

## Corporate Governance Policy

### TQM Alpha public Company Limited

TQM Alpha public Company Limited ("Company") The Company has work management is based on adherence to the principles of good corporate governance of the Securities and Exchange Commission ("SEC") and the Stock Exchange of Thailand ("SET") by recognizing the importance of business operations and the improvement of existing corporate governance for good, sustainable business growth in the long run and supporting transparency. Such principles do not only build confidence for shareholders, investors or all stakeholders, but can also create the benefits and good business results for the Company and generate overall benefits for the Company's competitiveness and sustainable growth.

Additionally, the Company has attached importance to the shareholders' rights and responsibility to the Company's shareholders and stakeholders continuously, equitable treatment of shareholders, and keeping in mind of the role of stakeholders, disclosure of information and transparency. Moreover, the Board of Directors puts emphasis on responsibility for duties and compliance with the principles of good corporate governance so as to increase confidence of shareholders, investors and all parties involved. The Board of Directors resolved to approve and enforce the corporate governance policy of covering the main principles, ranging from the structure, roles, duties and responsibilities of the Board of Directors to the management principles of executives with transparency, clarity and verifiability by applying the principles and practices based on good corporate governance for listed companies 2017 of the Securities and Exchange Commission as guidelines for organizational management, resulting in confidence that any operation of the Company is fair and takes into account the best interests of shareholders and all stakeholders. The essence of the policy can be divided into 8 principles as follows.

#### **1. Awareness of the roles and responsibilities of the Board as organizational leader creating value for sustainable business**

- 1.1 The Board of Directors understands and recognizes the roles and responsibilities as a leader, for supervising the organization being good management covering objectives and goals, strategy formulation, operational policies as well as allocating important resources to achieve objectives and goals and monitoring, evaluating and reporting operation performances.
- 1.2 The Board of Directors establishes policies, including the corporate governance policy and corporate social responsibility policy to create sustainable business in order to promote ethical business practices, respect the rights and responsibilities to shareholders and stakeholders, achieving success in the business operations of the company, benefit to society and develop or reduce environmental impact as well as being able to adapt under changing factors.
- 1.3 The Board of Directors is responsible for overseeing that directors and executives perform their duties with accountability and responsibility, duty of care, honesty to the organization, duty of loyalty for the most benefit of the company, and shall comply with the law, objectives, regulations, resolutions of the Board of Directors' meeting and the resolution of the shareholders' meeting

including the policy or guidelines that have been specified by the company by having to provide sufficient mechanisms to ensure that the company's operations complying with relevant laws, objectives, regulations, resolutions of the Board of Directors Shareholders meeting's resolution And various policies of the company such as related party transaction policy, anti-corruption policy (Anti-Corruption Policy), the Delegation of Authority, etc., including the approval process of important operations such as investment, transactions that affect the company, significant transaction with related party, acquisition or disposal of assets and dividend payment. etc.

1.4 The Board of Directors understands the role scope of duty and responsibilities of the board of directors as well as clearly specifying the scope of delegation of duties and responsibilities to the committees and management as well as monitoring and overseeing the performance of duties as assigned by the various charters of the Board of Directors and sub-committees in writing, and shall review the said charters regularly at least once a year to be in line with the company's directions.

#### 1.5 Director positions

1.5.1 The Board of Directors has determined that each director can hold the position of director in other listed companies when combining the company, there shall not be more than 5 listed companies.

1.5.2 In the case that a director is a Chairman, an Executive Director or a director binding company, one or many other companies, there shall not be more than 3 business groups.

1.5.3 Managing Director of the company to be a director in other companies (except family business's companies) shall obtain approval from the board before taking office and the committee shall consider the type of director position and the number of companies holding positions in order to be effective in performing duty and in order for the director to be able to devote time to perform the duties of the directors of the company.

In addition, the company has stipulated that directors and senior executives have the duty to inform the company of the directorship positions in other companies to the company at the first opportunity to be appointed as the company's directors or senior management by disclosing information about company name, business type, amount of shares holding, including shares held by spouse and under-age children in the company and shall notify the company of the change of position in other companies according to the report on interests of directors and senior executives.

