

## Corporate Secretary

The Board of Directors has appointed Mr. Pornchai Katejnakul, Vice President of internal audit department of the Company, to act as a secretary with responsibilities of providing recommendations related to laws and regulations that the Board of Directors must be acknowledged of, organizing meetings, organizing activities of the Board of Directors to ensure that they can perform their duties efficiently and maximize benefits to the Company, preparing and organizing documents such as registration list of directors, notice of the Board of Directors meeting, minutes of the Board of Directors meeting, the Company's Annual Report, notice of the Shareholders' meeting, minutes of the Shareholders' meeting, and maintenance of reports on the interest of directors or executives.

## Duties and Responsibilities of the Corporate Secretary

The Company Secretary must perform duties according to Article 89/15 and Article 89/16 of the Securities and Exchange Act (No. 4) B.E. 2551, effective on 31 August 2008, with responsibilities, cautions, and honesty, as well as compliance to laws, objectives, corporate regulations, resolutions of the Board of Directors, and resolutions of the shareholders' meeting. Duties and Responsibilities of a Corporate Secretary are as follows:

1. Prepare and store documents relating to the registration of the company, annual report, notices and minutes for both Board of Directors' meeting and shareholders' meeting.
2. Retain and store a report of equity interest reported by the directors or executives.
3. Submit a copy of report of equity interest of directors or executives, or related parties to the Board of Directors' chairman and the Audit Committee' chairman within 7 days from the date the Company has received such report.
4. Handle the meeting for Board of Directors and shareholders' meeting in accordance with the rules, regulations and relevant laws
5. Provide advice on the operation of the Company and the Board of Directors in accordance with Memorandum of Association, Articles of Association, Securities and Exchange Act, Public Limited Company Act and other relevant laws.

6. Be a point of contact for directors, executives and shareholders.
7. Coordinate and follow up the operation according to the resolutions of the directors and shareholders.
8. To ensure the disclosure of data and information report under the responsibilities to the monitoring authorities as per regulations and requirements.
9. Perform other duties as prescribed by the Capital Market Supervisory Board or assigned by the Board of Directors.