is stated in the company registration and bear the company seal.
 - 3.2. If the juristic person appoint the proxy holder to attend on their behalf.
 - I. A proxy form must be completed and signed by an authorized person of the juristic person whose name is stated in the company registration. The proxy form should bear the seal (if any) of the juristic person. (download available at www.sricha.com)
 - II. A copy of the company registration which certified by the authorized person whose name is shown in the company registration which bear the company seal.
 - III. A certified copy of an official identification card of the authorized person of the company.
 - IV. An official Identification card of the proxy holder must be presented.



Appointment of the proxy Holder

There are 2 available proxy forms which comply with the rules and regulation of The Ministry of Commerce.

1. Proxy Form A which is a general form.
2. Proxy Form B which grant the voting authorization to each agenda accordingly.

(Download available at www.sricha.com)

To facilitate the shareholder who could not attend the meeting in person, Proxy holder can be appointed as desired by follow the procedures below.

- I. Shareholder can use **only one proxy form**
- II. Shareholder can appoint any person or select our company's independent director as his/her proxy.
- III. The proxy form must be completed and send back to the company or submit at the Meeting Place together with all required documents.
- IV. The duty stamp of 20 baht is required.

If shareholders wish to appoint the proxy holder, the shareholder must grant the authorization of his/her shares to only one proxy holder as the shares vote shall not be split.

**Procedures in Attend the Annual General Meeting of the shareholders 01/2556 of
Sriracha Construction Public Company Limited
Wednesday, April 10, 2013**

