

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

The registration

The Company will commence the registration for the meeting attendance for the shareholders and/or the proxies at 13.00 hrs. on Wednesday April 23, 2014, at Sitarom Room, Phranakorn Grand View, Phranakhon Rajabhat University, 9 Chaengwattana Road, Bangkok, Bangkok 10220, location map is as appeared in **Enclosure 9**.

The appointment of proxy

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

The appointment of proxy can be conducted as follows:

1. The shareholders may choose to use either Proxy Form A. or Proxy Form B. in any case, 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.
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 can appoint any person to be their proxies as they wish, or appoint the independent director of the Company whose name and profile is as appears in **Enclosure 6** to be their proxies. If the shareholders choose to appoint the independent director of the Company to be their proxies, the Company recommends the shareholders to use Proxy Form B. and specify the voting for each agenda, and deliver the proxy form with the supporting documents to Hot Pot Public Company Limited, 350 Ram Inthra Rd., Tha Raeng, Bangkok, Bangkok 10230 in which the documents shall arrive at the Company no later than April 18, 2014.
4. The proxy form must be completely filled in, signed by the grantor and the proxy and affixed with Baht 20 stamp duty which is crossed and specified the date such proxy is made.
5. The proxy must present the proxy form and supporting documents at registration desk for proxies on the meeting date.

Documents to be presented on the meeting date

Individual

1. In case the shareholders attend the meeting in person, it is required to present valid identification card or government officer card or driving license or passport (in case of foreign shareholders), including evidence of name or surname change (if any). Please also present Registration Form as appears in **Enclosure 4**.
2. In case the shareholders appoint proxy, it is required to present the following documents:
 - 1) Registration Form as appears in **Enclosure 4**
 - 2) The proxy form, correctly and completely filled in and signed by the grantor and the proxy, and affixed with a stamp duty.
 - 3) Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the grantor, certified as true and correct copy by the grantor.
 - 4) Valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the proxy.

Juristic Persons

1. In the case the authorized representative of the shareholders attend the meeting in person, it is required to present the following documents:
 - 1) Registration Form as appears in **Enclosure 4**
 - 2) Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the authorized representative, certified as true and correct copy by the representative.
 - 3) Copy of an affidavit of the shareholder, certified as true and correct copy by the authorized representative, with the statement showing that such authorized representative who attends the meeting is empowered to act on behalf of such juristic shareholder.
2. In the case the shareholders appoint the proxy to attend the meeting, it is required to present the following documents:
 - 1) Registration Form as appears in **Enclosure 4**
 - 2) The proxy form, correctly and completely filled in and signed by the grantor and the proxy, and affixed with a stamp duty.
 - 3) Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the authorized representative, certified as true and correct copy by the representative.
 - 4) Valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the proxy.

- 5) Copy of an affidavit of the shareholder, certified as true and correct copy by the authorized representative, with the statement showing that such authorized representative who signs the proxy form is empowered to act on behalf of such juristic 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., it is required to present the following documents:

3.1 Documents from custodian

- 1) The Proxy Form C., correctly and completely filled in and signed by the authorized representative of the custodian which is the grantor and the proxy, and affixed with a stamp duty.
- 2) A letter confirming that the person who signs the proxy form is permitted to operate the custodian business.
- 3) Copy of an affidavit of the custodian, 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 signs 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 driving license or passport (in case of foreign shareholders) of the authorized representative of the custodian, certified as true and correct copy by the representative.

3.2 Documents from shareholder

- 1) Registration Form as appears in **Enclosure 4**
- 2) Power of Attorney from the shareholder appointing the custodian to sign the proxy form on his/her behalf.
- 3) Copy of an affidavit of the shareholder, certified as true and correct copy by the authorized representative, with the statement showing that such authorized representative who signs the power of attorney is empowered to act on behalf of such juristic shareholder.
- 4) Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the authorized representative, certified as true and correct copy by the representative.

3.3 Documents from proxy

It is required to presented Copy of valid identification card or government officer card or driving license or passport (in case of foreign shareholders) of the proxy, certified as true and correct copy by the representative.