

## **Criteria for Shareholders to Propose Agenda, Nomination of Directors and Submission the Questions in advance with Regard to Annual General Meeting**

Asia Sermkij Leasing Public Company Limited (“the Company”) has a strong intention to comply with the provision of Section 89/28 of the Securities and Exchange Act B.E.2535 (including its amendments) and recognizes the importance of fair and equitable treatment of shareholders, which is one of our policies on the good corporate governance policy of the company, with regard to the prior proposal of the Annual General Meeting of Shareholders agenda and nomination of directors. The company therefore would like to provide the opportunity to shareholders to propose additional agenda for year 2021 Annual General Meeting of Shareholders and to propose qualified persons to be appointed as a Company's director prior to the meeting. The company has established the procedures and criteria in considering and selecting the agenda and the nomination of directors as follows:

### **Part 1 Qualifications of shareholders eligible to propose agenda and nomination of directors**

The shareholder who requests to propose the agenda and nomination of directors shall have the following qualifications:

A meeting agenda or nomination of directors shall be proposed by a shareholder or shareholders holding shares and having aggregate voting rights not less than 1% of all Company voting rights as of the date of the proposal of meeting agenda or nomination of directors. The shareholder or shareholders must continuously holding the shares for at least 6 months until the date the shareholder proposes the agenda or nomination of directors.

### **Part 2 Proposal of Agenda and Nomination of directors**

#### **(1) Proposal of agenda**

##### **1.1 Matters which are not included in meeting agenda**

- (1) Matters stipulated in Section 89/28 of the Securities and Exchange Act B.E. 2535 (including its amendments) and Notifications of Capital Market Supervisory Board;
- (2) Matters contradicting laws, notifications, rules and regulations of governmental agencies or agencies supervising companies or matters which do not conform to company's objectives, articles of association or shareholders' meeting resolutions;
- (3) Matters which have already been undertaken by the Company
- (4) Matters for which shareholders did not provide sufficient or correct information or did not specify whether such matters will be proposed as matters for acknowledgement, for approval or for consideration, or additional information which is not available due to inability to contact the proposing shareholders; or
- (5) Matters proposed by (a) shareholder (s) who is not fully qualified as specified in Part 1.

##### **1.2 Process of consideration**

- (1) The shareholder who possesses the qualification as specified in Part 1 can propose an agenda item by completing “Form to Propose Agenda for the Y2021 Annual General Meeting of Shareholders”, affixing his/her signature therein and submitting the same to the company unofficially via facsimile number 0-2679-6241-2 (Attention : Investor Relations Department) before submitting the

original form together with the supporting documents as stated in Part 3 to the company by December 31, 2020 at “Investor Relations Department, Asia Sermkij Leasing Public Company Limited, 24<sup>th</sup> Floor, Sathorn City Tower, No.175 South Sathorn Road, Tungmahamek, Sathorn, Bangkok 10120”.

- (2) In the case that shareholders who are fully qualified as specified in Part 1 collectively propose an agenda item for the meeting to the Board of Directors, each of the proposing shareholder shall complete “Form to Propose Agenda for the Y2021 Annual General Meeting of Shareholders”, affix their signatures therein and together submit the same, together with the supporting documents as stated in Part 3, as a set of documents, to the Company’s Board of Directors, or they may unofficially submit such documents prior to submitting the original document as stated in (1).
- (3) In the case that one or several shareholders who are fully qualified as specified in Part 1 propose more than one agenda item, such shareholder (s) shall prepare one “Form to Propose Agenda for the Y2021 Annual General Meeting of Shareholders” for each agenda item and affix their signatures therein or may unofficially submit the documents prior to submitting the original document as stated in (1).
- (4) Company Secretary shall initially review the proposed agenda item for the Board of Directors as follows:
  - (4.1) In the case of an agenda item for which the proposing shareholder did not provide complete or correct information, the Company Secretary will give notice to the proposing shareholders by January 16, 2021. If the proposing shareholders fails to rectify the agenda item and returns the same to the Company prior to January 31, 2021, the Company Secretary will give written notice to the proposing shareholder to acknowledge the disqualification of such proposed agenda item.
  - (4.2) In the case of an agenda item proposed by a shareholder who is not fully qualified as specified in Part 1, the Company Secretary will give written notice to the proposing shareholder to acknowledge the disqualification of such proposed agenda within January 31, 2021.
  - (4.3) The Company Secretary will submit all the disqualified agenda items as stated in (4.1) or (4.2) to the Board of Directors during the Board of Directors Meeting.
- (5) The Board of Directors will consider whether the agenda items proposed by shareholders, which have no disqualifications as specified in Clause 1 (1.1), or unless otherwise decided by the Board of Directors, are suitable to be included in the agenda. The decision of the Board of Directors shall constitute the final decision.
- (6) The agenda items which are approved by the Board of Directors will be included in the meeting agenda and contained in the Meeting notice together with the opinion of the Board of Directors, and delivered to the shareholders. With regard to the disapproved agenda items and the agenda items which are disqualified under Clause 4 (4.1) - (4.2), the Company will be include such disapproved and disqualified agenda items in the agenda for acknowledgement, along with the reason for disapproval, in the Shareholders’ Meeting.

