

# Procedure for Registration, Documents and Evidence Required For Attending the Meeting Stark Corporation Public Company Limited

The Company has prepared three proxy forms as set out by the Ministry of Commerce, as follows:

- 1. Form A is a general proxy form which is simple and not complicated;
- 2. Form B is a proxy form which clearly specifies the items for which a proxy is granted; and
- 3. Form C is a proxy form which is used for a custodian

In order to enable the shareholders who are unable to attend the Meeting in person to appoint their proxies to attend the Meeting on their behalf or to appoint the Company's independent directors as their proxies to vote, by selecting, completing and submitting only one proxy form to the Company prior to the Meeting.

### Registration for Meeting Attendance

The Company will start the registration and review the validity of proxy forms at 1 hour before the Meeting.

#### Documents Required for Registration

- 1. In case of a natural person
  - 1.1 If the shareholder attends the Meeting in person, please present any document issued by government agency which shows the shareholder's photo, and remains valid, e.g., ID card, driving license, or passport.
  - 1.2 If a proxy is appointed to attend the Meeting:
    - (a) A proxy form containing complete and accurate information, and signed by the grantor and the proxy;
    - (b) A photocopy of the shareholder's document issued by government agency, which contains such details per item 1.1 above, and signed by the grantor as a certified true copy; and
    - (c) Such document issued by government agency to the proxy, which contains such details per item 1.1 above.
  - 1.3 If a proxy is given to a custodian:
    - (a) A proxy form containing complete and accurate information, and signed by the grantor and the proxy;
    - (b) A photocopy of the shareholder's document issued by government agency, which contains such details per item 1.1 above, and signed by the grantor as a certified true copy;



- (c) A power of attorney executed by the shareholder authorizing the custodian to sign the proxy form on his/her behalf; and
- (d) A document certifying that the proxy is licensed to operate the business as custodian.

## 2. In case of a juristic person:

- 2.1 If the shareholder's representative attends the Meeting in person:
  - (a) Such representative's document issued by government agency, which contains such details per item 1.1 above; and
  - (b) A photocopy of the certificate of registration of juristic person of the shareholder, signed by its representative(s) as a certified true copy, evidencing that the representative who attends the Meeting is authorized to act on behalf of the juristic person, which is the shareholder.
- 2.2 If a proxy is appointed to attend the Meeting:
  - (a) A proxy form containing complete and accurate information, and signed by the grantor and the proxy;
  - (b) A photocopy of the certificate of registration of juristic person of the shareholder, signed by its representative(s) as a certified true copy, evidencing that the representative(s) signing the proxy form is/are authorized to act on behalf of the juristic person, which is the shareholder;
  - (c) A photocopy of the document(s) issued by government agency of the representative(s) of the juristic person (director(s)), as grantor(s), and signed by its representative(s) as a certified true copy; and
  - (d) Such document issued by government agency to the proxy, which contains such details per item 1.1 above.

#### 2.3 If a proxy is given to a custodian:

- (a) A proxy form containing complete and accurate information, and signed by the grantor and the proxy;
- (b) A photocopy of the certificate of registration of juristic person of the shareholder, signed by its representative(s) as a certified true copy, evidencing that the representative(s) signing the proxy form is/are authorized to act on behalf of the juristic person, which is the shareholder;



- (c) A photocopy of the document(s) issued by government agency of the representative(s) of the juristic person (director(s)), as grantor(s), and signed by its representative(s) as a certified true copy;
- (d) A power of attorney executed by the corporate shareholder authorizing the custodian to sign the proxy form on its behalf; and
- (e) A document certifying that the proxy is licensed to operate the business as custodian.