Guidelines for registration and identification documents required to attend and vote in 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 p.m. onwards at the Landmark Ballroom, 7th floor, Landmark Hotel Bangkok, 138 Sukhumvit Road, Khlong toey, Bangkok, 10110. The map for the Meeting place is enclosed herewith (Attachment no.12)

Appointment of Proxy

The three style of Proxy from 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 Investors 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 form 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 and vote at the Meeting on your behalf

1. Mr.Somnuk Chaidejsuriya	**Independent Director, Chairman of Corporate Governance Committee, Audit Committee member and Nomination and Remuneration Committee**
2. Dr.Patarut Dardarananda	**Independent Director, Audit Committee member, Risk Management Committee member and Corporate Governance Committee member**

In case of proxy to the Company's director, please send the completed proxy together with the required documents to the Corporate Secretariat Section, Corporate Affairs, TTW Public Company Limited, 30/130, Moo 12, Buddha Monthon 5 Road, Rai Khing, Sampran, Nakhon Pathom 73210 **before July 24, 2020.**

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 (Enclosed 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 (Enclosed 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 directors who 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 (Enclosed 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 Proxy as Specified in item 1.1 (2), which certified true by the shareholder.

(4) Valid official document issued by governmental authorities of the Shareholder as Specified in item 1.1 (2).

2.2 Juristic person

(1) Registration form (Enclosed no.1)

(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 (Enclosed no.1)

(2) The Proxy Form (Form C) which can be download from www.ttwplc.com 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 from 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 authorized 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.

Information and Shareholder's Guide

Dividend

❖ The Dividend Policy

The dividend policy, The Company will prioritize the financial needs for the next five years and maintain appropriate level of the debt-equity ratio. If there is a possibility to pay dividend, the Company will consider paying as high rate as possible. However, such rate shall not be less than 50% of its net profit after corporate income tax, statutory reserve, and other reserves required by of relevant agreements.

❖ What are dividend payment Date?

The payment of dividends shall be made within 1 month of the date of the resolution of the shareholder meeting or of the Board of Directors' meeting, as the case may be, in accordance with the Public Limited Companies Act B.E. 1992 Section 115 and TTW's Articles of Association Section 38. TTW tries its best to pay dividend to shareholders as earliest as possible. TTW usually declares and interim dividend for the first half-year operation and final dividend for the second half-year operation around September and May, respectively.

❖ What should I do if I did not receive my dividend?

If you do not receive dividend, please kindly contact the Thailand Securities Depository Co., Ltd. (TSD) at the following address:

Thailand Securities Depository Co., Ltd. (TSD)

93 Ratchadaphisek Road, Dindaeng, Bangkok 10400, Thailand

Telephone number 0-2009-9000

E-mail Address SETContactCenter@set.or.th

To begin the process, you should check with TSD whether there was any document returned by post. If yes, you or your delegate can contact TSD to receive such document. Otherwise, you may contact TSD for the details concerning the lost document i.e. dividend cheque number, dividend amount, payment date, to further illustrate such information in a police notice, which is among others, a crucial supporting evidence for TSD to re-issue the replacement document. Other documents that are required to be submitted are:

- An application for issuance of new securities certificate or dividend/Interest cheque in replacement of the lost cheque

- Police notice
- Certified copy of the shareholder' identification card;
- Other supporting documents as deemed necessary by TSD
- For more information, please contact TSD Call Center Tel. +66 (0) 2009-9000

❖ **How can I request for Rights-related Documents Returned by Post?**

You may contact to receive the rights-related or any other documents that has been returned by post by either contacting in person at TSD's office and submitting your identification card to receive the documents or sending a requisition letter, with a copy of your authenticated identification card enclosed, for TSE to re-deliver the documents to you via mail.

❖ **How can I reactivate my out-of-date dividend cheque?**

- You must present to the TSD the out-of-date with a copy of the identification card at the TSD's counter services located at 93 Ratchadaphisek Road, Dindaeng, Bangkok 10400, Thailand to reissue you a new cheque.
- For more information, please contact TSD Call Center Tel. +66 (0) 2009-9000

❖ **What should I do if wanting to change particulars in Dividend/interest Cheque?**

Documents required to be submitted to TSD upon a request for having a cheque updated are as in the following:

- A letter requesting for an amendment in dividend cheque/interest or an Application for alteration of particulars in dividend/interest cheque
- The original cheque that is needed to be updated
- Court order (in case the payee is changed to administrator (s))
- Other supporting documents as deemed necessary by TSD
- For more information, please contact TSD Call Center Tel. +66 (0) 2009-9000

❖ **How I can change the way I receive dividends to e-dividends?**

The shareholders can submit request forms for dividend/interest payments to bank accounts, and specified supplement documents to the TSD. In case of the scripless holding, securities holders can submit via securities companies from which they receive services. A registrar will deposit dividend/interest into bank accounts after a securities issuer requests to make dividend/interest payments to bank accounts of securities holders of securities owners.