

Procedure For Attending the Annual General Meeting of Shareholders,
Proxy and the submission of inquiry

1. Procedure for attending the Annual General Meeting of shareholders of Heng Leasing and Capital Public Company Limited at Sumritphol Meeting Room, 3rd floor, Heng Leasing and Capital Public Company Limited, No. 69 Moo 7, Sai Sai Noi Sub-district, Sansai District, Chiang Mai Province 50210 (Physical Meeting)

The Company has prepared and delivered a map and the method of traveling to the meeting venue as set out in Attachment 12 and the shareholders and proxy can register to attend the meeting from 12.00 hrs., on the meeting date. The Company will use the barcode system to register and count the votes in the meeting for attending the meeting in person. Therefore, the shareholders and proxies please present the registration documents on the meeting date as follows:

1.1 Shareholder as individual

- Registration form, which prints barcode
- Identification card or civil servant identification card or driving license that has not expired or a passport or a document used instead of passport that have not expired (in the case of a foreigner) and a copy of evidence of changing names and/or surname (if any)

In case of proxy

- Registration form, which prints barcode
- Proxy form A or form B. (Attachment 9), please select only one proxy form and please complete information accurately with signatures of shareholder and its proxy.
- Copy of Identification card or civil servant identification card or driving license that has not expired or a passport or a document used instead of passport that have not expired (in the case of a foreigner) of the shareholder and its proxy with the true and correct certification.

1.2 Shareholder as juristic person

- Registration form, which prints barcode
- Copy of Certified Affidavit which issued, no greater than 6 months, from the Department of Business Development, together with the true and correct certification by the authorized persons to bind the juristic person with the common seal affixed (if any).

In case of proxy

- Registration form, which prints barcode
- Proxy form A or form B. (Attachment 9), please select only one proxy form and please complete information accurately with signatures of shareholder and its proxy.
- Copy of Identification card or civil servant identification card or driving license that has not expired or a passport or a document used instead of passport that have not expired (in the case of a foreigner) of the shareholder and its proxy with the true and correct certification.
- Copy of Identification card or civil servant identification card or driving license that has not expired or a passport or a document used instead of passport that have not expired (in the case of a foreigner) of the authorized persons to bind the juristic person who have his or her signature on the proxy form with the true and correct certification.
- Copy of Certified Affidavit which issued, no greater than 6 months, from the Department of Business Development or affidavit issued by the government agency which has a jurisdiction over such juristic person together with the true and correct certification by the authorized persons to bind the juristic person with the common seal affixed (if any).

In the event that the shareholders appear in the share's registration as foreign investors and appointed Custodian in the country as securities depositors to attend the meeting and vote for foreign investors.

- Registration form, which prints barcode

- Proxy form C (Attachment 9), please complete information accurately with signatures of shareholder and its proxy.
- Certified Affidavit of Custodian with the true and correct certification by the authorized persons to bind the Custodian or the proxy together with the common seal affixed (if any).
- Copy of Identification card or civil servant identification card or driving license that has not expired or a passport or a document used instead of passport that have not expired (in the case of a foreigner) of the authorized persons to bind the juristic person with the true and correct certification.

1.3 If the shareholders wish to give a proxy to other person to attend the meeting and to vote at the meeting, please proxy to a person of legal age or if the shareholders wish to give a proxy to the Independent Director, the shareholders can give a proxy to the Independent Director of the Company of which all Independent Directors do not have any conflict of interest on any agendas of the meeting, the information of the Independent Directors are set out in Attachment 6.

2. Procedure for attending the Annual General Meeting of Shareholders at the venue of the meeting

Step for requesting via register

1. In case in person

- 1 Document for register
- 2 Wait for inspector and register
- 3 Received a ballot
- 4 Join meeting in meeting room
- 5 Vote as they wish in ballot

2. In case in proxy

- 1 Document for inspector
- 2 Wait for inspector
- 3 Document for register
- 4 Wait for register
- 5 Received a ballot

The image shows two yellow proxy forms. The top form is for 'In case in person' and the bottom form is for 'In case in proxy'. Both forms include fields for name, shareholding amount, and voting options (Approve, Disapprove, Abstain). The forms are numbered 1 and 2, corresponding to the steps in the procedure.

3. Channels for providing suggestions or questions related to business, industry, company performance or related to the agenda

In order for the meeting to proceed according to the agendas, the meeting will receive only written questions. The shareholder can provide suggestions or questions in advance before the meeting date through the following channels:

- deliver it to the “**Company Secretary Office**” of Heng Leasing and Capital Public Company Limited located at No. 69 Moo 7, San Sai Noi Sub-District, San Sai District, Chiang Mai Province 50210
- Email: cs_heng@hengleasing.co.th; or
- Deliver it to the Company's officer on the meeting date.