

## **Policy on Supporting Documents for Meetings of the Board of Directors and Subcommittees**

To determine the format and method of preparing meeting documents, as well as the time when the documents must be submitted to the Board of Directors and subcommittees, so that the directors have enough time to consider the important details of each agenda and better understand the meeting's supporting documents.

### **Responsibilities**

The Company defines responsibilities according to their roles, duties, and responsibilities as follows:

1. The Chairman of the Board of Directors, the Chief Executive Officer, and the Company Secretary are in charge of determining the agenda that should be submitted to the Board of Directors based on information provided by the Company Secretary and the annual Board of Directors meeting schedule.
2. The chairman of the subcommittee, the responsible executive, and the subcommittee secretary are responsible for developing the subcommittee's meeting agenda in accordance with the annual committee meeting schedule.
3. The Company Secretary is responsible for preparing documents for Board of Directors meetings in accordance with the meeting documents policy for consideration.
4. The secretary of each subcommittee is responsible for preparing the supporting documents for the meeting.
5. The Chairman of the Board of Directors and the Chief Executive Officer review and approve meeting documents for the agenda before distributing them to committee members (subcommittees) (the chairman of each subcommittee also reviews and approves the documents for each subcommittee's meeting).
6. The Company Secretary is responsible for recording, maintaining, and collecting meeting documents and minutes of meetings of the Board of Directors and subcommittees systematically, which directors can request to see documents later.

7. The Company Secretary is responsible for ordering the contents of the agenda so that it is easy to read and follow and can be referenced, such as the use of specific page numbers in each set of documents. Therefore, when referring to Document A, page 3, it will be understood immediately or by using a banner of the same color or number for each agenda, etc. (in the case of a subcommittee, it is the duty of the secretary of the subcommittee).

### **Preparation and Methods for Delivering Meeting Documents**

In order to reduce the use of paper that is produced from important natural resources, the Company Secretary will prepare meeting documents in electronic form and deliver various documents and information to the Board of Directors and subcommittees on paper only as necessary.

### **Submission of Meeting Documents before the Meeting**

Supporting documents for meetings of the Board of Directors and subcommittees should be supplied at least seven days in advance of the meeting.

In general, meeting documents will be distributed to the Board of Directors and subcommittees in advance so that they can review them before the meeting and within a reasonable time frame. If it is an urgent matter, the meeting documents may be distributed at the meeting, as approved by the Chairman of the Board of Directors on a case-by-case basis.

### **Period of Time for Document Preparation**

The amount of time required to prepare documents is determined by the length of the meeting and the contents on each agenda item. However, whether the meeting is for the Board of Directors or a subcommittee, it should be taken the same amount of time.

### **Form of Meeting Documents**

For simplicity of understanding, the meeting documents should be properly classified into two types: notification documents and consideration documents.

### **Strategic Discussion**

Documents prepared for the discussion of strategic matters must be documents that contain useful information for the Board of Directors and can stimulate and encourage the participation of directors in constructive discussion and opinions. The information can be any length as long as it is relevant and useful for decision-making, but each topic should have its own documents attached for simplicity of understanding.

## **Data/Records**

There are two formats of reports to the Board of Directors: the Chief Executive Officer's report and the financial report.

### **Chief Executive Officer's Report**

The Chief Executive Officer's report includes:

- Strategic Matters
- Summary of Financial Performance
- Summary of Performance in Each Department
- Non-monetary indicators
- Other matters, such as marketing reports, personnel reports
- Service reports

### **Financial Reports**

The financial report consists of:

- Statement of Financial Position
- Comprehensive Income Statement
- Cash Flow Statement
- Statement of Changes in Equity

Monthly and annual performance will be reported in comparison with the budget and annual performance estimates, including financial ratios, with an explanation of the reasons why the objectives and estimated budget were not met.

### **Document Format**

A data format that promotes understanding and can be comparable and support decision-making using graphs, bar charts, and visual tools will make it easier for the Board of Directors to understand performance than written descriptions alone.

### **Review**

The Board of Directors regularly reviews the policy on supporting documents for meetings of the Board of Directors and subcommittees every year and makes revisions if deemed appropriate.

Therefore, this notification is announced for acknowledgment and thorough observance.

Announced on February 28, 2024.

*-Signature-*

(Mr. Vikrom Kromadit)

Chairman of the Board of Directors