

Documents or Evidence Showing an Identity of the Shareholder or a Representative of the Shareholder

In order to promote transparency, fairness and benefits for the shareholders, the Company therefore impose procedures on review of documents and evidence identifying shareholders and proxies eligible to register, attend and vote at the Meeting as follows;

1. Person

1.1 Personal Attendance:

- Thai Nationality Shareholder shall present an identification card of the shareholder (Identification Card, Civil Servant Card, Passport, or Driving License supported by any documents in case of change thereto).

1.2 Proxy:

- Any Proxy Form, either Form A or Form B duly filled in and signed by shareholder and proxy
- A copy of Identification Card issued by competent authorities duly certified shareholder
- An original or copy of Identification Card issued by competent authorities duly certified by proxy.

An original (s) or copy (ies) of ID Card or others issued by competent authorities to proxy duly certified by proxy.

2. Juristic Entity

2.1 Personal attendance by director:

- Any Proxy Form (either Form A or Form B) duly filled in and signed by shareholder and proxy;
- A copy of a company certificate issued by Department of Business Development, Ministry of Commerce and duly certified by authorized director(s);
- An original (s) or copy (ies) of Identification Card or issued by competent authorities duly certified by such director(s).

2.2 Proxy:

- Any Proxy Form (either Form A or Form B) duly filled in and signed by authorized director(s) of shareholder and proxy
- A copy of a company certificate issued by Department of Business Development, Ministry of Commerce and duly certified by authorized director(s);
- A copy (ies) of Identification Card or others issued by competent authorities to authorized director(s) duly certified by him/her/them;

An original (s) or copy (ies) of ID Card or others issued by competent authorities to proxy duly certified by proxy.

3. Foreign Shareholders or juristic entity registered outside of Thailand or Custodian appointed as depositary by foreign investors

3.1 In case of the foreign Shareholders or juristic entity registered outside of Thailand, documents as under 1 and 2 shall be applied.

3.2 Custodian appointed as depositary by foreign investors

- documents as under juristic person 2 shall be applied by selecting one of any Proxy Form (either Form A, Form B or Form C) duly filled in and signed by shareholder and proxy;
- In the event custodian has been authorized to sign on proxy, the following documents shall be produced:
 - 1) A power of attorney appointing such custodian to sign on proxy;
 - 2) A confirmation letter that signatory has been licensed to engage in custodian business.

For your convenience in registration, please also bring the Barcode Registration Form as enclosed with the Notice of the 2018 Annual General Meeting of Shareholders on the date of the Meeting.

A copy of the documents must be certified true copy. In case of any documents or evidence produced or executed outside of Thailand, such documents or evidence should be notarised by a notary public.

A shareholder or a proxy may register and submit the required documents or evidence for inspection at the meeting from 12.00 hrs., on 23 April 2020.

Proxy Procedures

In case the shareholders cannot attend the meeting in person, the shareholders can appoint a person as their proxy, the proceedings shall be conducted as follows;

1. In any case, only one type of proxy form can be chosen. Proxy Form B (the form of proxy with details of items to be mandatorily authorized) as provided by Department of Business Development, has been delivered to the shareholders authorized to participate in the Company's meeting of shareholders. The shareholders who are not Foreign Shareholders or juristic entity registered outside of Thailand or Custodian appointed as depositary by foreign investors can only choose either Proxy Form A. or Form B. In any case, only one type of proxy form can be chosen. Proxy Form A and Proxy Form C can be downloaded from www.scasset.com under the menu of Investor Relations » Shareholder Information » Shareholder Meeting.
2. A proxy is given to any person or Company's independent directors as desired by such the shareholder by indicating the name and particulars of such person, who is to act as a proxy or making a mark in front of the independent directors' names as stated in the proxy form. A proxy is given to the Company's independent directors can only use the Proxy Form B.
3. Twenty baht worth of duty stamp is affixed with the date crossed out on the proxy for legal validity. However, the registered proxy is given with convenience in affixing the duty stamps by the Company
4. The proxy is requested to have the true and genuine proxy with documentation delivered to the Company Secretary's office by contacting No. 02-949-2414 or 02-949-2204 or one hour prior to the commencement of the meeting to give time for the Company's officials to examine the documents.