



No. FTE/CS/SET-008/2018

November 19, 2018

Subject : The invitation for Shareholders to propose an agenda of Annual General Meeting of Shareholders 2019 and to propose a qualified person to be elected as a director of the company in advance

Attention : The President
The Stock Exchange of Thailand

The Board of Directors of Firetrade Engineering Public Company Limited (“FTE” or “the Company”) concerned about the good corporate governance, therefore, considered to entitle the Company’s shareholders to propose an agenda of 2019 Annual General Meeting of Shareholders and to propose a qualified person to be elected as a director of the Company in advance. The shareholders can propose an agenda of Annual General Meeting of Shareholders in advance and propose a qualified person to be elected as a director of the Company in accordance with the rules and regulation of the Company which uploaded at www.firetrade.co.th under the topic “Corporate Governance – shareholders’rights” from now until January 31, 2019 .

Please be informed accordingly,

Sincerely yours,

(Mr. Taksin Tantipajit)
Managing director



Criteria for agenda proposition and nomination of director for the Annual General Meeting of Shareholders 2019

Objective

The Board of Directors of Firetrade Engineering Public Company Limited (“FTE” or “the Company”) concerned about the right of shareholders and the equitable treatment of shareholders according to good corporate governance policy, therefore, the rules and regulations have been set up to entitle the Company’s shareholders to propose an agenda of 2019 Annual General Meeting of Shareholders and to propose a qualified person to be elected as a director of the Company in advance from now until January 31, 2019.

Criteria and procedures

1. Shareholder’s criteria

The shareholders who have the right to propose an agenda of Annual General Meeting of Shareholders 2019 and/or to propose a qualified person to be elected as a director of the Company must be the Company’s shareholders which can be one shareholders or combined shareholders, holding minimum shares at least 5 percent of the total voting shares of the Company and must have continuously held those shares to the end of as said proposition period.

One shareholder or Combine shareholders able to propose more than one agenda but able to propose only one qualified person to be elected as a director.

2. Supporting documents for consideration

The shareholder must prepare and submit documents for consideration, with the following details;

2.1 Proof of identity

In case of individual

- Copy of ID card or
- Copy of Passport or
- Alien leaf in case of foreigner or
- Copy of Official ID card or
- Copy of State-Owned Enterprise Employee Card
- Copy of Driving License which are not expired yet with certified true copy.

In case of juristic person: - a copy of latest certificate of incorporation juristic



person (not exceed 3 months) and copy of ID card or passport (in case of a foreigner) of the authorized director who has affixed his/her signature therein and has certified true copy the accuracy of all copies thereof. In case of shareholders of foreign juristic person, notary public is needed and must be certified true copy.

In case of name title, name, or surname has been change, a copy proof must be attached with certified true copy.

2.2 Evidences of shareholding

Certificate issued by a securities company or other evidences issued by Thailand Securities Depository Co.,Ltd or Stock Exchange of Thailand or Custodian or certify share certificate which show the proportion of shareholding according to clause no.1 with certified true copy.

2.3 Qualified of shareholders with completed documents as said in clause no.2.1 and 2.2. must fill in Name, address and phone number fill into the form:

- (1) Form 1. Agenda Proposal Form or
- (2) Form 2. Director Nomination Form

Shareholders can download the said form at www.firetrade.co.th [which one form agenda proposal or director proposal was arranged for one agenda or one director only. If the proposals of agenda are more than one, the form must be separate for each.](#)

In case of combined shareholders propose agenda or director, each shareholder must fill in the form provided with require documents (sign and certified true copy for each one of shareholder) and empowering the one of combined shareholders to contact with the Company and count empowers' person concern as the contact to the combined shareholders propose the agenda or propose the director within January 31, 2019 because the Board of Directors need time for consideration.

