

**DOCUMENTS VERIFYING ELIGIBILITY TO ATTEND THE MEETING**

Shareholders or proxies are required to deliver the registration documents as specified below to the Corporate Secretary Office.

**1. If the shareholder is attending the Meeting:**

- 1.1 Where the shareholder is a **Thai individual**, a copy of his/her identification card, government officer identification card, state enterprise employee card or driver's license, certified true and correct by the shareholder, including document of first name/family name change (if any), or
- 1.2 Where the shareholder is a **foreign individual**, a copy of his/her passport, certified true and correct by the shareholder, including document of first name/family name change (if any).

Along with the above, the shareholders must fill up their information in the **Notice of Meeting Form** and send them to Company **via email: [ir@lagunaresorts.com](mailto:ir@lagunaresorts.com)** within **Friday, April 16, 2021**. Upon verifying the shareholders information according to the latest Record Date, the Company will then forward the Username and Password to the qualified shareholders (through the same email address that was used to contact the Company) for logging in to the E-AGM.

**2. If the shareholder would like to appoint a proxy to attend the Meeting:**

- 2.1 Please complete the Proxy Form, sign where indicated and affix a duty stamp (Baht 20), and
- 2.2 Where the shareholder is an **individual**, submit a copy of the relevant documents listed under 1. above, or
- 2.3 Where the shareholder is a **legal entity**,
  - 2.3.1 If a **Thai** legal entity
    - a copy of the company's Affidavit issued by the Ministry of Commerce not more than 6 months before the date of the Meeting, certified true and correct by an authorized director(s) of the company, and
    - a copy of one of the following evidence of the identity of the authorized director(s) who signed the above-listed documents:
      - identification card, government officer identification card, state enterprise employee card or driver's license, certified true and correct by the authorized director(s) (if the authorized director(s) is a Thai national); or
      - passport, certified true and correct (if the authorized director(s) is a foreign national).
  - 2.3.2 If a **foreign** legal entity
    - a copy of the company's Affidavit or Certificate of Incorporation issued not more than 6 months before the date of the Meeting, which must contain the name and head office address of the legal entity, and the name(s) of the person(s) having

authority to sign on behalf of the legal entity together with any restrictions on or conditions attached to the person(s) signing power, certified true and correct by the company's authorized director(s) in the presence of a Notary Public officer and endorsed by the Thai consulate office, and

- an English translation attached to any original document which is not in English, certified by the authorized director(s) of the legal entity, and
- a copy of one of the following pieces of evidence of the identity of the authorized director(s) who signed the above-listed documents:
  - identification card, government officer identification card, state enterprise employee card or driver's license, certified true and correct by the authorized director(s) (if the authorized director(s) is a Thai national); or
  - passport, certified true and correct (if the authorized director(s) is a foreign national)

2.4 A copy of the proxy's evidence of identity,

- identification card, government officer identification card, state enterprise employee card or driver's license, certified true and correct by the proxy if the proxy is a **Thai national**, or
- passport, certified true and correct by the proxy if the proxy is a **foreign national**

**3. For a foreign investor appointing custodian in Thailand to keep and safeguard shares**

3.1 All evidence similar to that specified in Items 2.1, 2.3, and 2.4.

3.2 Power of Attorney from a shareholder authorizing the custodian to sign the Proxy Form on the shareholder's behalf

3.3 Letter certifying that the person signing the Proxy Form is authorized to engage in custodian business

3.4 An English translation attached to any original document which is not in English, certified by the shareholder or authorized director(s) of the legal entity.

In case where the foreign institution shareholder appoints a commercial bank in Thailand as its custodian, the documents and evidences under item 2.3 will not be required (However, the documents and evidences under items 2.1, 2.4, 3.2, 3.3 and 3.4 are required).

The Proxy Form, together with all documents, is to be submitted to the Company Secretary in advance via **email: ir@lagunaresorts.com** and **mail the originals via post** to the Company's address at **No. 21/66 Thai Wah Tower 1, 22nd Floor, South Sathorn Road, Tungmahamek, Sathorn, Bangkok 10120** and must reach the Company within **Friday, April 16, 2021**. For your convenience, the Company will affix Baht 20 duty stamp on the proxy forms.