

## Shareholder's request for documents

Date \_\_\_\_\_

I/We \_\_\_\_\_ national I.D. card/passport/company  
 Registration no. \_\_\_\_\_ as a securities holder of mutual  
 fund or company \_\_\_\_\_

request the Thailand Securities Depository Co., Ltd. ("TSD"), as registrar, to supply me with the following document(s):

For securities holder	For official use only		
Types of Report	Number of copies	Rate	Amount (THB)
<input type="checkbox"/> 1. Details of the share certificate		THB 9 / copy (45 baht if exceed 5 copies)	
<input type="checkbox"/> 2. Certificate of ownership of securities as of _____		THB 9 / copy (45 baht if exceed 5 copies)	
<input type="checkbox"/> 3. Details of dividend/interest/other cash benefits payment as of _____		THB 9 / copy (45 baht if exceed 5 copies)	
<input type="checkbox"/> 4. Copy of securities transfer		THB 9 / copy (45 baht if exceed copies)	
<input type="checkbox"/> 5. Shareholder's registration		THB 9 / copy	
<input type="checkbox"/> 6. Withholding Tax Certificate (Please specify the month/year of dividend payment) _____		THB 9 / copy	
<input type="checkbox"/> 7. Others _____ _____			
<b>Total amount of money</b>			

◆ Please specify the purpose of the requested documents \_\_\_\_\_

I would like to receive the document(s):  By hand  By registered mail at this address: \_\_\_\_\_  
 \_\_\_\_\_ Postal code \_\_\_\_\_

◆ Please ensure to make the exact printing payment as mentioned above. In case the securities holders acknowledge an excessive amount of payment and/or no detail was found by TSD investigation, TSD reserves the right not to refund the payment in any circumstances.

◆ The printing fees may be changed as appropriate.

Please turn page over for list of required documents 

Signature \_\_\_\_\_ Securities holder  
 ( \_\_\_\_\_ ) Phone no. \_\_\_\_\_

**Issuing receipts / tax invoices**

No  Yes

(In case a proxy has been assigned, please sign as both the securities holder and the grantor)

I/We here by authorize \_\_\_\_\_ my/our representative,

to file this application  to file this application and receive documents.

Revenue stamp  
THB 10

Signature \_\_\_\_\_ Grantor      Signature \_\_\_\_\_ Grantee  
 ( \_\_\_\_\_ )      ( \_\_\_\_\_ ) Phone no. \_\_\_\_\_

For official use only

Signature \_\_\_\_\_ Officer Date \_\_\_\_\_

For the securities holder/recipient use only

Signature \_\_\_\_\_ Receiver Date \_\_\_\_\_



**Documents to be submitted for shareholder's request for documents**

1. **Application for shareholder's request for documents** signed by securities holder.
2. **If change name/ surname**, please attach a copy of the certificate showing a change of name or surname or marriage or divorce certificate as the case may be.
3. The fee can be paid in cash. In case of submitting request via postal service, or a copy of statement transferred to the account named Thailand Securities Depository Co., Ltd., Siam Commercial Bank, Vithayu Branch, saving account no. 049-2-63596-6.
4. Identification documents, according to the type of person. In case of other individuals, please contact SET Contact Center as shown at the bottom of the form.
5. If the securities holder has deceased, attach the following documents certified true with an original signature of the estate administrator :
  - A copy of the court decree appointing the administrator of the inherited estate and certificate final judgment, certified within the past 12 months before being submitted to TSD.
  - A copy of the deceased securities holder's death certificate
  - A copy of the person's Thai national I.D. card of the estate administrator.

Type of person	Documents to support request shareholder's documents
<b>Individual Person</b> - Thai Nationality	- A copy of the person's Thai national I.D. card, certified true with an original signature.
<b>Individual Person</b> - Other Nationalities	- A copy of the signatory's alien identity card or passport, certified true with an original signature.
<b>Juristic Person</b> - Thai Nationality	<ol style="list-style-type: none"> <li>1. A copy of the juristic person certificate issued by the Ministry of Commerce within the past 6 months, with the original signatures of directors authorized to represent the company or their representatives, following the company's conditions.</li> <li>2. A copy of the national I.D. card/alien identity card/passport of directors who are authorized to represent the company, certified True with original signatures.</li> </ol>
<b>Juristic Person</b> - Other Nationalities	<ol style="list-style-type: none"> <li>1. A copy of the company's registration certificate issued by the regulating government agency.</li> <li>2. A copy of the juristic person's affidavit of incorporation showing directors authorized to bind the company and conditions relating thereto, showing the company's headquarters location and authority of the signatory. This affidavit must be issued by an authorized official of the juristic person or the government agency having jurisdiction over the juristic person.</li> <li>3. A copy of the passport or other official identity document of each authorized director signing this document, certified true with an original signature.</li> </ol> <p><u>All documents for "Other Nationalities" above, must have been :</u></p> <ol style="list-style-type: none"> <li>(1) The notary public or any competent authority in the country where such documents were prepared or certified correct, shall certify the signature of the person who prepared such documents, or who certified the accuracy of such documents.</li> <li>(2) An official of the Thai Embassy or Thai Consulate in the country where such documents were prepared or certified correct, shall certify the signature and the seal of the notary public or any other authority which performed the act under (1).</li> <li>(3) Certified within the past 6 months before being submitted to TSD.</li> <li>(4) Translated into English if necessary.</li> </ol>

**Remarks:** Securities holder who has deposited the securities with broker/custodian can submit a request for the securities holder list as at

Record date "RD"/Book Closing date "BC". The details are as follows:

1. Submit Shareholder's request form : "Shareholder's request for documents" and Identification documents, only on RD or BC.
2. In case of submitting document by postal mail, the request date to use is the postmark date, which must match the RD or BC.
3. Only the Securities holder whose name appears in the securities on RD or BC, can request the securities holder list as at RD or BC.

Request for Document \_1/2021\_EN : 20210104

