

**Explanation of documents to identify shareholders
or their proxies who are eligible to attend the meeting and vote**

Registration to attend the 2020 Annual General Meeting of Shareholders of Chow Steel Industries Public Company Limited will be made by Barcode system. For your convenience, kindly bring Notice to shareholders, Barcode Registration Form and Proxy Form for registration.

Document Required Prior to Attending the Meeting

1. Natural person

1.1 Shareholder attending the meeting in person

- (A) Registration Form with barcode (Enclosure 1.)
- (B) The original of the shareholder's current evidence of identity issued by an official with a photograph attached;
 - Thai nationality: personal I.D., identity card of a government officer, etc.
 - Non-Thai nationality: passport

1.2 Proxy attending the meeting

- (A) Registration Form with barcode (Enclosure 1.)
- (B) The completed proxy form signed by both the shareholder and the proxy.
- (C) A certified copy of the shareholder's current evidence of identity, as listed in item 1.1 (B).
- (D) A certified copy of the proxy's current evidence of identity, as listed in item 1.1 (B).

2. Legal entity

2.1 Shareholder attending the meeting in person

- (A) Registration Form with barcode (Enclosure 1.)
- (B) The original current evidence of identity of the shareholder's authorized person, as listed in item 1.1 (B).
- (C) A copy of a corporate affidavit,
 - Thai entity: issued no more than 6 months by the Department of Business Development at the Ministry of Commerce, and certified by an authorized person of the legal entity.
 - Non-Thai entity: a copy of the certificate of Incorporation issued by the regulatory body of the country where the entity is domiciled. The certificate of Incorporation must have been notarized by a Notary Public no more than 6 months before the Shareholder General Meeting. If written in any language other than English, the original document must be submitted together with an English translation. The translation must be certified by the legal entity's authorized person.

2.2 Proxy attending the meeting

- (A) Registration Form with barcode (Enclosure 1.)
- (B) The completed proxy form signed by both the proxy and the legal entity's authorized person, as indicated in the corporate affidavit issued by the Ministry of Commerce, with the legal entity's official seal attached (if applicable).
- (C) A copy of the current evidence of identity of the authorized person of the shareholder, as listed in item 1.1 (B), and certified by an authorized person of the legal entity.
- (D) A copy of the proxy's current evidence of identity, as listed in item 1.1 (B).

(E) A copy of the corporate affidavit,

- Thai entity: issued no more than 6 months by the Department of Business Development at the Ministry of Commerce, and certified by an authorized person of the legal entity.
- Non-Thai entity: a copy of the certificate of Incorporation issued by the regulatory body of the country where the entity is domiciled. The certificate of Incorporation must have been notarized by a Notary Public no more than 6 months before the Shareholder General Meeting. If written in any language other than English, the original document must be submitted together with an English translation. The translation must be certified by the legal entity's authorized person.

3. Foreign investor with an appointed custodian in Thailand

3.1 All evidence similar to that required for a legal person as specified in items 2.1 and 2.2

3.2 If the foreign investor authorizes the custodian to sign the proxy form on its behalf, the following documents are required:

- A) Power of Attorney from the foreign investor authorizing the custodian to sign the proxy form on its behalf.
- B) A letter certifying that the custodian is engaged in the custodian business.

If the original document is written in any language other than English, that document must be submitted together with an English translation. The translation must be certified by either the shareholder or the legal entity's authorized person

<u>Proxy Procedure</u>

The Proxy Forms, According to Regulation of the Department of Business Development, Ministry of Commerce Re: Form of Proxy (No.5) B.E. 2550, 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

Foreign Investors appointing custodians in Thailand and wishing to use Form C. can download Form C. from www.chowsteel.com and please bring the Registration Form with barcode on the date of Meeting.

A Shareholder who is unable to attend the Meeting may appoint a person as his/her 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 Shareholder s listed in the share register book as foreign investors appointing custodians in

Thailand can select only one of three Proxy Forms (Form A, Form B, or Form C)

2. 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 to be your Proxy.

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 registering to attend the meeting.

4. Submit the completed Proxy Form and return it to the Secretary Office by 25 April 2019 or half of an hour before beginning of the Meeting for verification of 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 it. Authorization of less than the total number of shares is not allowed except for the Custodian appointed by foreign investors in accordance with Proxy Form C.

Meeting Registration

The commencement for registration to attend the Meeting from 12.00 hours on Wednesday, 29 April 2020 at 14.00 hrs. at the Company meeting room, 10th Floor, FYI Center, Tower 2, Rama 4 Road, Khlongtoei, Bangkok 10110, Please refer to the map attached.