

Documents required prior to attending the meeting and documents for Proxy

The registration to attend 2016 Annual General Meeting of Shareholders (23rd Meeting) starts not less than 2 hours prior to the commencement of the meeting or from 12.30 hours on Wednesday, March 30, 2016 **at Athenee Crystal Hall, 3rd floor, Plaza Athenee Bangkok A Royal Meridien Hotel, 61 Wireless Road, Pathumwan, Bangkok 10330**. Please find the map attached in the Notice of 2016 Annual General Meeting of Shareholders.

The registration will be made by barcode system. For your convenience, please bring Notice, Proxy Form (in case of granting proxy) and Registration Form with printed barcode, and present the following documents at registration desk before attending the meeting:

1. Self-Attending

1.1 Natural Person

- (1) Registration Form (Attachment 9) which is signed by the shareholder
- (2) A valid official document issued by government authorities e.g. the identification card, government officer identification card, 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 Form (Attachment 9) 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 Director) who attends the meeting showing that the shareholder representative (Authorized Director attending 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 specified in item **1.1(2)**

2. Proxy

2.1 Natural Person

- (1) Registration Form (Attachment 9) which is signed by the proxy
- (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 government authorities of the shareholder as specified in item **1.1(2)** which is certified true by the shareholder
- (4) A copy of valid official document issued by government authorities of the shareholder as specified in item **1.1(2)** which is certified true by the proxy

2.2 Juristic Person

- (1) Registration Form (Attachment 9) which is signed by the proxy
- (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 shareholder and the proxy
- (3) A copy of the shareholder's Affidavit certified true by the authorized person of the juristic person shareholder showing that the person who sign the Proxy Form has the authority to act on behalf of the juristic person shareholder

- (4) A copy of a valid official document issued by government authorities of the authorized person as specified in item **1.1(2)** which is certified true by said authorized person
- (5) A copy of a valid official document issued by government authorities of the proxy as specified in item **1.1(2)** which is certified true by the proxy

2.3 Granting proxy to the Company's independent director as listed in Attachment 4

- (1) Registration Form (Attachment 9)
- (2) The Proxy Form as attached in Notice (Form A or Form B) which is marked in front of only one of the name of the Independent Directors specified in the Proxy Form to be your proxy, completely filled in and signed by the shareholder
- (3) In case the shareholder is natural person, documents as specified in item **2.1 (3)**
- (4) In case the shareholder is juristic person, documents as specified in items **2.2 (3)** and **2.2(4)**

3. For Foreign Investor appointing the Custodian in Thailand

- (1) Registration Form (Attachment 9) which is signed by the proxy
- (2) The Proxy Form (Form C) which can be downloaded from www.scg.co.th and completely filled in and signed by the shareholder and the proxy
- (3) Documents as specified in item **1.2 or 2.2**
- (4) Power of Attorney by Foreign Investor authorizing Custodian to sign the Proxy Form on his or her behalf
- (5) Letter certifying that the person signing 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 shareholder.

Notes:

1. In case of granting proxy to one of the Company's independent directors, please submit the completed Proxy Form together with all required documents and return it to Corporate Secretary Office **by Tuesday, March 29, 2016.**
2. Allocation of shares to several proxies to vote in the Meeting is not allowed. Shareholder shall authorize the proxy to cast the votes equal to the total number of shares held by shareholder. Authorizing less than the total number of shares is not allowed except for the Custodian appointed by Foreign Investor in accordance with Proxy Form C.
3. Please affix the 20 Baht stamp duty and specify the date of Proxy Form across such stamp duty. The Company will also facilitate in affixing the stamp duty for the proxy at registration desk before attending the meeting.
4. In case of juristic person shareholders, if the person who signed in the POA or Proxy Form is not an authorized director as specified in the Affidavit, the attendee shall prepare the POA showing that the attendee has the authority to attend the meeting and cast the vote on behalf of the juristic person shareholder. All complete POAs must be made uninterruptedly.