However, being a director in other business types shall not conflict with regulations or rules of other relevant regulatory agencies and shall notify the company within 7 days from the date of appointment or the date of holding the position.

## 2. Determining the main objectives and goals of sustainable business

2.1 The Board of Directors attaches great importance to the determination of the main objectives and objectives of the business operations of the organization to grow sustainably with society, creating value and benefits the organization, customers, business partners, employees, shareholders, and stakeholders and the society as a whole and shall promote communication and strengthen the

main objectives and objectives of the organization to reflect in the decisions and operations of human resources at all levels to become an organizational culture under the principles of good corporate governance.

- 2.2 Objectives and annual business strategies shall be consistent with the achievement of the main objectives and objectives of the business by adopting innovations and technology appropriately and safely. In addition, the Board of Directors shall be aware of the risks of setting goals that may lead to illegal behavior or lack of ethics (unethical conduct) as well as supervising the intervention of objectives and goals through strategies and plans throughout the organization.

### **3. Strengthening the efficiency of Board of Directors**

- 3.1 The Board of Directors has duties and responsibilities in determining and reviewing the structure of the Board of Directors, in terms of composition, qualifications, expertise, experience, number of directors suitable for the business, proportion of independent directors in order to be appropriate and necessary to achieve the specified objectives and key objectives. The related guidelines can be summarized as follows:

- 3.1.1 The meeting of shareholders determines the number of directors of the company, the term of office is 3 years. However, the directors who have completed their terms may be re-elected from the shareholders' meeting.

- 3.1.2 The Board of Directors shall have qualifications and shall not have prohibited characteristics as stipulated by law.

- 3.1.3 The Board of Directors consists of at least 1 in 3 independent directors and not less than 3 persons, independent directors of the company shall have qualifications and shall not have prohibited characteristics as specified by the Board of Directors which is strict, not less than the qualifications specified by the Capital Market Supervisory Board and the Stock Exchange of Thailand.

- 3.1.4 Directors and senior management of the company are responsible for reporting executive directorship, controlling person in a limited company or other listed companies, being a managing partner in an ordinary partnership or being a limited liability partner in a limited partnership, the company shall be informed in accordance with the rules and procedures prescribed by the Board of Directors.

- 3.1.5 The Board of Directors has clearly specified the scope of duties and responsibilities of the Board of Directors in the Board of Directors' charter. Details of the composition, qualifications, appointment, term of office and termination shall be as specified in the board of directors' charter.

- 3.1.6 The Board shall disclose the policy for determining compositions of the committee and directors' information i.e. age, education background, experience, shareholding proportion, number of years in office and director positions in other listed companies in the annual report and on the website of the company.

- 3.1.7 The Board of Directors shall appoint Company Secretary to perform duties as required by law and perform other duties as assigned by the Board of Directors.
- 3.2 The Board of Directors shall appoint a suitable person to be the chairperson of the board and ensure that the components and operations of the Board of Directors facilitate the exercise of independent judgment, in the case that the chairperson is not an independent director, the Board of Directors shall appoint an independent director to participate in determining agenda of the board meeting to maintain the balance of power between the board and management and to be in accordance with corporate governance principles for listed companies.
- 3.3 The Board of Directors shall oversee the recruitment and selection of each committee to have a transparent and clear process in order to get the Board of Directors and sub-committees having qualifications consistent with the specified components.
- 3.4 The shareholders' meeting has the power to consider and approve the directors' remuneration. Therefore, in proposing the directors' remuneration to the shareholders' meeting The Board of Directors will consider the structure and compensation rate to be appropriate with the responsibility. Persuade the Board of Directors to lead the organization to carry out both short-term and long-term goals.
- 3.5 Board of Directors shall ensure that all directors have responsibilities in performing their duties and allocate sufficient time.
- 3.6 The Board of Directors provides a framework and mechanism for supervising the policies and operations of subsidiaries and associates at the appropriate level for each business including subsidiaries and associates to have the same understandings.
- 3.7 The Board of Directors has a policy to evaluate the annual performance of the Board of Directors, sub-committee and individual directors, with the evaluation results being used for further development of duties.
- 3.8 The Board of Directors shall oversee that each director has knowledge and understanding of roles and responsibilities, nature of business and laws related to business operations as well as to support all directors to receive skills and knowledge for performing their duties regularly.
- 3.9 The Board of Directors shall ensure that the operations of the Board of Directors are completed, able to access the necessary information and appoint a company secretary with knowledge and experience necessary and appropriate to support the operations of the Board of Directors.
- 3.10 In addition, in order to strengthen the Board of Directors, the Board of Directors shall appoint a number of members from the Board of Directors as members of the sub-committees to perform special duties. Each sub-committee has the same term as the Board of Directors and has duties as assigned by the Board of Directors.

