

## Responsibilities of Company Secretary

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A company secretary shall perform the duty under Section 89/15 of the Securities and Exchange Act B.E. 2535 on behalf of the company or the board of directors which are as follows:

1. Preparing and keeping the following documents:
  - A register of directors;
  - A notice calling a director meeting, minutes of the board of directors' meeting and an annual report of the company.
  - A notice calling a shareholder meeting and minutes of the shareholders' meeting
2. Keeping a report on interest under Section 89/14 of the Securities and Exchange Act B.E. 2535 filed by a director or and an executive and submitting a copy of such report to the chairman of the board of directors and the chairman of the audit committee within seven (7) business days from the date on which the company receives the report.
3. Performing any other acts as specified in the notification of the Capital Market Supervisory Board.