

Explanation of the shareholder registration and presentation of documents before attending the meeting, proxies, voting, and method of counting votes

A. Method of registration and presentation of documents before attending the meeting

Registration and document checking will open 2 hours prior to the meeting or from 11.30 a.m. until the meeting start at Sathorn 1 and 2 Meeting Room, 4th floor, Q House Lumpini Building, No. 1 South Sathon Road, Thungmahamek, Sathon, Bangkok, 10120. (Details are shown in Enclosure No.7 Map of Venue for the 2018 Annual General Meeting of Shareholders).

The company uses a barcode system for meeting attendance registration for convenience and to speed up the registration process. Therefore, each shareholder is required to bring the documents previously delivered by the company for registration. (Details are shown in Enclosure No. 9 Shareholder Registration Form).

Documents required for registration of attendance (depending on circumstances)

1. Shareholder being a natural person

1.1 Self-attendance

A valid identification document issued by a governmental authority which contains the shareholder's photo, i.e. a personal identification card, a driving license, an international driving license, a foreigner identification card and a passport must be presented.

1.2 Proxy

- (A) Proxy Form A or B (Form B is recommended) (Details are shown in Enclosure No. 6) as attached with the shareholder meeting invitation, completely and accurately filled in and signed by both the Grantor and the Proxy and affixed the stamp duty of Baht 20.
- (B) A photocopy of identification documents of the Grantor issued by a governmental authority which having details as per 1.1 and the Grantor must be certified true copy.
- (C) A photocopy of identification documents of the Proxy issued by a governmental authority which having details as per 1.1 and the Proxy must be certified true copy.
- (D) A personal identification card of the Proxy issued by a governmental authority which having details as per 1.1.

2. Juristic person

2.1 Attendance in person by representative of juristic person

- (A) A personal identification card of representative issued by a governmental authority which having details as per 1.1.
- (B) A photocopy of Affidavit or certificate of incorporation of juristic person issued by the Ministry of Commerce or the authority of jurisdiction in which such juristic person is located, or by an officer of such juristic person, containing details, the name of the juristic person, the person authorized to sign and bind the juristic person or to act on behalf of the juristic person including any condition or limitation thereof and address of the head office etc. This issuance date of such documents must not be older than 1 year prior to the date of the meeting. Copy of these documents must be signed and certified by the representative of the juristic person.

2.2 Attendance by proxy

- (A) Proxy Form A or B (Form B is recommended) (Details are shown in Enclosure No.6.) as attached with the shareholder meeting invitation, completely and accurately filled in and signed by both the Grantor and the Proxy and affixed the stamp duty of Baht 20.
- (B) A photocopy of Affidavit or certificate of incorporation of juristic person issued by the Ministry of Commerce or the authority of the authority of jurisdiction in which such juristic person is located, or by an officer of such juristic person, containing details, the name of the juristic person, the person authorized to sign and bind the juristic person or to act on behalf of the juristic person including any condition or limitation thereof and address of the head office etc. This issuance date of such documents must not be older than 1 year prior to the date of the meeting. Copy of these documents must be signed and certified by the representative of the juristic person. There must also be a statement that the representative whose signature appears on the Proxy Form has the power to act on behalf of the juristic person who is the shareholder.
- (C) A photocopy of valid identification document of the representative issued by a governmental authority who signs the Proxy Form which having details as per 1.1. This identification document must be presented and must be certified true copy by such representative of the juristic person.
- (D) A photocopy of valid identification document of the proxy issued by a governmental authority which having details as per 1.1. This identification document must be certified true copy by the proxy.
- (E) A personal identification card of the Proxy issued by a governmental authority which having details as per 1.1.