3.11 The board shall oversee the disclosure of roles and duties of the committee, sub-committee and the chairman, the number of meetings and the number of times each director attended the meeting in the past year and report the performance of every sub-committee.

3.11.1 The Audit Committee

To perform duties as assigned by the Board of Directors, which includes the duty to review financial reports, internal control system, legal compliance, selection of auditor, disclosure of company information and preparation of the audit committee's report, etc., as it appears in the audit committee's charter.

3.11.2 Executive Committee

To perform various duties as assigned by the Board of Directors, including management duties regarding normal operations and the management of other companies, screen policies, business plans, budgets, management structures and the management powers of the company, establishing rules for conducting business in accordance with the economic conditions, to propose to the meeting of the board of directors for consideration and approval and / or agreement including checking and following up the company's operations according to the policy set by the Board of Directors, etc., as stated in the Executive Committee's charter.

3.11.3 Nomination and Remuneration Committee

To perform duties as assigned by the Board of Directors, including the duty to select the person who being suitable to be nominated as a new director or senior management and management authority by specifying criteria or methods of recruitment and criteria of selection and transparency, to propose to the meeting of the board of directors and / or the shareholders' meeting for approval, consider the guidelines and determine compensation to the directors and senior management and management authority by specifying rules or methods of determining, fair and reasonable compensation for submission to the Board of Directors' meeting and / or the shareholders' meeting for approval, etc. as shown in the Nomination and Remuneration Committee's charter.

3.11.4 Risk Management Committee

To perform duties as assigned by the Board of Directors including the duty to formulate policies, management strategy and the risk management framework, to propose to the Board of Directors, and follow up to ensure that risks and impacts are assessed including risk management at the level of the organization of the company, sufficient and in time to the situation, etc., as shown in the Risk Management Committee's charter.

3.11.5 Corporate Governance Committee

To perform various duties as assigned by the Board of Directors. These include the duty of reviewing the corporate governance policy of the Company, anti-corruption, developing and reviewing the processes or practices in corporate governance, following up

and supervising the operations of the management complying with the policy and practice of corporate governance, etc., as stated in the Corporate Governance Committee's Charter.

#### 3.11.6 Chairperson of the Board

The chairperson of the Board is the chairperson of the board meeting is responsible as the leader of the Board of Directors in supervising and overseeing the operations of the Board of Directors and sub-committees voting in case of equal votes, the chairperson of the Board of Directors shall have an additional vote as the deciding vote, calling the board meeting or may assign another person to act on his behalf, being the chairperson of the shareholders' meeting and any other operations according to the resolution of the board of directors' meeting.

#### 3.12 Board of Directors Meeting

3.12.1 The company has informed the board of directors' meeting schedule in advance every year to help the directors to allocate time to attend the meeting and delivered the meeting invitation letter, meeting agenda details and supporting documents for the meeting for the board of directors to study and consider at least 7 days in advance of the meeting date.

3.12.2 In each meeting, the minimum quorum at the time that the board of directors shall pass a resolution shall be at least 2/3 of the total number of directors.

3.13 The rules and procedures for the appointment of independent directors are in accordance with the rules and procedures for the appointment of the directors, in which each independent director can hold an independent position for a maximum of 9 consecutive years.