2.4 For the person who will be proposed to be as a director, shareholders must prepare additional documents as follow:

- (1) Qualification documents of nominated person such as personal information, education, work experiences and training experiences.
- (2) Evidence of consent giving of the nominated person
- (3) Consent giving of the nominated person having no forbidden characteristics and correct qualification according to the law such Securities and exchange act and





Limited public company act, Notification of Securities and Exchange Commission, Stock Exchange of Thailand notification, Notification of the Capital Market, Company's regulations, Copy's Certificate of Associate and the principle of good corporate governance of the Company.

(4) The information of nominated person to be elected as the director take for consideration such as facts, reasons, concerns and other necessary information that the shareholders' opinion should explain.

3. The matters take for agenda / not included as an agenda and propose / not propose the name of nominated person as director.

3.1 In case of Agenda Proposal

- (1) Company's secretary will take consideration before propose to Board of Directors
- (2) Matters not to be included as an agenda:
 - a. The matter proposed not qualified as per clause 1. and 2.
 - b. Matters are about the normal operation of the Company and facts referred by the shareholders has no questions.
 - c. Matters, which are out of the Company's authority to handle.
 - d. Matters that have been already handled by the Company.
 - e. Matters, which the shareholder had given is incomplete or incorrect or not with in setting period.
 - f. Matters, which are not in accordance with Company's objectives, Company's AOA, Company's policy or the notification of the government or any organizations concerned with Company's operation.
 - g. Matters, which are for the benefits of any particular group of people or may cause significant overall damage to the shareholders or Board of Directors concern not put the agenda.
 - h. Other matters that set by Notification of the Capital Market
- (3) In case, the Board of Directors consider not add agenda proposed by the shareholders, the Company's secretary shall notify the shareholders.
- (4) In case, the Board of Directors considers add agenda proposed by the shareholders, it will added in the Annual General Meeting of Shareholders invitation form.

3.2 In case of propose the name of nominated person as director

- (1) Company's secretary will take consideration before propose to Nomination and Remuneration Committee to consider the qualification and appropriate to be proposing as the director.



- (2) In case Nomination and Remuneration Committee consider that the nominated person qualified and appropriate, the Nomination and Remuneration Committee will propose to the Board of Directors for consideration.
- (3) In case, Nomination and Remuneration Committee consider that the nominated person unqualified and appropriate, the Company's secretary shall notify the shareholders.
- (4) In case, Board of Directors consider that the nominated person qualified and appropriate, the name of nominated person will be added in the Annual General Meeting of Shareholders invitation form as one of candidate to be propose as director.

4. Channel

The shareholders can fill in Form 1. Agenda Proposal Form or Form 2. Director Nomination Form attach with documents required and send to the Company within January 31, 2019 by hand or by registered mail. Company's address as below;

To Company Secretary
Firetrade Engineering Public Company Limited
21/57-58 Soi Soonvijai, Rama 9 Road, Bangkapi,
Huaykwang, Bangkok 10310

Although, Shareholders can send an unofficial documents by email address at Somkamol_p@firetrade.co.th before the official one sending.

5. Submitting period

The Submitting period of Form 1. Agenda Proposal Form or Form 2. Director Nomination Form is from now until January 31, 2019.



Form 1.

Proposal of Agenda for Annual General Meeting of Shareholders Year 2019
Firetrade Engineering Public Company Limited

Date.....

Part 1 Shareholders' Information

Mr./Mrs./Miss/Company.....

Address.....

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Tel..... Mobile.....

Fax.....

E-mail address.....

Number of Shares Owned.....

Interest information (if any)

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I/We have enclosed the my/our evidences as specified in Part 3

Part 2 Proposal

I/We would like to propose agenda for the Annual General Meeting of Shareholders 2019 as follows:

Subject.....

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Objective () For Acknowledge () For Consideration () For Approval

Details of information for consideration (such as facts, reasons, issues), Please specify.

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Other necessary information for the consideration in view of the Shareholders

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Enclosed, the consent by information owner for non-public information referencing. For the financial figure referencing, I/We certify that the reference figure is started in certify financial statement.