3. **Shareholder appointing a custodian in Thailand**

- (A) Proxy Form C (Details are shown in Enclosure No. 6) that is completely and accurately filled in and signed by the Grantor and the Proxy and affixed with a stamp duty of Baht 20.
- (B) Confirmation letter as to the fact that the custodian has obtained a license to undertake or engage in custodian business.
- (C) A photocopy of Affidavit of the custodian issued by the Ministry of Commerce that is not older than 1 year prior to the date of the meeting, and signed certified true copy by the representative of the custodian, or authorized person (if a power of attorney is presented, such power of attorney must state that the authorized person is empowered to certify the document as such).
- (D) A photocopy of identification document of the authorized representative of the Custodian that is issued by a governmental authority which having details as per 1.1. This identification document must be certified true copy by the authorized representative of the custodian.
- (E) A photocopy of a valid power of attorney of the custodian should there be an appointment of the authorized person to act on behalf of the custodian (that is not yet expired) and certified true copy by the authorized representative of the custodian or the authorized person (if a power of attorney is presented, such power of attorney must state that the authorized person is empowered to certify the document as such), and a photocopy of the identification document of the authorized person issued by a governmental authority which having details as per 1.1. This identification document must be certified true copy by the authorized person.
- (F) A photocopy of valid identification document of the proxy issued by a governmental authority which having details as per 1.1. This identification document must be certified true copy by the proxy.

- (G) A personal identification card of the Proxy issued by a governmental authority which having details as per 1.1.

If an original document is not written in Thai or English, the juristic person have to translate into English version and the translation version must be certified by the authorized representative of the juristic person.

The company will not complete registration and will not allow shareholders and/or proxies to attend the shareholder meeting and/or in the following circumstances:

1. A photocopy of Affidavit or certificate of incorporation of juristic person issued by the Ministry of Commerce or the authorized agencies (in case of a foreign juristic) or the authority of the juristic that is issued for more than 1 year before the shareholder meeting.
2. The Grantor did not sign the Proxy Form.
3. The Proxy Form has been modified the important information and the proxy was not signed on such modifications (all of the modifications).
4. A personal identification card of the Grantor or the Proxy required for the registration is incomplete and do not sign the certified true copy.

4. In case of a deceased shareholder

The administrator shall attend the meeting in person or proxy. The administrator must have a document of the court order appointing as administrator and must be signed by the notary no longer than 1 month until the day before the meeting date, shall be presented.

5. In case of minor children as shareholders

The shareholder's parents or legal guardian shall attend the meeting in person or by proxy. They must bring the minor children shareholder's house registration to show for registration.

6. In case of incompetent or quasi-incompetent shareholder

The shareholder's guardian or defender shall attend the meeting in person or by proxy. They must have a document of the court order appointing as administrator and must be signed by the notary no longer than 1 month until the day before the meeting date, shall be presented.

B. Method of granting Proxy

1. Granting Proxy to another person

- 1.1 The grantor must assign only one proxy to attend and vote at the meeting. The shares cannot be distributed to several proxies for the purpose of separating the votes.
- 1.2 The grantor must fill in the Proxy Form and signed by both the Grantor and the Proxy with completely and accurately.

- 1.3 If there is an amendment to the vote casting in each agenda item, the grantor must sign to certify such an amendment. Without the signature of the grantor on each amendment, the company will deem that the person is "not entitled to vote" in such agenda item.
- 1.4 The proxy must present the proxy form to the company's officer at the meeting venue prior to the meeting time.

2. Proxy Forms

The Company has prepared the Proxy Forms according to the Regulation of the Department of Business Development Re: Form of Proxy (No. 5) B.E. 2550, which provides three Proxy Forms as follows:

- Proxy Form A. General and simple form
- Proxy Form B. Form containing detailed particulars of each matter
- Proxy Form C. Form for use in case where foreign shareholders appoint a custodian in Thailand

The company recommends the use of Proxy Form B so that shareholders who cannot attend the meeting can consider in authorize another person or the company's independent directors (according to name list of independent directors provided by the company) as a proxy to attend and vote at the meeting on behalf of the shareholders.

If the shareholder wishes to authorize a proxy in general, he/she can use the Proxy Form A, or if the shareholder is a foreign investor and has appointed a custodian in Thailand to look after the shares, Proxy Form C can be used.

All three Proxy Forms can be downloaded at www.lhfg.co.th in the investor relations category, shareholder information topic, shareholders' meeting subtopic.