### **4. Recruitment and development of senior management and human resources management**

4.1 The Board of Directors shall ensure that recruitment and development of the chairperson of the Executive Committee and senior executives qualified with knowledge, skills, experience and qualifications necessary to drive the organization to the goal.

4.2 The Board of Directors shall supervise the determination of compensation structure and suitable evaluation.

4.3 The Board of Directors provide a policy to use the inside information of the company in associated with understanding of the structure and relations of shareholders that may affect the management of the business and the power to control the management of the business in order not to be a hindrance to the Board of Directors' duties, and shall oversee the disclosure of information that may have an impact on the appropriate control of the business.

4.4 The Board of Directors shall monitor and manage the human resources development to have the appropriate knowledge, skills, experience and motivation.

4.5 The Board of Directors requires an orientation for all new directors in order for the new directors to be aware of the expectations that the company has on the roles and responsibilities of the

directors, policies and guidelines for corporate governance of the company, including knowledge and understanding of the business and operations of the company in order to prepare the director's performance.

- 4.6 The Board of Directors shall support those involved in the company's corporate governance system, i.e. directors, sub-committees, executives, company secretaries, investor relations, accounting department, etc., to attend training courses or participate in activities organized by the Thai Institute of Directors (IOD), the SEC, the Thai Listed Companies Association, Thai Investors Association, or various independent organizations consistently and continuously to enhance knowledge, improve operations being useful for performing duties more efficiently.

## **5. Promotion of innovations and responsible business operations**

- 5.1 The Board of Directors attaches importance and supports the creation of innovations that create business value and benefits to stakeholders and is responsible to society and the environment by promoting actions to add value to the company according to the changing environmental factors. This may cover the determination of a business model (Business Model), thinking methods, design and development of products and services, research, improvement of production processes and work processes including cooperation with partners.

- 5.2 The Board of Directors shall monitor the management to conduct business with social and environmental responsibility and is reflected in the Operational Plan to ensure that all departments of the organization operate in accordance with the objectives, principles and strategies of the Business. Concerning the Roles of Stakeholders, the Board of Directors shall provide mechanisms to ensure that the business operates ethically, social and environmental responsibility, not violating the rights of stakeholders in order to be a guideline for all parts of the organization to achieve sustainability objectives and key goals. The Board of Directors establishes guidelines for stakeholders as part of the Corporate Social Responsibility Policy (CSR) and the Charter and Code of Conduct, and shall disclose important and relevant information necessary for stakeholders to know sufficiently and timely.

In this regard, the Board of Directors shall recognize the importance of the role of stakeholders and treat all groups of stakeholders including employees, shareholders, customers, business partners, public and society as a whole, transparent, appropriate, equitable and fair and shall set guidelines for treatment of conflicts of interest, including:

### **5.2.1 Employees**

Providing compensation to employees by adhering to the principles of fair and measurable performance evaluation under the criteria specified by the company and aiming to promote and develop human resources to have knowledge and capability continuously and give the opportunity to the employees to file a complaint in case of unfair treatment via various channels i.e. comment box or through the human resources department that receives the report, etc. The company is responsible for providing a safe, hygienic and conducive working environment for effective work. The company shall check and review

compensation and benefits of employees to be in the industry standards and as the company's policy to develop the knowledge of the employees that is necessary for the efficient operations of the entire organization.

#### 5.2.2 Customers

Building long-term relationships and cooperation with customers by adhering to the principles of honesty and trust, the company has a duty to create the highest satisfaction for customers by taking responsibility, paying attention and paying attention to customers' problems and needs first by allowing all executives and employees to comply with the measures under this policy to ensure that the company adheres to provide good quality services and never stops developing new services that are effective for the company's customers. In addition, the company shall operate and conduct business with the company's customers by adhering to the ethics and encouraging the customers of the company to have good health.

#### 5.2.3 Payables

Building relationships and treating creditors by adhering to the principles of honesty, trust and trust each other and responsible for paying attention and paying attention to various conditions entering into an agreement with the creditors the best.