- (7) In the case that the Company disapproves an agenda item proposed by a shareholder to be included in the Meeting agenda as stated in Clause 6, the shareholders, supported by a majority of all votes cast by the attending shareholders who have the right to vote, can resolve to approve the previously disapproved agenda item be included in the next Shareholders' meeting agenda.

## **(2) Nomination of Directors**

### **2.1 Qualification and Disqualification of Directors**

The person who is nominated for appointment as a director shall have the following qualifications and shall not possess any of the following disqualifications:

- (1) being truly qualified and not having any disqualifications under the acts governing public limited companies, the acts governing securities and exchange and the acts governing good corporate governance;
- (2) being knowledgeable and competent, performing director's duties with responsibility, care and in a fiduciary manner;
- (3) being capable to devote sufficient time for the Company, having reasonable years of age, being in a good physical and mental health, being capable to regularly attend the Board of Directors meetings, being well-prepared prior to meetings, being a creative participant in meetings, being straight-forward, being confident in giving opinion at meetings and/or being a businessman with good reputation, good record of work performance and good ethics, as well as being accepted by society;
- (4) being knowledgeable and skilful in the areas which are materially beneficial to the Company;
- (5) should not hold the office of directors in several companies at the same time; and
- (6) not being disqualified as a prohibited person to be appointed as director as required by the relevant authorities, nor having a nature indicating lack of suitability to be trusted to operate a business in which the public hold shares.

### **2.2 Process of consideration**

- (1) The shareholder who possesses the full qualification as specified in Part 1 can propose the nomination of directors by completing "Form to Nominate Director", affixing his/her signature therein and submitting the same to the company unofficially via facsimile number 0-2679-6241-2 (Attention : Investor Relations Department) before delivering the original form together with the supporting documents as stated in Part 3 and the relevant documents of the nominated person, by mail, to the company within December 31, 2020 at "Investor Relations Department, Asia Sermkij Leasing Public Company Limited, 24th Floor, Sathorn City Tower, No.175 South Sathorn Road, Tungmahamek, Sathorn, Bangkok 10120".
- (2) In the case that shareholders who are fully qualified as specified in Part 1 collectively propose the nomination of directors to the Board of Directors, each of the proposing shareholders shall complete "Form to nominate director", affix their signatures therein and together submit the same, together with the supporting documents of each shareholder and the relevant documents of the nominated person as stated in Part 3, as a set of documents, to the Company's Board of

Directors, or they may unofficially submit such documents prior to submitting the original document as stated in (1).

- (3) In the case that one or several shareholders who are fully qualified as specified in Part 1 propose more than one nomination, such shareholder (s) shall prepare one “Form to nominate director” for each nomination, affix their signatures therein and submit the same, together with the supporting documents and the relevant documents of all the nominated persons, or they may unofficially submit the documents prior to submitting the original document as stated in (1).
- (4) Company Secretary shall initially review the proposed nomination for the Board of Directors as follows:
  - (4.1) In the case of a nomination for which the nominating shareholder did not provide complete or correct information, the Company Secretary will give notice to the nominating shareholders within January 16, 2021. If the nominating shareholders fail to rectify the documents and return the original to the Company prior to January 31, 2021, the Company Secretary will give written notice to the nominating shareholder to acknowledge the disqualification of such nomination.
  - (4.2) In the case that the nominated person is not fully qualified or disqualified as specified in 2.1, or the nominating shareholder is not fully qualified as specified in Part 1, the Company Secretary will give written notice to the nominating shareholder to acknowledge the disqualification of such nomination within January 31, 2021.
  - (4.3) The Company Secretary will submit all the disqualified nominations as stated in (1) or (2) to the Board of Directors during the Board of Directors Meeting.
- (5) The Board of Directors will consider the suitability of the nominated persons. The decision of the Board of Directors shall constitute the final decision.
- (6) The list of nominated persons which is approved by the Board of Directors will be included in the Shareholders’ Meeting agenda, together with the opinion of the Board of Directors. With regard to nominations disapproved by the the Board of Directors as stated in 4 (4.1) and (4.2), the Company will include such disapproved nominations in the agenda for acknowledgement, along with the reason for disapproval, in the Shareholders’ Meeting.

### **Part 3 Supplementary documents for the propose agenda and nomination of directors**

- 1) Form to Propose Agenda for the Y2021 Annual General Meeting of Shareholders and / or Form to Nominate Director
- 2) Required Evidence
- 2.1 Copies of share certificates, or copies of certificate of shares held issued by securities company or any certificates issued by the Stock Exchange of Thailand or Thailand Securities Depository Company Limited.

## 2.2 Identification Evidences

- a. Natural Person: a certified copy of identification card / passport (for foreigner)
  - b. Juristic Person: a copy of the company's affidavit and a copy of identification card or passport (for foreigner) of the authorized director who signed the "Form to Propose Agenda" or "Form to Nominate Directors"
- 3) For the nomination of directors, the nominee's education background, working experiences and other supporting information for consideration of the Board of Directors must be also submitted.

