



Good Corporate Governance Principles

Corporate Governance

NR Instant Produce PCL (NRF) operates under compliance of Stock Exchange Thailand and Securities Exchange Commission as well as ASEAN Corporate Governance Scorecard (ASEAN CG Scorecard) with regards to operational protocol for efficiency, transparency, effectiveness and fairness to shareholders, investors, lenders, employees, government and customers, and with the extension to citizen and other stakeholders involved. As of 2017, Securities Exchange Commission, with hopes that publicly listed companies would be able to achieve long term growth, has released Corporate Governance Code: CG Code that is to be adopted by all publicly listed companies for long term growth with turnover that are both valuable and sustainable.

As a result, NRF has adopted the aforementioned principles as the governing compliance for its board of directors. Normally, NRF administration has been distinctively delegated such that the board of directors would set out corporate policies and monitor the C-Level management team in order to align with the goal and objectives. The C-Level management team has a fiduciary duty to manage a profitable business. In order to perform such a duty, the board of directors and the C-Level management team will work in cooperation with one another and in accordance with each role and responsibility to every stakeholder equally such as employees, lenders, state officials, clients and society under the Corporate Governance Code (CG Code) principles. The board of directors has outlined additional operational mandates that, besides a profitable operation, the organization must be able to achieve long term growth with sustainable value adding.

NRF has set out the Corporate Governance Code and corporate ethics guidelines in a written document that covers all operations within the company in accordance with the rule of laws. The aforementioned policies have been communicated to both the board of directors and every employee in order to be adopted. In addition, the company set up an annual revision of the Corporate Governance Code and corporate ethics guidelines in order to be up to date with the day-to-day operation of the company. When considering the principle of CG Code 2017, the details are the following:

Guideline 1

Acknowledgement of the role and responsibility of the Board of Directors as leader of sustainable value creation organization

The Board of Directors have a responsibility to operate independently from the management for the interest of the company and its overall shareholders. As for the separation of role and responsibility between the Board and the management department, the Board sets up policies and monitors the operation of each organizational system to run efficiently in accordance with the rule of laws and the code of ethics.

The Board of Directors also has a duty to revise and consider the Corporate Governance Code and business ethics before announcement and implementation to the extent that the company has disclosed the name, biography, role and responsibility of the Board of Directors and the 4 subsequent committees

including the Board of Directors, Audit Committee, Risk Management Committee and Nomination and Remuneration Committees.

The Board of Directors has rightful and complete duty in preparing financial budget in order to be transparent, accurate and sufficient in disclosing essential information within the financial budget report including financial information that appears in the annual report. The aforementioned financial budget has been prepared under the accredited accounting standard and is being audited by the Securities and Exchange Commission (SEC) certified auditing party. The board of directors has appointed the Audit Committee consisting of 3 persons including directors that are impartial and hold non-management position to be the auditor of quarter financial budget and annual financial budget in order to be completely correct and in accordance with accounting standard before presenting it to the Board of Directors for subsequent consideration.

The accounting department has a duty to present the accounting information associated with and in contradictory to the interest of the company and that the department operates under Securities and Exchange Act (No. 4) B.E. 2551 Section 89/12 and the announcement of Capital Market Supervisory Board 21/2551 in topic of rules of associated accounting information and announcement of SET board in topic of information disclosure and operation of registered company B.E. 2546 and adjusted version to Audit Committee to consider and comment

1.1 Terms of the Office

Terms of the office for the Board of Directors has been set under the Public Company Act B.E. 1992 in that the independent directors have 3 years of consecutive terms of office but no more than 3 terms except under the unanimous approval from the Nomination and Remuneration Committee with reason that such directors have contributed a great benefit to the company and that such extension of terms of the office have not and will not affect the independence and impartiality of such duty with extension that such approval must be granted by the board of directors and shareholders.