#### 5.2.4 Partners

Treating suppliers with honesty and is equal to ensure that the company's business operations are appropriate, fair and benefit both parties with sustainable development and is a long-term partner with the company. The company shall choose to do business with partners from various conditions i.e. price conditions, quality, control and environmental protection, technical and legal expertise, trust and stick to the right things.

#### 5.2.5 Community and environment

Ensuring that the company and employees adhere to conducting business responsibly and benefit the society and community and has a duty to behave and treat the neighboring communities with friendliness to help and support the development of communities to be well-being as well as being responsible for fair and equitable business operations of the company and to promote sustainable development.

In addition, shall comply with the environment in accordance with the social responsibility policy conserving natural resources for sustainability including the promotion and support of conservation of resources and environment. The company discloses various activities including the promotion of employee participation that demonstrate the implementation of the social responsibility policy and oversee the preparation of corporate social responsibility reports in the annual report or separate versions.

#### 5.2.6 Fair competition

Ensuring that the company conducts business openly, transparently and without creating an unfair competitive advantage.



#### 5.2.7 Related government agencies

Ensuring that the company complies with various laws and regulations related and specified and supports various activities of government agencies on various appropriate occasions. In addition, the company shall adhere to providing services and selling good products with standard and quality and in accordance with the laws. In addition, the government offices and government agencies shall be treated politically neutral as defined in the Charter and Code of Conduct and anti-corruption policy.

In addition, there shall be a channel to receive complaints. and / or comment and add more ways to email directly to top management at [napassanun@tqm.co.th](mailto:napassanun@tqm.co.th), The Board of Directors has specified and protected the whistleblowers by not disclosing, but will collect various information of the whistleblower. The internal audit department shall compile a summary of the above issues and present to the audit committee for proof and fact finding. If found to be information that affects the company, it shall be presented to the Board of Directors for further consideration.

5.3 The Board of Directors shall monitor the management to allocate and manage resources to be efficient and effective by considering the impact and the development of resources throughout the Value Chain in order to achieve the main objectives and goals sustainably. Be aware of at least 4 types: financial capital, human capital, social and relationship capital, and natural capital.

5.4 The Board of Directors shall set up a framework for supervision and management of information technology at the organizational level that is in line with the needs of the business including supervising the use of information technology to increase business opportunities and develop operations risk management to enable the business to achieve the objectives and main objectives of the organization.

### **6. Ensuring the availability of appropriate risk management and internal control systems**

6.1 The Board of Directors shall supervise to ensure that the company has a system of risk management and internal control to achieve the objectives effectively and complying with relevant laws and standards.

6.2 The Board of Directors appoints an audit committee, in which all members shall be independent directors and not having prohibited characteristics under relevant laws as well as having qualifications and duties in accordance with the regulations of the Office of the SEC and the Stock Exchange of Thailand in order to be able to perform their duties efficiently and independently in performing their duties as assigned by the Board of Directors, which includes the duty to review financial reports, Internal control system, legal compliance, consideration of auditor selection, disclosure of company information and preparation of the audit committee's report, etc., as it appears in the audit committee's charter.

6.3 The Board of Directors monitors and supervises any conflicts of interest that may occur between the company with managements, Board of directors, or shareholders including prevention of undue use of property, company information and opportunities and transactions with related parties with

the company in an inappropriate manner, including the guidelines set out in the Charter and Code of Conduct and the internal information usage policy in writing.

6.4 The Board of Directors has a clear anti-corruption policy as specified in the Charter and Code of Conduct and anti-corruption policy by communicating at all levels of the organization and third parties for real implementation and the Board of Directors shall arrange a project or a guideline against corruption including supporting activities that promote and instill all employees to comply with relevant laws and regulations.

6.5 The Board of Directors supervises the mechanism for receiving complaints and taking action in the case of clues, and specifies clear guidelines in the policy on receiving whistleblower complaints. The channels for receiving complaints shall be disclosed on the company's website or annual report.

## **7. Maintaining financial credibility and disclosure of information**

7.1 The Board of Directors is responsible for the system of financial reporting and disclosure of important information accurately, sufficiently, timely, in accordance with relevant rules, standards and practices.

