

Guideline for registration, appointment of proxy, documents and evidences to be presented by the attendees on the meeting date

Registration

The Company shall make available for the shareholders and/or the proxies to register for the meeting attendance from 8.30 a.m. on April 26, 2018, at Crystal Hall Room, 3rd Floor, The Athenee Hotel Bangkok, A luxury Collection Hotel (formerly known as, Plaza Athenee Hotel Bangkok), No. 61 Wireless Road, Lumpini Sub-district, Pathumwan District, Bangkok, according to the Map of the meeting's venue as appeared in **Enclosure 11**.

Appointment of proxy

In case that the shareholders are unable to attend the meeting on their own, the shareholders can appoint other persons as their proxies to attend the meeting and vote on their behalves. The Company has provided 3 Proxy Forms, namely, Proxy Form A., Form B. and Form C., in accordance with the forms specified by the Department of Business Development, the Ministry of Commerce. The details of which appear in **Enclosure 5**.

The method for the appointment of proxy can be conducted as follows:

1. The general shareholders may choose to use either Proxy Form A. or Form B. in any case provided that only one type of the proxy form can be chosen. The Company recommends the shareholders to use Proxy Form B. and specify the voting for each agenda item.
2. The shareholders, who are foreign investors, and have appointed a custodian in Thailand to be a share depository and keeper shall choose to use Proxy Form C.
3. The shareholders, who appoint the proxy, shall appoint only one proxy to attend the meeting and cast a vote. The shareholder cannot split his/her number of shares to different proxies for separate voting.
4. The shareholders can appoint any person to be their proxies as they wish or appoint the Company's independent director details are as provided in **Enclosure 6**. If the shareholders choose to appoint the Company's independent director to be their proxies, the Company recommends the shareholders to use Proxy Form B. and specify the voting for each agenda item, and deliver the proxy form together with the documents supplementary to the appointment of proxy to B.Grimm Power Public Company Limited, Investor Relations Department, 19th Floor, Dr. Gerhard Link Building, No. 5, Krungthepkreetha Road, Huamark Sub-district, Bangkapi District, Bangkok, 10240. For the convenience in reviewing the documents, your cooperation to deliver the documents to the Company within April 17, 2018 would be highly appreciated.
5. The proxy form must be correctly and clearly filled in and arranged to be signed by the grantor and the proxy as well as affixed with a 20 Baht stamp duty bearing the crossed-out mark and specifying the date such proxy is made.
6. The proxy must present the proxy form and supplementary documents, as specified in the section of **Documents to be presented on the meeting date**, at registration desk for proxies on the meeting date.

Documents to be presented on the meeting date

Individual shareholders

1. In case the shareholders attend the meeting in person:
The valid identification card or government officer card or driver's license or passport (in case of foreigner), including evidence of name or surname change (if any), shall be presented.
2. In case of the appointment of proxy:
The following documents shall be presented:
 - 1) The proxy form, correctly and completely filled in, and signed by the grantor and the proxy with the stamp duty affixed in full.
 - 2) Copy of valid identification card or government officer card or driver's license or passport (in case of foreigner) of the grantor, certified as true and correct copy by the him/her.
 - 3) Valid identification card or government officer card or driver's license or passport (in case of foreigner) of the proxy.

Juristic person shareholders

1. In the case the juristic person's authorized signatory of the attends the meeting in person:

The following documents shall be presented:

- 1) Copy of valid identification card or government officer card or driver's license or passport (in case of foreigner) of the juristic person's authorized signatory, certified as true and correct copy by him/her.
- 2) Copy of an affidavit of the juristic person, issued by the Ministry of Commerce, certified as true and correct copy by the authorized signatory, with the statement showing that such authorized signatory who signed in the Power of Attorney is empowered to act on behalf of such juristic person shareholder.

2. In case of the appointment of proxy:

The following documents shall be presented:

- 1) The proxy form, correctly and completely filled in, and signed by the grantor and the proxy with the stamp duty affixed in full.
- 2) Copy of valid identification card or government officer card or driver's license or passport (in case of foreigner) of the authorized signatory and the proxy, certified as true and correct copy by him/her.
- 3) Valid identification card or government officer card or driver's license or passport (in case of foreigner) of the proxy.
- 4) Copy of an affidavit of the juristic person, issued by the Ministry of Commerce, certified as true and correct copy by the authorized signatory, with the statement showing that such authorized signatory who signed in the Power of Attorney is empowered to act on behalf of such juristic person shareholder.

3. In the case the shareholders, who are foreign investors and have appointed a custodian in Thailand to be a share depository and keeper, appoint a proxy by using Proxy Form C., the following documents shall be presented:

3.1 Documents form custodian

- 1) The Proxy Form C., correctly and completely filled in, and signed by the authorized representative of the custodian who is the grantor and signed by the proxy with the stamp duty validly affixed.
- 2) Document confirming that the person who signed the proxy form is permitted to operate the custodian business.
- 3) Copy of an affidavit for the registration of the custodian as a juristic person, certified as true and correct copy by the authorized representative of the custodian, with the statement showing that such authorized representative of the custodian, who signed the proxy form as the grantor, is empowered to act on behalf of the custodian.
- 4) Copy of valid identification card or government officer card or driver's license or passport (in case of foreigner) of the authorized representative of the custodian, certified as true and correct copy by the him/her.

3.2 Documents from the shareholders who are the foreign investors

- 1) Power of Attorney from the shareholder who appoints the custodian to sign the proxy form on his/her behalf.
- 2) Copy of an affidavit for the registration of the shareholder as a juristic person, certified as true and correct copy by the juristic person's representative, with the statement showing that such juristic person's representative, who signed the power of attorney, is empowered to act on behalf of such juristic person shareholder.
- 3) Copy of valid identification card or government officer card or driver's license or passport (in case of foreigner) of the juristic person's representative, certified as true and correct copy by him/her.

3.3 Documents from proxy

The valid identification card or government officer card or driver's license or passport (in case of foreigner) of the proxy shall be presented.