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**CRITERIA FOR SHAREHOLDERS TO PROPOSE AGENDA OF  
THE ANNUAL GENERAL MEETING OF SHAREHOLDERS**

Hydrotek Public Company Limited (the “**Company**”) realize about importance of shareholder rights and for the principle of Good Governance. Therefore, the Company gives the opportunity for shareholders to propose agenda before the Annual General Meeting of Shareholders (“**AGM**”), the Company has set up the criteria as follows:

**Criteria**

**1. Criteria to propose**

- 1.1 Being shareholder of the Company, either individually or collectively, holding shares not less than 5% of the Company’s total issued shares with evidence of shareholding. If there are several shareholders collectively have to sign as evidence and collect all shareholders’ evidence into one unit.
- 1.2 Continuously holding shares for at least 6 months by the AGM date.
- 1.3 The shareholder who has complete specifications in clause 1.1 and 1.2 can propose agenda of the AGM and fill in “Agenda Proposal Form” with completely related documents to the Company Secretary within the deadline.

**2. Criteria to consider to include proposal in the agenda**

The proposal that will not be included in the agenda:

- 2.1 A proposal that relates to the Company’s normal business operation.
- 2.2 A proposal that violates to the law, notifications, rules and regulations of the government agencies or other governing agencies or is not complied with the objectives, the articles of association, the shareholders’ resolution or the good corporate governance of the Company.
- 2.3 A proposal that is not beneficial to the Company’s operation and other proposal which are considered by the Board of Directors that not necessary to include in the agenda. The Board of Directors have appropriate reasons and will explain to shareholders to understand.
- 2.4 A proposal that is beyond the ability of the Company to perform.
- 2.5 Any other cases as specified in the notification of the Capital Market Supervisory Board.
- 2.6 A proposal that is solely beneficial to any specific person or group.
- 2.7 A proposal by shareholder who has incomplete or insufficient qualified, information and evidences or be late.

- 2.8 A proposal that the shareholders already proposed to the AGM during the past 12 months but was supported by less than 10 % of the total voting shares and there is no material change on the facts of the said matter.

### 3. Supporting documents

- 3.1 Evidence of Shareholding, i.e. a certificate issued by the securities company or any other evidence issued by Thailand Securities Depository Co., Ltd. or the Stock Exchange of Thailand and documents in support of consideration of the Board of Directors (if any).

- 3.2 Shareholder's Identification

Individual Copy of identification card / passport (in case of foreigner) and certified true copy.

Juristic Person Copy of affidavit issued not more than 1 month and copy of identification card / passport (in case of foreigner) of the authorized director affixing signature on Agenda Proposal Form and certified true copy.

- 3.3 Agenda Proposal Form

Send “Agenda Proposal Form” with completely signed and supporting documents as specified in Clause 3 which unofficially submit the copy of such documents via facsimile at 02-936-1669 or [ir@hydrotek.co.th](mailto:ir@hydrotek.co.th) before sending to the Company Secretary via registered mail to the following address within the deadline:

#### **Company Secretary**

Hydrotek Public Company Limited

1 TP&T Tower, 14<sup>th</sup> Floor, Soi Vibhavadee-Rangsit19,

Chatuchak, Chatuchak, Bangkok, 10900

### 4. Consideration procedure of the Board of Directors after receiving from shareholders

- 4.1 The Company Secretary will collect and consider the completeness, accurate and integrity of “Agenda Proposal Form” with supporting documents as specified in Clause 3 and criteria as Clause 1 – 2.

- 4.2 Consideration by the Board of Directors

- If the proposed matter **has been approved by the Board of Directors** to be included as agenda with approval at the AGM and the Company will specify in the invitation as the agenda from the shareholders.

- If the proposed matter **has not been approved by the Board of Directors**, the Board of Directors will notify shareholders with explanation via the Company's website: [www.hydrotek.co.th](http://www.hydrotek.co.th) and the Stock Exchange of Thailand's channel and notify at the AGM.

**AGENDA PROPOSAL FORM**  
**FOR THE 2020 ANNUAL GENERAL MEETING OF SHAREHOLDERS**

I am (Mr. /Mrs. / Miss) ..... being the shareholder of Hydrotek Public Company Limited, holding ..... shares, residing at ..... Road ..... Tambol / Kwaeng ..... Ampur / Khet ..... Province ..... Telephone Number ..... Facsimile Number ..... E mail (if any) .....

I would like to propose the agenda of the 2020 Annual General Meeting of Shareholders as follows:

Proposed Matter: .....

Objective:                     For acknowledgement     For approval                     For consideration

Reasons and details: .....  
.....  
.....

And have the documents supporting the above proposal ..... pages in total.

I certify that all information in this Form, the evidence of shares held and other supporting documents are correct. I agree that the Company may disclose such information and evidences. I hereby affix my signature as evidence below.

..... Shareholders' signature  
( ..... )  
Date .....

**Remarks:** A shareholder must enclose the following evidences:

1. The evidence of shares held as of the nomination date, such as certified true copy of share certificate or the certificate of shares held form Security Company or any other certificates from the Stock Exchange of Thailand or Thailand Securities Deposit Co., Ltd.
2. If a shareholder is a juristic person, a copy of the company's affidavit and copy of identification card / passport (in case of non-Thai nationality) of authorized directors must be enclosed and certified true copies by such directors.
3. If a shareholder is an individual, a certified true copy of identification card / passport (in case of non-Thai nationality) must be enclosed.
4. If a shareholder has his / her title, name or surname changed, a copy of evidence of those changes must be enclosed and certified true copy.

In case of proposing more than one agenda, the shareholder can use a copy of this Form and fill in all information and affix the shareholder's signature.