7.2 The Board of Directors shall follow up to ensure that the company maintains sufficiency of financial liquidity and ability to pay off debt.

7.3 If there is a situation in which the business faces financial problems or is likely to encounter a financial problem. The Board of Directors shall ensure that the business has a plan for resolving problems or other mechanisms that can solve financial problems; however, under consideration of the rights of stakeholders.

7.4 The Board of Directors has a policy to prepare sustainability reports as appropriate for disclosure of legal compliance information, compliance with the Charter and Code of Conduct, Anti-Corruption Policy, treatment of employees and related parties including fair treatment and respecting human rights including social and environmental responsibility. Such information shall be disclosed in the annual report or shall be prepared in a separate book as appropriate for the company.

7.5 The Board of Directors shall supervise the management to set up an investor relations department to communicate and publicize information that is beneficial to shareholders, investors, analysts, and related parties appropriately and equally.

7.6 The Board of Directors encourages the use of information technology in the dissemination of information, in addition to the dissemination of information in accordance with the rules and through the Stock Exchange of Thailand, the Board of Directors shall provide information disclosure in both Thai and English through other channels, such as the company's website, including current information.

7.7 The Board of Directors requires the disclosure of information and transparency as part of the Company's Charter and Code of Conduct.

## **8. Promotion of participation and communication with the shareholders**

The Board of Directors recognizes the importance of the shareholders of the company by ensuring that the shareholders receive fair treatment and the shareholders can fully exercise their basic rights as shareholders, such as

(1) Right to buy, sell, or transfer shares

(2) The right to have profit sharing of the company

(3) The right to receive sufficient relevant information via the company's website or the SET website or by any other methods.

(4) The right to participate in the meeting in order to exercise the right to vote at the shareholders' meeting independently, to appoint or remove directors, consideration of the remuneration of directors, appointment of auditors, dividend payment, capital increase and issue new shares, including the right to ask questions to the Board of Directors about the report of the Board of Directors and any other matters proposed to the meeting for consideration and approval. The right to propose meeting agendas and to nominate persons to be elected as directors and participation in decision-making on important matters of the company, in which, every shareholder has the right to vote according to the number of shares being held and each share has one vote.

In addition, the Board of Directors shall also be aware of and value the rights of shareholders, not acting in violation of or depriving the rights of shareholders. The Board of Directors encourages and sets policies related to shareholders' rights as follows:

8.1 The Board of Directors shall ensure that shareholders are involved in the decisions on important matters of the company including:

8.1.1 Protecting and respecting the basic shareholders' rights, such as the right to buy or sell shares, the right to have a profit sharing of the business, the right to receive sufficient business information, the right to attend shareholders' meetings to appoint or removal of directors, appointment of auditors, allocation of dividends, determination or amendment of regulations or memorandum of association, capital reduction or increase of capital and approval of special items, etc.

8.1.2 Promoting and supporting shareholders to exercise their rights in various matter in the annual general meeting of shareholders, including the right to propose the agenda of the shareholders' meeting in advance of the meeting, the right to nominate persons to be selected as directors in advance, the right to send questions to the meeting in advance of the meeting, rights to express opinions and ask questions at the meeting, etc., as well as to facilitate minority shareholders to nominate persons to be directors of the company by sending the biography and consent letter of the said person to the Chairman of the Board of Directors under the rules, regulations and procedures specified by the company.

8.1.3 Overseeing the delivery of an invitation letter to the shareholders' meeting together with relevant documents and disseminated via the company's website at least 28 days before the meeting date and preparing invitation letters for the shareholders' meeting in both Thai and English.