1.2 Compensation of the Board of Directors

The Nomination and Remuneration Committee has a duty to present guidelines and process in determining meeting allowance, entertainment expense, reward expense and pension to the extent of other benefit that can be considered as remuneration to the committee. The consideration proposal will be conducted through the committee by approval during Annual Shareholder Meeting except in the case of rights in accordance with the company rules

1.3 Sub-committees

The Board of Directors will appoint sub-commitments, each with different qualifications and criteria. Each sub-committees must perform the assigned duty from the Board, and the sub-committees will have the authority to summon the management department to the meeting for clarification or proposal. Moreover, the Board will have the authority to approve the sub-committees.

Currently, the Board has appointed 4 sub-committees.

1. The Board of directors consists of the board of directors and the C-Level management team

2. The Audit Committee consists of 3 independent directors with 1 director having qualifications in accounting both in skill and experience sufficient enough to perform auditorial duty for financial budgetary accuracy and credibility. As for the terms in office, the Audit Committees will have a term of 3 years and after the expiration may have the right to be appointed and resume the previous role once again.

3. The Nomination and Remuneration Committee consists of the majority being independent. As for terms in office, the Nomination and Remuneration Committee will have a term of 3 years and that after the expiration may have the right to be appointed and resume the previous role of directors once again.

4. The Risk Management Committee consists of 3 directors each with 3 years of terms in office and that after the expiration may have the right to be appointed and resume the previous role once again.

1.4 Meeting of board of directors

The Board of Directors will have at least a quarterly meeting in order to perform its duty as well as monitor the assigned operation. Within the meeting, the Board must be able to express opinion and use judgement independently. The number of attendees that can vote will have no less than half of the Board attending. As a result, the Board will attend every meeting unless in the case of force majeure that must also be informed to the secretary of the Board in advance.

The company will inform the number of the meeting of the Board of Directors in the annual report and that the company will assign the secretary of the Board to create a schedule for meeting in advance for the whole year period in order for every member of the Board to be informed and notified about the schedule of the meeting. The secretary of the Board will send meeting invitations to every member of the Board to confirm the scheduled date, time, place and the agenda of the meeting, and that the delivery will be made at advance for at least 7 days. The secretary of the Board will also comply all the meeting documents from the management department in order to send to the Board in advance so that the Board will have sufficient information to be able to make decision and use judgment independently, and that the secretary of the Board will monitor and record the minutes of meeting in order to be written in the annual report within 14 days of completion starting from the date of the meeting in order for the president of the Board of Directors to sign. Such documents are to be efficiently stored, conveniently accessed and confidently kept.

1.5 Evaluation of the performance of the Board of Directors (both as the Board and as the individual director) and the sub-committees of the company

The company has set out the evaluation of the performance of the Board of Directors (both as the Board and as the individual director) and the sub-committees at least once a year. The evaluation of both individual and the Board is for the Board to collectively evaluate and improve each performance. By every end of the year, the company secretary and the secretary of the Board and sub-committees including the Audit Committee, the Nomination and Remuneration Committee, the Risk Management Committee, and that the Board of Directors will deliver the evaluation format and result of the Board and sub-committee as well as individual performance for annual evaluation. The evaluated result will be

sent back to the secretary of the Board to summarize and report the result to each subsequent committee.

The topics of the performance evaluation of Board and sub-committees

1. Structure and qualification of the Board
2. Role, duty and responsibility of the Board
3. Meeting of the Board
4. Performance of Board (within the meeting of Board)
5. Relationship with management department
6. Self-improvement of Board and the management team

Criteria for evaluating the performance of the Board (as the Board and the individual) and sub-committees of the company in the following point ranges

Below 50%

50% to 65%

66% to 75%

76% to 85%

86% to 100%

1.6 Meeting of Board that is not part of the management team

The Board of Directors determines that the directors who are not part of the management team can hold an internal meeting in order to discuss on potential agendas independently at least once a year in order to comply with the Corporate Governance Principles

1.7 Reporting of information

1.7.1 The Board have responsibility to report financial information and other information to shareholders and investors in a correct, accurate and transparent manner with conclusively reasonable explanation and supported fact and figure including operational policies, future trends, results and obstacles in operation of the organization.

