



### **Policy on facilitating and promoting the shareholders to attend the shareholders' meeting**

Tata Steel Public Company Limited realizes its duty to look after the interest of every shareholder, whether it is a major shareholder, institutional investor, foreign shareholder including minor shareholder by equitable treatments described as under:

The company provides non-complicated proceeding procedures and avoids unnecessary costs while being able to facilitate shareholders for the convenience of attending the meeting such as:

1. Arrange a meeting venue that is conveniently accessible.
2. Prepare explanation about credentials to verify attending right.
3. Prepare sufficient competent officers and equipment to handle credential verification and registration.
4. Allow unavailable shareholders to grant proxy to a person as he/she wishes or assign a proxy to a nominated director with no complicated method.
5. Computerize registration to facilitate convenience and promptness.
6. Allow advance registration for two hours before the meeting starts.
7. Disclose the resolutions of the Board of directors including shareholder's meeting schedule and agenda through online system of Stock Exchange of Thailand timely or within the next business day after the date of the resolution.
8. Arrange the transparent and effective of the General Meeting of Shareholders in accordance with the laws and regulations of the company.
9. Ensure that shareholders get sufficient and correct information timely, by
  - Deliver the notice of the Annual General Meeting of Shareholders consisting of the date, time, place, agenda and information of all sessions for consideration in compliance with laws, the regulatory of Corporate Good Governance, the Article of the company and the Guidelines of the Quality Assessment General Meeting of Shareholders (AGM Checklist).

- Disseminate the meeting document and information, both in Thai and English version through the website of the company in advance and not less than 21 days.
  - Announce the schedule of the General Meeting of Shareholders on the daily newspaper at least 3 consecutive days and not less than 3 days prior to the meeting.
10. Give an opportunity for the shareholders to give recommendation or raise queries in the meeting. The company has allocated appropriate time and recorded significant matters and recommendation in the minutes accordingly.
  11. Disclose the resolutions of the shareholders' meeting and voting results through online system of Stock Exchange of Thailand timely, or within the next business day after the date of the meeting.
  12. Prepare and submit the General Meeting of Shareholders' minutes to the Stock Exchange of Thailand, and upload the report on the company's website within 14 days from the date of the meeting.
  13. Assign the company secretary to communicate and coordinate with individual shareholder, institutional, analysts, and other related agencies.

**TATA STEEL (THAILAND)**

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