

Duties and Responsibilities of Company Secretary

The Company Secretary's duties and responsibilities are not less than stipulated in the Securities and Exchange Act (No. 4) B.E. 2551 and/or other related laws, rules and regulations have been stipulated. This includes:

1. To support the Board to perform its fiduciary duties with integrity and care as a normal person may do in the same situation; to offer advice to directors, the management, and staff to ensure compliance to the laws, rules and regulations of the Securities and Exchange Commission (SEC) and the Stock Exchange of Thailand (SET) and other relevant legislations.
2. To prepare and maintain important documents accurately and completely in accordance with the law, including the register of directors, meeting notices for the board of directors, supporting documents and minutes of board meetings, meeting notices for shareholders and minutes of shareholders' meetings, as well as the company's 56-1 report.
3. To compile all necessary documents for board and shareholder meetings regarding significant matters as required by law or those that may impact the company's operations. Ensure that management provides the board with sufficient and appropriate supporting documents to facilitate thorough review prior to meetings, in accordance with good corporate governance principles.
4. To support the board of directors in implementing a robust system for managing material non-public information (MNPI) to prevent the leakage or misuse of significant company information.
5. To monitor and coordinate the reporting of related party transactions by directors and executives to promote transparency and maximize shareholder value in public companies.
6. To ensure that directors, executives, and accounting controller accurately report their securities holdings in accordance with the rules and regulations of The Securities and Exchange Commission, Thailand and The Stock Exchange of Thailand.
7. To recommend and promote the implementation of a robust data management system within the company and require directors and executives to report changes in securities holdings and derivative contracts in accordance with legal and regulatory requirements. A summary of securities holdings should be presented to the board of directors at each meeting.

8. To prepare 56-1 One Report sufficiently to distribute to shareholders and related people.
9. To oversee the disclosure of information and reporting of relevant data to the regulatory authorities in accordance with the rules and regulations of The Stock Exchange of Thailand.
10. To perform other relevant duties as assigned by the Board of Director and/or stipulated by The Securities and Exchange Commission, Thailand and The Stock Exchange of Thailand.