

Documents for the rights to attend

The Shareholders must present the following documents prior to attending the meeting (as the case may be)

1. The Shareholder is an ordinary person

1.1 **Attendance in person** A valid official ID card wherein the photograph is shown; e.g. personal ID card, driver license, or passport

1.2 **Attendance by proxy**

- (a) A completed proxy form, per attachment 6, must be signed by the proxy grantor and the proxy, and
- (b) A copy of the proxy grantor's ID card as referred to 1.1 be certified by the proxy grantor, and
- (c) An original of the proxy's ID card as referred to 1.1

2. The shareholder is a juristic person

2.1 **Attendance by the authorized representative of the shareholder**

- (a) An original of the authorized representative's ID card as referred to 1.1, and
- (b) An copy of the Affidavit or Certificate of Incorporation of shareholder showing the name of such authorized representative as a person having authority to act on the shareholder's behalf and such copy of the Affidavit or Certificate of Incorporation must be certified by such authorized representative together with affixing its common seal (if any)

2.2 **Attendance by proxy**

- (a) A completed proxy form, per attachment 6, must be signed by the proxy grantor and the proxy, and
- (b) An copy of the Affidavit or Certificate of Incorporation of shareholder showing the name of the person who signs in the proxy form as the proxy grantor is an authorized representative of the shareholder having authority to act on the shareholder's behalf and such copy of the Affidavit or Certificate of Incorporation must be certified correct by such authorized representative together with affixing its common seal (if any), and
- (c) An original of the proxy's ID card as referred to 1.1

3. The foreign shareholder or the juristic person incorporated under the foreign law

The above item 1 and 2 shall be applied mutatis mutandis to a foreign shareholder or a juristic person incorporated under the foreign law as the case may be under the following conditions;

- (a) Affidavit or Certificate of Incorporation of such juristic person may be issued by either the governmental authority of the country in which such juristic person situated or by an officer of such juristic person, must contain the name, the head office address, and the name(s) of the person(s) having authority to sign on behalf of the juristic person together with any restrictions or conditions of the power of such person(s), and
- (b) English translation is required to attach for any original documents other than English and such translation must be certified by the authorized representative of juristic person together with affixing its common seal (if any)

Shareholders or the proxies can register and submit documents to verify at the meeting venue
on April 22, 2020 start 8.30 a.m. until the meeting is adjourned

Therefore, shareholders can download the proxy form from the Company's website www.ubisasia.com