1.7.2 The Board has understood and supported the accredited accounting standard operational procedure.

1.7.3 The Board has conducted a report on the responsibility of preparing and disclosing financial transactions in the company annual report along with the financial budget and auditory report including

1.7.4 Legal requirement for the Board to prepare financial buget in order to disclose financial status and performance from the past year with accuracy and reasonability

1.7.5 Responsibility of the company to prepare accounting information that is correct, complete and sufficient in order to maintain the company asset as well as point out certain vulnerabilities to prevent corruption or any abnormal operation

1.7.6 Confirmation that the company has upheld accredited accounting standards with accounting policies that are reasonable and widely adopted to the extent that the company financial budgeting is well considered reasonably and holistically.

1.8 Succession Plan

The Board has prepared the succession plan for the C-Level management team in order to ensure confidence of company personnel that the company has and will have skilled and talent executives that can succeed in the positional role and responsibility for the future to come. As a result, the following criteria for consideration includes

1.9 Company Orientation

The Board has required that all the incoming directors must participate in the orientation event before officially starting the position in order to ensure that the corporate policies about role and responsibility as well as corporate governance codes are being communicated thoroughly in order to confirm the understanding of the nature of the business and the company's operation when officially starting the position.

1.10 Development of the Board and the C-Level Management Team

The company supports the Board and the C-Level Management Team in participating accredited seminars that are deemed beneficial in performing the role and duty including meeting and exchanging opinion between the Board and the executives of other companies. As for the attended seminar, the Board should at least attend the seminar held by Thai Institute of Directors including Directors Certification Program (DCP), Directors Accreditation Program (DAP), Advance Audit Committee Program (AACP), Executive Development Program (EDP) in order to utilize skill and knowledge as well as apply experience in developing the company.

The Board supports the C-Level Management Team in attending the meeting of the Board of Directors and other committees. The purpose for such attendance is to present information on the agenda associated with the responsibility of the position. The presentation will be made to the Board of Directors so that the Board can be informed by the C-Level Management Team directly. At the same time, the C-Level Management Team will also have the opportunity to learn and understand the perspective from the committees including feedback session, brainstorming and solution proposal that are beneficial to the company.

The Board will support meeting and feedback session between the committees and the C-Level Management Team in other opportunities besides the regular meeting in order for the committees to get to know more about the C-Level Management Team including feedback session on the operation along with adopting suggestion from each director in order to apply to the management practices

Guideline 2

Determine objective and priority goal of the business for sustainability

Vision

NR Instant Produce PCL has a vision of "Becoming the leader in producing and distributing food for future in ethnic foods, plant-based protein and health products for sustainable growth"

Mission

NR Instant Produce PCL is partnering with various brands in order to produce cooking ingredients that are delicious, safe and unique in order to satisfy delicacy as well as uplift the wellbeing of consumers

Strategy

1. Business strategy of the company group in order to achieve objective or priority goal of the organization by the Board of Directors
2. Marketing strategy
3. Management strategy by the skill and experience of the C-Level Management Team

The company prioritizes professional management by a qualified and visionary C-Level Management Team whose experience, knowledge, and skill in the food industry are well utilized. As a result, the internal operation possesses transparency and innovation that puts forth the development of both the organization and its products with consistency.

Moreover, the company prioritizes every employee by investing in skill and knowledge of the food and beverage business through training courses and seminars. By having most of the company employees being younger generation with determination and creativity, the company supports the participation of its employees across the group in creating an innovative product and service that would serve target customer needs efficiently and effectively as the company believes that such practice would drive the company to achieve sustainable growth and long-term talent acquisition and retention.

4. Research and Development Strategy

The company is determined to consistently develop new products that will serve the needs and satisfy the satisfaction of its customers

5. Market Outlook Analysis

Although the company has set out objective and goal in business operation ranging from short term, medium term and long term, the company prioritizes on analyzing and understanding key market landscape in a holistic picture in order to use such insights as a bedrock in strategic formulation or road map in order to be up to date with market activities and events as well as the macro level of economy and the micro level of company business. The company also assigns its internal analyst team to monitor, analyze and formulate corporate strategy in order to align and achieve the goal of annual operation.