3. Authorize an independent director to be your proxy

- 3.1 The shareholder is required to specify the name and details of the two of company's independent directors because in case any director is not able to attend the meeting, another director will be the proxy to attend and vote in the meeting. Please see the details of the two independent directors being select to be the proxies as follows;

(1) Mr. Adul Vinaiphat

Independent Director, Chairman of the Nomination and Remuneration Committee, Chairman of the Audit Committee, and Chairman of Corporate Governance Committee

Age 71 years

70 Soi Suan Pak 60, Sala Thamasop, Thawee Wattana, Bangkok 10170

(2) Asso.Prof.Dr.Supriya Kuandachakupt

Independent Director, Member of the Audit Committee, Member of the Nomination and Remuneration Committee and Member of the Corporate Governance Committee

Age 64 years

82 Phaholyothin 14, Phaholyothin Rd. Samsennai, Phayathai,. Bangkok 10400

- 3.2 The grantor must fill in the Proxy Form that includes his/her signature along with required documents. The company would like to request all shareholders to submit Proxy Forms with signatures, along with required documents, to the company's secretary within April 18th, 2018.

C. Voting and Vote Counting Procedures

1. Voting

- 1.1 In casting votes in each agenda, the Chairman will ask the shareholders or proxies wish to disapprove or to abstain from voting, and that such shareholders or proxies raise their hands.
- Any shareholders or proxies who wish to disapprove or abstain from voting, please mark on the ballot distributed to you at the entering of the meeting and submit it to the officers. Any shareholders not submitting the ballots to the officers, it shall be deemed that they approve the matter as proposed by the Chairman.
 - If there are no shareholders or proxies who raise their hands to indicate their disapproval or abstention, the meeting will be deemed as having approved the proposed agenda item.
- 1.2 If the grantor has not indicated in the Proxy Form his/her intention as to the voting directions in any agenda item, or such indication of intention is unclear, if the meeting considers or resolves any matter other than those stated in the Proxy Form, or in case where there has been change or addition to the facts, the Proxy shall be authorized to consider and vote such matter on behalf of the shareholder as appropriate.
- 1.3 The shareholders that authorize the proxy to attend the meeting and the shareholders have marked in the proxy forms of their votes (approval, disapproval or abstention) in accordance with the regulation. These votes shall be calculated together with the votes of other shareholders in the meeting. The company will not distribute voting ballots to the proxy in respect of any agenda item for which the voting directions have already been indicated by the shareholders in the Proxy Form.
- 1.4 Any shareholder having any special interest in a matter shall not be permitted to vote on such a matter and may be invited by the chairman of the meeting to temporarily leave the meeting.
- 1.5 A secret vote may be made upon request of at least 5 shareholders and the meeting resolves accordingly. The method for the vote on poll shall be specified and informed to the meeting before voting by the chairman.

2. Vote Counting Procedures

- 2.1 The company uses the barcode system in counting votes.
- 2.2 One share is equivalent to one vote.
- 2.3 Counting votes in each agenda is divided into 3 categories:
- Majority of the votes of the shareholders present and entitled to is required to be approved. The company will count only shareholder votes. Shareholders may only vote to agree or disagree with each item on the agenda or abstain from voting. If the votes are equal, the Chairman of the meeting can exercise his casting vote.

- Not less than two-thirds (2/3) of the votes of the shareholders present and entitled to vote is required to be approved. The company will count the votes of all shareholders attending the meeting and are entitled to vote to agree or disagree with each item on the agenda or abstain from voting.
- Not less than three-fourths (3/4) of the votes of the shareholders present and entitled to vote is required to be approved. The company will count the votes of all shareholders attending the meeting and are entitled to vote to agree or disagree with each item on the agenda or abstain from voting.

2.4 The following cases will be considered "not entitled to vote"

Shareholders attending the meeting in person

- Not specified the voting in the ballot; or
- More than one type of vote cast in the ballot.

Shareholders attending the meeting by proxy

- The Grantor casting vote in the Proxy Form and without the signature of the grantor on each amendment.
- Not specified the voting in the ballot; or
- More than one type of vote cast in the ballot. (except in the case of Custodians); or
- More than the number of shares entitled to vote (in the case of Custodians).

The shareholder or Proxy submits the ballot after each agenda finished.

The Chairman or a designated person will inform the meeting of the method for voting and counting of votes before entering the meeting process.