

**Guideline for registration, appointment of proxy, documents and evidences
to be presented by the attendees at the Meeting**

Registration

The Company shall commence registration process for shareholders and/or proxies from 8.30 hrs. on 10 July 2020 at the Company's Head Office, No. 5 Krungthepkreetha Road, Huamark Sub-district, Bangkok District, Bangkok 10240, according to the Map of the Meeting's venue (Attachment 16).

Appointment of proxy

In the event that 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 in accordance with the forms specified by the Department of Business Development, the Ministry of Commerce (Attachment 7)

- Form A. is a general form that is simple and uncomplicated;
- Form B. is an explicit form that sets out specific details of authorisation;
- Form C. is a form to be used specifically by shareholders who are foreign investors and have appointed a custodian in Thailand to be their share depository.

Shareholders can download Proxy Form A., Form B. and Form C. from the Company's website at:

- Thai version https://investor-th.bgrimpower.com/shareholder_meeting.html
- English version https://investor.bgrimpower.com/shareholder_meeting.html

Procedures for the appointment of proxy are as follows:

1. General shareholders may choose to use either Proxy Form A. or Form B. The Company recommends the shareholders to use Proxy Form B. and specify the voting for each agenda item.
2. Shareholders who are foreign investors and have appointed a custodian in Thailand to be a share depository and keeper are recommended 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 either one of the Company's independent directors whose names and details are provided in Attachment 8. 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. In this respect, for the convenience in reviewing the documents, the shareholders can deliver the proxy form together with the supporting documents for the appointment of proxy to the Company in advance by 1 July 2020 to:

B.Grimm Power Public Company Limited
Company Secretary Department, 3rd Floor, Dr. Gerhard Link Building
No. 5, Krungthepkreetha Road, Huamark Sub-district, Bangkok District, Bangkok, 10240.

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 Baht 20 stamp duty bearing the crossed-out mark and specifying the date such proxy is made.

If the original supporting documents are not in English, English translation of such documents are required and must be certified as true translation by the shareholders or the authorised person of the juristic persons.

6. The proxy must present the proxy form and supporting documents, as specified in “Documents and evidence to be present at the Meeting”, at registration desk for proxies at the Meeting.

Documents and evidence to be presented at the Meeting

Individual shareholders

1. The shareholder attends the meeting in person

To present:

- (1) Notification of Meeting (with QR Code) (Attachment 2) signed by the shareholder.
- (2) Valid identification card, government officer card, driver’s license, or passport (in case of foreigner), including evidence of name or surname change (if any) of the shareholder.

2. Appointment of proxy

To present:

- (1) Notification of Meeting (with QR Code) (Attachment 2) signed by the proxy
- (2) The proxy form, correctly and completely filled in, signed by the grantor and the proxy with the stamp duty affixed in full.
- (3) Copy of valid identification card, government officer card, driver’s license, or passport (in case of foreigner) of the grantor, certified as true and correct copy by the him/her.
- (4) Valid identification card, government officer card, driver’s license, or passport (in case of foreigner) of the proxy.

Juristic persons

1. The authorised person of the juristic person attends the meeting in person

To present:

- (1) Notification of Meeting (with QR Code) (Attachment 2) signed by the authorised person of the juristic person attending the meeting.
- (2) Valid identification card, government officer card, driver’s license, or passport (in case of foreigner), including evidence of name or surname change (if any) of the authorised person of the juristic person attending the meeting.
- (3) Copy of an affidavit of the juristic person, issued by the Ministry of Commerce (no longer than 6 months) certified as true and correct copy by the authorised person attending in person, with the statement showing that such authorised person is empowered to act on behalf of such juristic person as the shareholder.

2. Appointment of proxy

To present:

- (1) Notification of Meeting (with QR Code) (Attachment 2) signed by the proxy
- (2) The proxy form, correctly and completely filled in, signed by the grantor and the proxy with the stamp duty affixed in full.
- (3) Copy of valid identification card, government officer card, driver's license, or passport (in case of foreigner) of the authorised person (as the grantor), certified as true and correct copy by him/her.
- (4) Valid identification card, government officer card, driver's license, or passport (in case of foreigner) of the proxy.
- (5) Copy of an affidavit of the juristic person, issued by the Ministry of Commerce (no longer than 6 months) certified as true and correct copy by the authorised person as the grantor, with the statement showing that such authorised person is empowered to act on behalf of such juristic person as the shareholder.

3. Appointment of proxy in the case of shareholders who are foreign investors and have appointed a custodian in Thailand to be a share depository and keeper

3.1 Documents of custodian

- (1) The Proxy Form, correctly and completely filled in, signed by the authorised 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 (no longer than 6 months) certified as true and correct copy by the authorised representative of the custodian, with the statement showing that such authorised 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, government officer card, driver's license, or passport (in case of foreigner) of the authorised representative of the custodian, certified as true and correct copy by him/her.

3.2 Documents of the shareholder who is a foreign investor

- (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 (no longer than 6 months) 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, government officer card, 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 of proxy

- (1) Notification of Meeting (with QR Code) (Attachment 2) signed by the proxy
- (2) Valid identification card, government officer card, driver's license, or passport (in case of foreigner) of the proxy.

Registration and meeting procedure