I/We hereby certify that the information as illustrated in this form and the supporting documents are accurate, and I/We shall not disclose the nomination to any person. I/We therefore affix my/our name(s) as evidence below.

.....

(.....)

Proposer

(each shareholders has to sign)

Part 3 Documents of proposer to be enclosed with this form

() Proof of share ownership, such as, a copy of statement from a securities company or from Thailand Securities Depository Co.,Ltd. or from the Stock Exchange of Thailand or from custodian, or a certified copy of his/her share certificate; and

() Proof of Identify, such as, cop(y)ies of following:

Individual shareholders: a certify true copy of I.D. card, or passport (in case of a foreigner), Government officer card, State-Owned enterprise employee card or Driving license.

Juristic entity shareholders: a certify true copy of Company certificate and Certified I.D. card or passport (in case of a foreigner) of the authorized director(s). In case of the foreign juristic entity, notary public certification is also required.





Form 2.

Proposal of Director Nomination for Annual General Meeting of Shareholders Year 2019
Firetrade Engineering Public Company Limited

Date.....

Part 1 Shareholders' Information

Mr./Mrs./Miss/Company.....

Address.....

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Tel.....Mobile No.....

Fax.....

E-mail address.....

Number of Shares Owned.....

Interest information (if any)

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I/We have enclosed the my/our evidences as specified in Part 3

Part 2 Proposal

I/We would like to propose director nomination for the Annual General Meeting of Shareholders 2019 as follows:

Name (of Nominated person).....Age.....years old,

Nationality.....

Relation with Shareholders or Combined Shareholders to be proposed as a director.

Details of information for consideration (such as facts, reasons, issues), Please specify.

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Other necessary information for the consideration in view of the Shareholders

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Enclosed, please see details of the nominated person’s personal profile, working experience, education, holding of shares in the Company, position in other business, address, telephone number. The nominated person has certified correctness of such details, and agreed that the Company shall use his/her information for director election, and agreed not to disclose this nomination to any person.

I/We hereby certify that the information as illustrated in this form and the supporting documents are accurate, and I/We shall not disclose the nomination to any person. I/We therefore affix my/our name(s) as evidence below.

.....
(.....)

Proposer
(each shareholders has to sign)

I am (Mr./Mrs./Miss)..... hereby consent to be nominated as the director and certify that the information and qualification as illustrated in this form and the supporting documents are accurate.

.....
(.....)

Nominated person





Part 3 Documents of proposer to be enclosed with this form

- () Proof of share ownership, such as, a copy of statement from a securities company or from Thailand Securities Depository Co.,Ltd. or from the Stock Exchange of Thailand or from custodian, or a certified copy of his/her share certificate; and
- () Proof of Identify, such as, cop(y)ies of following:
Individual shareholders: a certify true copy of I.D. card, or passport (in case of a foreigner), Government officer card, State-Owned enterprise employee card or Driving license.
Juristic entity shareholders: a certify true copy of Company search certificate or not exceed 3 months and Certified I.D. card or passport (in case of a foreigner) of the authorized director(s). In case of foreign juristic entity, notary public certification is also required.
- () For the person who will be proposed to be as a director, shareholders must prepare additional documents as follow:
- (1) Qualification documents of nominated person such as personal information, education, work experiences and training experiences.
 - (2) Evidence of consent giving of the nominated person
 - (3) Consent giving of the nominated person having no forbidden characteristics and correct qualification according to the law such Securities and exchange act and Limited public company act, Notification of Securities and Exchange Commission, Stock Exchange of Thailand notification, Notification of the Capital Market ,Company’s regulations, Copy’s Certificate of Associate and the principle of good corporate governance of the Company.
 - (4) The information of nominated person to be elected as the director take for consideration such as facts, reasons, concerns and other necessary information that the shareholders’ opinion should explain.