

# Information of Company Secretary

## Mr.Sumit Khopaiboon

55 years old

### Position :

- Company Secretary
- Accounting and Finance Section Manager
- Executive Director
- Corporate Governance Director

### Appointment Date :

February 24, 2016

### Education :

- Bachelor of Administration (Accounting), Ramkhamhaeng University

### Training by the Thai Institute of Directors Association (IOD) :

- Company Secretary Program 83/2017

### Training Course :

- Succession Plan Management System
- Personal Data Protection Act. B.E. 019 for Executives (PDPA)
- Business and human rights courses and guidelines for filling out human rights information in Form 56-1 One Report – SEC.
- Road to Certify CAC 4/2021 – IOD

### 5-Year Past Experiences :

Other Listed Company: - None -

Other Non-listed Company - None -

Competitive Business related to - None -

Company's Business

% Shareholding - None -

### Family Relationship among Directors and Executives:

- None -

### Any position in other business or other organizations in the previous year which has an impact the time devoted significant :

- None -

### The Company Secretary was assigned the following responsibilities:

Company Secretary 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.

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.