

Company Secretary

The Board of Directors has determined the qualifications of the person performing the duties of the Company Secretary. The person is required to possess a degree in law or accounting, and/or have undergone training in courses related to the duties of company secretary. The Company Secretary is responsible for taking care of the Company to comply with the laws and regulations related thereto in order to conform to the good corporate governance principles of listed companies as follows:

- (1) Organize Board of Directors' meetings and shareholders' meetings to be in accordance with the law and terms related to the Company as well as following up to ensure compliance with the meeting's resolutions.
- (2) Prepare and maintain the Company's various documents such as director registration, invitation letters to the Board of Directors' meetings, minutes of the Board of Directors' meetings, invitation letter to the shareholders' meetings, and minutes of the shareholders' meetings.
- (3) Supervise the disclosure of information in accordance with the regulations of the Stock Exchange of Thailand, Securities and Exchange Commission, and other relevant regulators, as well as the principles of good corporate governance.
- (4) Maintain stakeholder reports submitted by the Company's directors or executives and send a copy of the stakeholder reports to the Chairman of the Board of Directors and the Chairman of the Audit Committee.
- (5) Maintain a copy of the report on changes in securities holdings of directors or executives.
- (6) Render advice to the directors on various laws and regulations related to good corporate governance; maintain the status of a listed company on the stock exchange and various laws and regulations related to the Company's business operations; organize meetings of the Board of Directors, organize meetings of the Board of Directors' subcommittees and shareholders, including supervising and coordinating the implementation of the objectives, Articles of Association, Board of Directors' resolutions, or those of shareholders, as well as other relevant legal and regulatory requirements.
- (7) Take other actions as announced by the Capital Market Supervisory Board or assigned by the Board of Directors.