Guideline 3

Strengthening effective committees

The company realizes that shareholders, investors, and the regulating organization prioritize the role and responsibility of the committees, who represent the shareholders. Therefore, the company values acquisition and nomination of committees and sub-committees with distinction in order to strengthen the company's long-term competitive advantage.

The company has also determined requirement and guidelines in selecting and nominating each member of the committees by considering the guidelines of Thai Institute of Directors. The Board has assigned the Nomination and Remuneration Committee to procure and consider reasonable

compensation in each qualification of each committee. Moreover, the company prioritizes qualification in multiskilled and various experience as well as other talents that deem beneficial to the company. In addition, the company also set out transparent nomination processes in order to strengthen the confidence of shareholders and external stakeholders.

The Nomination and Remuneration Committee has set out key specific expertise requirement that must be possessed in the Board and sub-committees in order to facilitate each of the committees in setting out key policies in order for the company to achieve its target with quality and efficiency by summarizing into Board Skill Matrix.

Guideline 4

Recruiting and developing the C-Level management team and human resource management

Not only that the company values selecting and appointing the Board, but the company also values recruiting and developing the C-Level management and human resource management that are key moving parts of driving the organization in accordance with the policies set out by the designated committees.

In recruiting the C-Level management team and the human resources, the company has set out specific requirements including skill, experience and qualification for the executives and other positions to match the capability and task of the position.

The Nomination and Remuneration Committee has been assigned from the Board in setting out requirement and policies in recruiting and approving the C-Level and executives management positions including Assistant Managing Director, Chief Operational Officer, Chief Financial Officer and Chief Executive Officer.

Rules and requirements in recruiting executive management positions have 2 major sections. The first section highlights managerial competency including leadership, strategic management, organizational management, risk management and business administration skills. The second section highlights functional competency including knowledge, skill and qualification that the executives must possess in order to operate his/ her roles to achieved the determined targets such as analytical skill, planning skill, design thinking skill and management skill.

Moreover, the Nomination and Remuneration Committee has also set out the compensation and evaluation structure for the C-Level management team. The compensation will be allocated in both monetary compensation, such as salary and bonus for short term to the company's common stock ownership certificates that the company issues to its C-Level executives and employees (ESOP) for long term, and non-monetary compensation such as employee healthcare, training and development source for employees both internally and externally etc. At the end of every year, the company will evaluate the performance of the C-Level executives, managers and employees according to the evaluation forms in order to evaluate the result achieved by the individual and the goal of the company.

Guideline 5

Support innovation and responsible business conduct

Due to the nature of the company's business, there are multiple stakeholders involved. As a result, the company takes precautionary measures in providing fair treatment to all stakeholders involved by operating under the rule of laws that protects the rights of all stakeholders including shareholders, employees, executives, suppliers, customers, lenders and society overall.

5.1 Respecting the rights of stakeholders

The company upholds fairness and ethnic principles to its stakeholders by treating any individual fairly, objectively, impartially and equally without discrimination in ethnicity, nationality, religion or gender. The company realizes the responsibility bestowed upon the company to society and the community, and that, for this reason, the company has set out the well-being of society and community as prioritized mission with the following guidelines

5.1.1 Shareholders: The company determines to develop its businesses in order to grow, be competitive and share profitability to its shareholders reasonably including presenting information to shareholders correctly, completely, transparently, timely and equally.

5.1.2 Employees: The company will treat every of its employees equally and fairly by adopting the Key Performance Index (KPI) in evaluating the work performance and 360 Degree evaluation in order to reflect real performance results. Moreover, the evaluated result will be incorporated in other benefits such as training courses, higher education and merit-based compensation. Moreover, the company also created a provident fund and other welfare regulating workplace safety and hygiene in the following

5.1.2.1 The company considers selecting talented and skillful internal employees for higher positions than recruiting outsiders. In case of recruiting potential candidate from external sources, the company prioritizes on recruiting and selecting candidates with knowledge, capability and good attitude that would fit in with the organization according to the necessity and appropriateness of each department by considering the best utilization of human resources.

