

Company Secretary

The Board of Directors has appointed Mr. Pornchai Katejinakul, Senior Vice President of Internal Audit and Compliance to act as the Company Secretary to perform duties as required by law with duties and responsibilities as follows:

- Handle the Board of Directors meeting and shareholders meeting in accordance with the rules, regulations, and relevant laws.
- 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.
- Supporting the provision of knowledge and training for directors and executives which relate to the performance of duties of directors and subcommittees.
- Organize training or orientation as well as providing information necessary for the performance of duties to the directors who are currently in position and newly appointed directors.
- Provide advice regarding rules and regulations that the Board of Directors and executives should be aware of.
- Prepare and store important company documents such as registration list of directors, notice and minutes of the Board of Directors meeting and the shareholders meeting, annual report and report of equity interest of directors and executives.
- Submit a copy of report of equity interest of directors or executives, or related parties to Chairman of Board of Directors and Chairman of Audit Committee within 7 days from the date the Company has received such report, including retain and store a report of equity interest reported by the directors or executives.
- To be the center for communication and information between directors, executives and shareholders.
- Coordinate and follow up the operation according to the resolutions of the directors and shareholders.
- Ensure the disclosure of information and information memorandum that are responsible to the regulatory authorities in accordance with the rules and regulations of the relevant authorities.
- Perform other duties as prescribed by the Capital Market Supervisory Board or assigned by the Board of Directors.