### **Part 4 Submission of questions in advance with regard to annual general meeting**

Guidelines shareholders to submission of questions in advance for shareholders who intend to submit the questions in advance with regard to annual general meeting 2021 could inform information and the questions in advance by mail at "Investor Relations Department, Asia Sermkij Leasing Public Company Limited, 24th Floor, Sathorn City Tower, No.175 South Sathorn Road, Tungmahamek, Sathorn, Bangkok 10120" between October 8, 2020 to December 31, 2020. Please attach relevant documents as follows;

- a. Name, contact address, telephone number, fax number and E-mail address (if any) of the shareholder
- b. Number of shares held
- c. Question(s) to be asked and
- d. Other relevant information (if any).

The shareholder(s) sending any questions in advance must attend the annual general meeting of shareholders and the Company reserves the right to take or not to take actions as the Company deems appropriate.

**Form to Propose Agenda for the Y2021 Annual General Meeting of Shareholders  
Asia Sermkij Leasing Public Company Limited**

Name-Surname of Proposer : \_\_\_\_\_  
Address : \_\_\_\_\_  
  
Telephone Number : \_\_\_\_\_  
Facsimile Number : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
Numbers of Share Holding : \_\_\_\_\_  
  
Proposed Agenda : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
Objective/Rationale : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that all information written in this form, the evidence of the shareholding, and all supporting documents are true and correct.

Signed \_\_\_\_\_ Shareholder  
( \_\_\_\_\_ )  
Date \_\_\_\_\_

Remark

1. The shareholders are required to submit the documents as follows:
  - 1.1 Copies of share certificates, or copies of certificate of shares held issued by securities company or any certificates issued by the Stock Exchange of Thailand or Thailand Securities Depository Company Limited.
  - 1.2 Identification Evidences
    - 1.2.1 Natural Person: a certified copy of identification card / passport (for foreigner)
    - 1.2.2 Juristic Person: a copy of the company's affidavit and a copy of identification card or passport (for foreigner) of the authorized director who signed the "Form to Propose Agenda" or "Form to Nominate Directors"
2. The shareholder can submit "Form to Propose Agenda for the Y2021 Annual General Meeting of Shareholders" to the company unofficially via facsimile number 0-2679-6241-2 (Attention : Investor Relations Department) before submitting the original form together with the supporting documents as stated in Clause 4 to the company with in December 31, 2020 at "Investor Relations Department, Asia Sermkij Leasing Public Company Limited, 24th Floor, Sathorn City Tower, No.175 South Sathorn Road, Tungmahamek, Sathorn, Bangkok 10120".
3. In case the proposal of agenda and/ or the nomination of directors made by more than one shareholder, each shareholder is required to fill in the form with his/her signature. Then the forms should be gathered into one set and submitted to the company.

**Form to Nominate Director  
Asia Sermkij Leasing Public Company Limited**

Name-Surname of Proposer : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone Number : \_\_\_\_\_  
Facsimile Number : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
Numbers of Share Holding : \_\_\_\_\_

I would like to nominate Mr. / Mrs. / Miss \_\_\_\_\_

for the nomination for director of Asia Sermkij Leasing Public Company Limited. Such person has made his/her consent and certify that the information disclosed in this form, the evidence of the shareholding, and all supporting documents are true and correct.

Signed \_\_\_\_\_ Shareholder  
( \_\_\_\_\_ )  
Date \_\_\_\_\_

I am Mr. / Mrs. / Miss \_\_\_\_\_ would like to confirm my consent to be nominated by the Shareholder as state above and affirm that the qualification documents attached herewith are true and correct.

Signed \_\_\_\_\_ Candidate's signature  
( \_\_\_\_\_ )  
Date \_\_\_\_\_

Remark

1. The shareholders are required to submit the documents as follows:
  - 1.1 Copies of share certificates, or copies of certificate of shares held issued by securities company or any certificates issued by the Stock Exchange of Thailand or Thailand Securities Depository Company Limited.
  - 1.2 Identification Evidences
    - 1.2.1 Natural Person: a certified copy of identification card / passport (for foreigner)
    - 1.2.2 Juristic Person: a copy of the company's affidavit and a copy of identification card or passport (for foreigner) of the authorized director who signed the "Form to Propose Agenda" or "Form to Nominate Directors"
2. The shareholder can submit "Form to Nominate Director" to the company unofficially via facsimile number 0-2679-6241-2 (Attention: Investor Relations Department) before submitting the original form together with the supporting documents as stated in Clause 4 to the company with in December 31, 2020 at "Investor Relations Department, Asia Sermkij Leasing Public Company Limited, 24th Floor, Sathorn City Tower, No.175 South Sathorn Road, Tungmahamek, Sathorn, Bangkok 10120".
3. In case the proposal of agenda and/ or the nomination of directors made by more than one shareholder, each shareholder is required to fill in the form with his/her signature. Then the forms should be gathered into one set and submitted to the company.
4. For the nomination of directors, the nominee's education background, working experiences and other supporting information for consideration of the Board of Directors must be also submitted.