

3. Company Secretary

The Board of Directors has appointed Mr.Sumit Khopiboon, who was duly qualified, with knowledge and experiences, as the Company Secretary effective from February 24, 2016 (See the details on his education and career background under the heading “Details relating to management and authorized personnel”, having the duties and responsibilities as specified in The company directors, Securities and Exchange Act (no. 4) B.E. 2551, together with other duties assigned by The Board of Directors.

Company Secretary Profile

Name / Position	Education Level	Training Course
Mr.Sumit Khopiboon Company Secretary	Bachelor Degree Administration (Accounting) Ramkhamhaeng University	<ul style="list-style-type: none">- Company Secretary Program Class 83/2017 : Thai Institute of Directors (IOD)- Corporate Governance Code for listed companies 2017 by (Mr.Tanakrit Permpoonkhantisuk)- Roles and Responsibilities of Directors and Insider Information: a case studies. by Mr.Kitipong Urapeepatanapong from Baker & McKenzie Limited- Business Strategy for Sustainable Growth (T-way Co.,Ltd)- Strategic Business Goal Plan and Action for 3 years. (T-way Co.,Ltd)- Leadership Psychology Course by Dr.Kwannapa Choosang

The Company Secretary was assigned the following responsibilities:

1. To provide preliminary advice to the company directors on laws, regulations and articles of the company, and to monitor properly and regular compliance, as well as to report substantive changes to the directors.
2. To coordinate between the company directors and the management, to supervise and coordinate matters pertaining to the relevant laws and regulations, including proceedings to ensure compliance with resolutions of The Board of Directors.
3. To organize the shareholders’ meeting and the Board of Directors’ meeting in accordance with laws, company articles and code of conduct.
4. To record minutes of the shareholders’ meeting and The Board of Directors’ meeting as well as to monitor compliance with their resolutions of the shareholders’ meeting and The Board of Directors’ meeting.
5. To oversee the disclosure of information and file the relevant reports under the rules and regulations of The Securities and Exchange Commission and the Stock Exchange of Thailand.
6. To prepare and keep the following documents:
 - Company directors’ register
 - Notice of the Board of Directors’ meeting/minutes of the Board of Directors’ meeting
 - Notice of the shareholders’ meeting/minutes of shareholders’ meeting
 - Annual Registration Statement (Form 56-1) and Annual Report (Form 56-2)

7. To keep hold reports of interests of Directors or Executives, as well as sent copies to the President and Chairman of the Audit Committee within 7 days from the day of receiving the report.
8. To organize orientations with guidelines to newly appointed board members.
9. To communicate with general shareholders to ensure that they have complete and continual knowledge of their rights including the Company's news and information.
10. To undertake other responsibilities as regulated by SEC and others as assigned by the Company.