



Ref. 044/2562

1 February 2019

Subject: Qualified voter for the ATTA 2018 Annual General Meeting

To all members,

The Association of Thai Travel Agents (ATTA) will conduct the 2018 Annual General Meeting on Wednesday, 27 February, 2010, at the Mayfair Grand Ballroom, 11th Floor, The Berkeley Hotel, Bangkok.

This event will have a special agenda that is the election of ATTA's Board of Directors for the year 2019-2020. In accordance with ATTA's regulations Article 7 Item 34, each member has the right of 1 vote. In using this voting right, the person must only be 1 of 3 named representatives that members have submitted with ATTA. In addition, members cannot authorise their voting right to another person.

In order that the information is accurate and complete, as well as to facilitate members who will participate in the Annual General Meeting, ATTA would like to request all ordinary members to do the following:

- 1. Please carefully check if the names of your company's directors or representatives who can act on behalf of the company are still the same.**
- 2. In accordance with ATTA's regulations, Article 3 Item 7 states "Ordinary members must submit the name list of no more than 3 persons to act as representatives of the juristic entity on their behalf to vote and apply in an election."** In the case that there are any changes in the name list of the representatives of the juristic entity, members must inform ATTA for our understanding. These changes must be notified no less than 7 days, so they can vote or apply to be nominated for election. If the names of your company's directors or representatives who can act on behalf of the company that have been registered with ATTA have any changes, kindly complete the names of the 3 persons and send the form

together with this letter as well as have it signed by the authorised person with the company seal attached immediately. This must be returned to ATTA's Head Office within 15 February, 2019.

3. In order to update ATTA's members' database, please send a copy of the company's most recent registration from the Department of Business Development, Ministry of Commerce to ATTA's Head Office within 15 February, 2019, so that ATTA can update the database of each member to be accurate and complete accordingly. This will provide various benefits to members in the future.

Therefore, ATTA would like to request all members to deal with this matter immediately. If you ignore this request, you may not be able to exercise your voting right in the Annual General Meeting. Finally, ATTA hopes that we will receive the kind cooperation from all members to participate in the Annual General Meeting to vote in the election on the date and time mentioned. Thank you in advance.

This is therefore for members' information and consideration.

Sincerely,

*** Sent by Email ***

Mr.Vichit Prakobgosol

President



Name List of Qualified Voters

Company Name:Membership No.::

Tel. No.: Fax: E-mail :

Name list of qualified voters for the election of ATTA’s Board of Directors for the year 2019-2020

No. 1. Name (Mr./Mrs./Miss)

Position Mobile No.:

No. 2. Name (Mr./Mrs./Miss)

Position Mobile No.:

No. 3. Name (Mr./Mrs./Miss)

Position Mobile No.:

(Company Stamp/Seal)

Signed by Authorised Person

(.....)

Position.....

Date.....

Remark: For the convenience in organising the membership system and accuracy of each member’s data, kindly use ATTA’s form for informing the names of the persons who have the right to vote in the election.