

## **Documents required prior to attending the Meeting and documents for Proxy**

The registration to attend 2015 Annual General Meeting of Shareholders (22<sup>nd</sup> Meeting) of The Siam Cement Public Company Limited starts 2 hours prior to the Meeting; 12.30 hours on Wednesday, March 25, 2015 **at Athenee Crystal Hall, 3<sup>rd</sup> floor, Plaza Athenee Bangkok A Royal Meridien Hotel, 61 Wireless Road, Pathumwan, Bangkok 10330**. Please find the map attached in the Notice of 2015 Annual General Meeting of Shareholders.

The registration will be made by barcode system. For your convenience, shareholders or proxies wishing to attend the meeting kindly bring required documents as follows:

### **1. Self-Attending**

#### **1.1 Natural Person**

- (1) Registration Form (Attachment 8) which is signed by the shareholder
- (2) 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 Representative of Shareholder (Authorized Director)**

- (1) Registration Form (Attachment 8) which is signed by the shareholder representative (Authorized Director)
- (2) Copy of shareholder's Affidavit certified true copy by the shareholder representative (Authorized Director) showing that the shareholder representative has the authority to act on behalf of the juristic person shareholder
- (3) A certified true copy of the identification card, government officer identification card, driver license or passport of the shareholder representative (Authorized Director), including the evidence of name or last name's change (if any)

### **2. Proxy**

#### **2.1 Natural Person**

- (1) Registration Form (Attachment 8) which is signed by the proxy.
- (2) The Proxy Forms as attached in Notice (Form A or Form B), completely filled in and signed by the shareholder and the proxy.
- (3) **A certified true copy of the identification card, government officer identification card, driver license or passport of the shareholder.**
- (4) **A certified true copy of the identification card, government officer identification card, driver license or passport of the proxy.**

#### **2.2 Juristic Person**

- (1) Registration Form (Attachment 8) which is signed by the proxy.
- (2) The Proxy Forms 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) Copy of shareholder's Affidavit certified true copy by the authorized person of the juristic person showing that the authorized person has the authority to act on behalf of the Juristic Person Shareholder
- (4) **A certified true copy of the identification card, government officer identification card, driver license or passport of the authorized person.**

- (5) A certified true copy of the identification card, government officer identification card, driver license or passport of the proxy.

**2.3 Granting proxy to the Company's independent director** as listed in Attachment 7

- (1) Registration Form (Attachment 8)
- (2) The Proxy Forms 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 **2.1 (3)**
- (4) In case the shareholder is juristic person, documents as specified in **2.2 (3)** and **(4)**

**3. For Foreign Investor Appointing The Custodian In Thailand**

- (1) Registration Form (Attachment 8) which is signed by the proxy.
- (2) The Proxy Form (Form C) which can be downloaded from [www.scg.co.th](http://www.scg.co.th) and completely filled in and signed by the shareholder.
- (3) Documents as specified in **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 (in case of natural person) or the authorized representative(s) of shareholder (in case of juristic person).

**Note:**

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 24, 2015**
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. 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 point of the Meeting.