5.1.2.2 The company supports employee's progression career path by setting out clear direction in employee development at every level systematically and consistently in order for each employee to perform the role and responsibility efficiently and be ready for the higher position with ingrained higher responsibility in the future.

5.1.2.3 The compensation, salary and welfare management must be made in accordance with fairness and equality as those of other leading organizations and that adjustment should be made in order to be up to date with the current situation. The merit-based system will be adopted in salary increase as well as position promoting by considering knowledge, talent, result and potential of each individual employee collectively.

5.1.2.4 The company supports teamwork and engagement of employees as if they were part of the family, which is an essential organizational culture. As a result, the company is able to achieve hypergrowth for the time being by practicing the following guidelines:

5.1.2.4.1 Recruiting process

The company has set out distinctive and specific employee qualifications without regarding differences in ethnicity, race, gender, religion, nationality, background, political opinion, age and

disability in parts of the decision-making process. The selection of the right candidate is being done in accordance with the established candidate selection guidelines. Moreover, the company also has a policy of nominating internal employees as the first option, followed by external candidates. However, the latter applies in the case of no available internal employee being the right candidate. Knowledge, skill and the right attitude to the organization are key criteria in evaluating the suitability of the candidate with regard to the necessity and appropriability of the department in order to maximumly utilize the company human resources.

5.1.2.4.2 Human Resource Training

The company realizes the importance of human resource development at every level. The company has prepared employee skill development policies that provide consistent learning skill and competency building via training courses and other welfare including sponsoring higher education with other institution in order to increase efficiency in working competency. Moreover, cooperation and teamwork are also being focused both in between colleague and supervisor relationship context. One of the implementing and monitoring tools that the company employs is hourly recorded training sessions.

The company is also determining in developing and accelerating skill and knowledge competency among its employees including work-life balance and enjoyment via communal activities throughout the year in order for employees to relax and bond outside the working hours context as well as improving working efficiency and reducing communication problem across different strategic units. The details of each activity are described in the corporate social responsibility section.

5.1.2.4.3 Remuneration

The company organized a fair employment condition as well as fair compensation in accordance to potential, job position and responsibility. Moreover, the company also considers increasing the compensation by the established criteria with fairness. Both the opportunity and fair compensation are given in relation to the performance of the company both in the short and long term, besides the monthly salary that employees receive every year.

5.1.2.4.4 Health and Workplace Safety

The company has set out a standard system for safety and hygiene in the workplace such as setting a standard safety protocol within the factory area, requiring a sanitized working uniform when performing operation in food production site in order to prevent accident during operation, mandating safety standard against fire incidents and disease outbreak etc. and providing employees healthcare packages.

5.1.3. Client: The company takes great care of clients with great responsibility by serving the client with politeness, enthusiasm, hospitality, sincerity, dedication and empathy in order for clients to be informed of the company's products conclusively. The company takes great care with speed, accuracy and credibility in order to maintain client's confidential information without access from unrelated stakeholders. The company also realizes the importance of basic consumer rights including high quality food production and after-sales service in order to maximumly serve the consumer needs.

5.1.4 Suppliers: The purchasing of the products and the service with suppliers are being done under the condition of a trading agreement including respecting the agreed upon contract, laws and corporate governance principles. The company has conducted guidelines for procurement and other transactions so that suppliers have equal opportunity in participating in auction process and being selected with the established terms and condition.

5.1.5 Competitors: The company has upheld fair and free competition without participating in unethical methods in order to compete with competitors fairly.

5.1.6 Lenders: The company operates under the executed contract and related laws in order to pay back the loans to the lenders

5.1.7 Society: The company dedicates its effort to being responsible to the environment and society including community support in order to support social welfare under the Corporate Social Responsibility projects (CSR) that the company has operates since the beginning. Moreover, no human rights violation, infringement on intellectual property as well as environmental damage will be conducted. The company also supports other activities that ensure well-being, hygiene and environmental conservation with an extension to the safety of employee's wellbeing and assets in the workplace.