- 8.1.4 Encouraging shareholders to use a proxy in the form that shareholders can specify the direction of voting, agree, disagree, abstain by preparing a proxy Form A, Form B and Form C (Specific Proxy Forms) For custodian) to shareholders as well as facilitating shareholders not convenient to attend the meeting by themselves but wishing to exercise their voting rights via proxy by proposing an independent director to attend the meeting and vote on behalf of the shareholder, to facilitate the shareholders to exercise the right to select one of the independent directors to be proxies on behalf of the shareholders.
  - 8.1.5 Refraining from any action, violation or restrict rights or depriving shareholders of the right to access the company's information, that shall be disclosed under various regulations and attending shareholders' meetings, for example, not immediately offering documents that contain important additional information, not add meeting agenda or changing important information without notifying shareholders in advance, etc.
  - 8.1.6 Facilitating shareholders to exercise their rights, such as providing current important information via the company's website, etc.
- 8.2 The Board of Directors shall ensure that the operations on the day of the shareholders' meeting proceeding with transparency, efficiency and efficiency and allowing shareholders to exercise their rights, including:
- 8.2.1 facilitating shareholders to exercise their rights to attend the meeting and vote fully in the meeting and refraining from any actions which limits the opportunity to attend the meeting of shareholders, in the event that the shareholders are unable to attend the meeting by themselves, the company gives the opportunity to appoint an independent director or any person to attend the meeting on their behalf.
  - 8.2.2 The rules and procedures for attending the shareholders' meeting shall be informed in the invitation letter and on the meeting date. The meeting moderator shall announce the rules used in the meeting and the process of voting for shareholders in the general meeting of shareholders and the notification of the rules and procedures for voting on the minutes in every meeting of shareholders.
  - 8.2.3 Arranging a meeting appropriately and allowing shareholders to ask questions related to the meeting agenda or about the company and comment. The Chairman of the Board shall ask the meeting on each agenda including the recording of questions relating to the agenda or related to the company and express opinions of shareholders including explanations of the Board of Directors and / or executives in the minutes of every shareholders' meeting.
  - 8.2.4 The meeting shall be conducted in the order of the agenda specified in the invitation letter and executives who are shareholders of the company shall not propose any additional meeting agenda which is not necessary to the meeting, especially the meeting agenda in which shareholders shall take sufficient time to study before making a decision.

- 8.2.5 Encouraging the promotion of technology such as barcodes, voting cards, etc. for use in shareholders' meetings including shareholder registration, counting and displaying results so that the meeting proceedings can be done quickly, accurately, transparently and verbally. The voting results shall be disclosed in the minutes of the shareholders' meeting together with the votes in favor, disapproval and abstention in each agenda being casted.
  - 8.2.6 An independent person shall be a witness for vote counting or being counters or checking votes in meetings, such as the company's auditor or legal counsel and the results of the counting or examination of the said votes shall be disclosed to the meeting, and recorded in the minutes of the meeting.
  - 8.2.7 The Board of Directors recognizes the importance of the annual general meeting of shareholders and respects the rights of shareholders, therefore, encourages all directors to attend the shareholders' meeting.
- 8.3 The Board of Directors recognizes the importance of the annual general meeting of shareholders and respects the rights of shareholders, therefore, encourages all directors to attend the shareholders' meeting.
- 8.3.1 Ensuring that information regarding date, time, location, and agenda of the shareholders' meeting as well as all information related to matters that need to be decided at the shareholders' meeting, with sufficient clarification and reasoning in accordance with the agenda or resolutions requested by shareholders in each meeting. The company has a policy to give the opportunity for the shareholders to study the information before the meeting date in advance via the company's website with the same information as the document delivered to shareholders.
  - 8.3.2 After each shareholders' meeting, overseeing the compilation of meeting content which includes meeting agenda, details, name list of directors attending and leaving the meeting, resolution of the meeting, voting as well as questions and comments from shareholders, preparing "Minutes of the shareholders' meeting" on the company's website and delivered to the Stock Exchange of Thailand and / or related departments within 14 days from the meeting date which is in accordance with the regulations of the SEC and the SET. And disclosing to the public, the voting results of each meeting through the system of the Stock Exchange of Thailand within the time specified by law.
  - 8.3.3 Promoting the exercise of rights of shareholders and not restricting rights of shareholders by providing information disclosure via the company's website in advance and the company shall not present any documents with additional important information during the shareholders' meeting and the company shall not add the meeting agenda or change important information without notifying shareholders to know in advance, ensuring that the shareholders are provided with the latest news and information via the company's website regularly.