

Procedure and method for share transfer

Share transfer, Authorization and Processing time

The transferee must submit documents for registration of the share transfer by himself.

Authorization

If the transferee cannot submit documents by himself, he must authorize another person to submit the documents instead.

The authorization can specify in Application for registration of securities ownership transfer form and attach stamp duty of 10 baht.

Documents to be submitted for share transfer

1. [Application for Registration of securities ownership transfer](#) : Fill in details and sign by the transferee.
2. Identification documents of the transferor : Please read details on the back of registration of securities ownership transfer form
3. Identification documents of the transferee : Please read details on the back of registration of securities ownership transfer form
4. The original share certificate : Endorsed by transferor and transferee

Processing time

All documents are completed as per the Company's Articles of Association, the officer will record the transfer of shares on the date of submission (In case of the share is not in the process of closing the register book) and will receive a slip receipt as evidence of the share transfer or to receive a new share certificate.

The partial share transfer requires a separate share certificate.

The partial share transfer, the shareholder request to split share certificates according to the number of transferred shares. After the shareholder receive the new share certificate from the share certificate split, they will proceed to endorse and deliver share certificate to the transferee.

The estate share transfer, Authorization and Processing time

The estate securities transfer must be a court order appointing the estate administrator by a Thai court.

The estate administrator must submit documents by himself for registration of the share transfer to the heir.

Authorization

If the estate administrator cannot submit the documents by himself, he must authorize another person to submit the documents

In this regard, authorization can be specified in the [Application for estate securities administrator](#) and attach stamp duty 10 baht

Documents to be submitted for the estate share transfer

1. [Application for estate securities administrator](#) : Fill in details and sign by an estate administrator.
2. A copy of the Thai court decree appointing the estate administrator and certificate final judgment, certified true by the estate administrator, issued within 1 year before submitted to RICH (every page).
3. A copy of the deceased securities holder's death certificate, certified true by the estate administrator.

4. Identification documents of Estate Administrator as per the Company's Articles of Association.
5. Identification documents of Transferee as per the Company's Articles of Association (In case of transferee is not an estate administrator).
6. The original estate securities certificate(s), the back of such certificate(s), an estate administrator endorse in transferor box and heir endorse in the transferee box (In case of the estate administrator is a transferee must endorse in the estate administrator box and the transferee box)

Processing time

All document are complete as per the Company's Articles of Association, the officer will record the transfer of shares on the date of submission (In case of the share is not in the process of closing the register book) and will receive a slip receipt as evidence of the share transfer or to receive a new share certificate.

Amendment the information of shareholder, Documents to submitted and Processing time

Procedure for amendment the information of shareholder

1. Shareholder fill in [“Amendment form for securities holder records”](#)
2. Attach all documents to be submitted, certified true with an original signature. (List of documents, please read the back of the form)
3. In case of a change name/surname, please attach the original of the document issued and certified by the sub-district or district office.
 - In case of submitting document by self-contact or person authorized must be show the original Thai national I.D. card of both of grantor and grantee every time.
 - In case of submitting documents by registered mail must attach the original of the document issued and certified by the sub-district or district office.

Processing time

Within 7 working days after RICH has received all documents.

Remark

1. To be effective in time for the book closing date, RICH must receive all documentation at least 5 working days prior to such date.
2. Shareholder’s address must be able to receive documents by registered mail and must not be a post office box.