Principle 6

Overseeing the appropriate risk management and internal control systems

The company ensures investors' confidence by disclosing vital information in a complete, timely, transparent and equal manner, both in financial and performance information. Other relating data are being managed under the rules and requirement in order to prevent the company's confidential information leakage under the rules set by Securities and Exchange Commission (SEC) and Stock Exchange Thailand (SET)

The company sets out departments and personnel to collaborate and inform investors, potential investors and Stock Exchange Thailand (SET) including providing opportunity in clarifying, meeting and asking the company C-Level management team.

6.1 Setting up an independent audit committee

The Board have assigned the company to have its own internal audit departments that will inspect every department within the company in a consistent timeframe in order to record transaction and other information correctly in accordance to the operational standard, transparent policy approach and without violation of any relating laws. The internal audit report will be subject to review from both the Board of Directors and audit committees.

The Board has assigned 3 independent directors to act as the Audit Committee so that the company will have the correct and timely financial report with appropriateness, efficiency and legitimacy. The rules and regulations in disclosing information emphasize accuracy, conclusiveness, transparency and timeliness under the requirement for the listed companies. In the case of any transaction deemed related or conflicting with the interest of the company, the company will propose the Audit Committee consider the appropriateness and reasonableness before proceeding to operate in the next step.

6.2 Risk Management

The Board assigned the Risk Management Committee to consider and present the operational plan and results to the Board. The risk management policies cover every department within the company and every risk factor that could potentially impact vision, target, strategy, finance, production and other operational aspects including the probability and severability of the risk. Mitigation strategy and responsible body assignment protocols are being conducted and assigned, along with the reporting and monitoring protocols.

As a result, for the past year, the Risk Management Committee has vital role assigned by the Audit Committee and other committees in considering fast growing risk factors that could potentially impact the company's businesses as well as providing suggested holistic solution.

6.3 The Board of Directors

The Board's role and responsibility is to monitor and handle conflict of interest that could occur during the company's operation including misuse of the company's assets, opportunity and transaction for personal gains.

The Board has set up a security system for information by requiring information usage to be made in a written form in order to prevent C-Level management team and the employees to misuse such data for personal gains or allow public access in preventing investors from being taken advantage of.

The Board has assigned the directors and the C-Level management team the authority to disclose information relating to the company's stakeholders and relating parties in an annual basis so that the Board can consider the transactions that is in direct conflict with the interest of the company and be able to decide for the interest of the company. As a result, before the meeting of such an agenda, both the directors and the C-Level management team that could potentially be related to the company's transaction will not have the right to participate in the aforementioned meeting.

The Board has set out information security and data privacy policies that are being applied to the company's operation under the rules of law and for the interest of the company and its shareholders. The policy also covers the monitoring of any conflict of interest as well as complying with the company's rules and regulation under SEC and SET of the asset and any other relating transactions.

The Board also supervises the anticorruption policies and the communication system both internally and externally in order to be practically implemented.

The Board also assigns the company to have a protocol for the filing and proceeding against any case of corruption.

Principle 7

Maintaining financial credibility and information disclosure

7.1 The Board has responsibility for managing financial transaction and information disclosure systems that are correct, sufficient, timely and under the standard rules and relating operational guidelines.

7.2 The Board monitors the financial liquidity and ability to make payments to lenders.

7.3 In the event of facing financial difficulty or potentially at risk of such a situation, the Board should be confident that the company has mitigation plans and other mechanisms that will provide financial solution under the rights of any stakeholders.

7.4 The Board will evaluate the sustainability report based on approvability

7.5 The Board assigns the management department to set up an investor relations department that will communicate with shareholders and other stakeholders such as investors and analysts

7.6 The Board supports the application of information technology in disclosing key information

Principle 8

Supporting participation and communication with shareholders

In this section, the company has originally operated under the corporate governance for listed company in the section under the rights of shareholders with the following principles

8.1 Basic rights of shareholders

The company highly realizes the importance of its shareholders and that the company values, respects and equally treats every of its shareholders fairly under the company's regulations and relating laws. The basic rights of shareholders are being acknowledge equally including the rights to participate in the shareholder meeting, the rights to assign other person to participate and vote on behalf of the shareholder, the rights to propose additional agenda in the meeting and the rights to nominate and set out compensation for auditor, the rights to voice opinion and ask during the shareholder meeting, the rights to be sufficiently, timely and equally informed and the facilitation in the meeting and voting with maximum capacity. In the case of an important event that significantly affects the company or other shareholders, the company will disclose and communicate information instantly. Moreover, the company will also closely monitor the operational guideline including other rules provided by the Law or protect the rights of the shareholders within the company.

8.2 Shareholder Meeting

8.2.1 In the annual shareholder meeting and other immediate shareholder meetings, the company will set a time, date and place to host the event with consideration of the convenience to shareholders equally. Every shareholder will be able to send register evidence as well as the assignment evidence to the company in advance to confirm before the meeting date. Moreover, the company will also select a convenient place based on the accessibility to its shareholders.

8.2.2. The company send the meeting reservation along with the sufficient information on the agendas with objective, reason and opinion of the committees in every event in order to provide opportunity for shareholders to thoroughly study the information completely before the shareholder meeting date. The company will also send out the meeting reservation with information in advance within the timeframe required by law, announcement and relating rules and regulation. In the case of shareholders unable to attend the meeting, the company opens up the opportunity for its shareholders to assign an independent director or other person to participate on behalf of.

Moreover, in the date of the shareholder meeting, the company will assign its official or legal representatives to inspect the correctness and accuracy of the assignment and supporting evidence including copies of identification card, passport, government official identification card for the case of person and copies of registration evidence, identification card of authorized person in the case of juristic person.

8.2.3 The company will prepare revenue stamp in the assignment evidence to the assigned person or independent directors without fees at the registration station in order to facilitate shareholders' convenience

8.2.4 The company encourages the Board of Directors and the chairman of subcommittees to participate in the meeting with the chairman of the Board of Directors acting as the chairman of the meeting. Moreover, the C-Level management team, the third-party auditor and legal representatives will also participate in the meeting to voice opinions and answer questionnaires from shareholders.

8.2.5 In the shareholders meeting, the shareholders will be informed of the number of participants and the proportion of the attending shareholders, both by themselves or via assigned persons, in order to be notified that the meeting participators have exceed the legal requirement. Moreover, the mediator will explain the method of meeting, voting and counting in each agenda that the meeting will consider and vote respectively without changing vital information or adding sudden new agenda. Shareholders will also be invited to inspect the company performance, voice their opinions and suggestions and the directors and the C-Level management team will answer those questions during the meeting.

8.2.6 The company adds new information channels for shareholders via the company own website with updated news and details, especially the shareholder meeting invitation before the meeting date so that shareholders can download the rules and regulation conveniently and correctly.

8.2.7 The minutes of shareholder meeting will be conducted conclusively, correctly, timely and transparently. The important questions and opinions will be recorded in order for shareholders to monitor, and the company will upload the minutes on the company website for shareholder's accessibility. Moreover, the meeting report will also be sent to SET within 14 days after the shareholder meeting date or sent to other relating agency such as ministry of commerce within the given timeframe provided by the law, public announcement or relating regulation.

8.2.8 For shareholder convenience, the dividend will be transfer to the bank account (in case of having a dividend payment) in order for the shareholders to receive the dividend on time as well as prevent other unforeseen events such as cheque that are damaged, lost or delayed.

The company encourages and supports the rights of its shareholders in other aspects and does not engage in any activities that violate any basic rights of its shareholders.

8.3 Responsibility to shareholders

The Board has a duty in overseeing the C-Level management team and employees to work with honesty, conscientiousness, and responsibility in each performance in order to ensure shareholder

confidence and accept any decision that operates under fairness and for the greatest interest of both majority and minority shareholders.

Furthermore, shareholders must be able to use their rights in maintain their best interest whether by voicing opinion, suggestion and votes in deciding the major significant changes including the nomination of directors, remuneration, profit allocation, dividend payment and nominating and compensating their party auditors in the shareholder meeting. The company will disclose news and information that is true, correct, conclusive and traceable. In the case of a remuneration decision, the directors must propose the shareholders consider the approval on an annual basis and will have to propose the remuneration policies of the directors to the shareholders for consideration.