

## **Policy on Board of Directors Meeting Agenda Preparation**

To understand how to prepare the agenda for the Board of Directors' meeting, including the format of information organization promoting information that is interesting to study and read and facilitates the Board of Directors to take sufficient time to consider strategic matters of the Company.

The Board of Directors and subcommittees agree on a meeting schedule based on an annual appointment schedule that outlines in full details of each meeting agenda and special meeting agendas, including an information preparation format that helps promote understanding and can be easily analyzed and compared, and adequately support decision-making.

### **Preparation of the Agenda for the Board of Directors' Meetings**

The agenda is established by the Chairman of the Board of Directors in consultation with the Chief Executive Officer and the Company Secretary, ensuring that important matters are included while also allowing other directors to independently advise or propose matters, particularly those related to their duties and responsibilities, through the Chairman of the Board of Directors.

The agenda for the Board of Directors' special meeting must be recorded in the Board of Directors' annual meeting schedule in a full and systematic manner so that the Board of Directors does not miss the opportunity to approve key annual matters.

### **Agenda Style Standards**

The Company clearly defines the agenda topics in the following order:

- Agenda for approval of the minutes of the previous meeting
- Agenda for notification by specifying the matters received from the Chairman of the Board or the subcommittees, namely, the Audit Committee, the Nomination and Remuneration Committee, the Good Corporate Governance Committee, and the Report on the operating results.
- Agenda for approval

- Agenda for Acknowledgement
- Other agenda items

### **Meetings without Management**

The Company holds special meetings before the regular meeting for non-executive directors without an agenda and without management or employees attending the meeting to discuss various issues related to management that are of interest or concern or that the directors are considerate to discuss in front of the management team. After the meeting, the Chairman of the Board of Directors will invite the Chief Executive Officer to inform him of the outcomes of the meeting.

### **Strategic Discussion Agenda**

The topic of the strategic discussion will not be determined to allow the directors to independently consider matters that may affect the strategic plan or operations of the Company with the following procedures.

The Board of Directors will agree on which strategic topics may affect the Company before the special meeting. Information may be provided to the directors, and the responsible person may be assigned. The Board of Directors may invite external experts to speak on topics of interest to allow discussions.

### **Agenda for Consideration and Approval**

It is the agenda for the Board of Directors to consider and approve. It must be an issue within the authority reserved for the Board of Directors according to the authority policy, given to the Board of Directors to consider and approve. The documents proposed for the Board of Directors to approve must be displayed in full detail and suggestions.

### **Agenda for Acknowledgement**

The last agenda item for the Board of Directors meeting is a report for the Board of Directors to acknowledge, which may include a presentation of the operating system or other interesting topics to enhance knowledge or publicity to the Board of Directors by the responsible executives.

The prepared report is regarded a report that contains accurate information and cannot be edited in the meeting room. However, the Board of Directors can ask any questions from this report.

### **Standard Meeting Agenda**

The Company establishes guidelines and agendas to meet the same standards in the following orders:

- 1) Opening the Meeting
- 2) Reasons for Not Attending the Meeting of Directors
- 3) Conflict with the Company's Statement (if any)
- 4) Meetings without Management (if scheduled)
- 5) Minutes of Previous Board of Directors Meetings
- 6) Agenda for Acknowledgement
  - 6.1) Matters reported by the Chairman of the Board of Directors
  - 6.2) Performance Report from the Marketing Department
  - 6.3) Minutes of the subcommittee meetings
- 7) Agenda for Approval
- 8) Other Agendas
- 9) Next Meeting

### **Review**

The Chairman of the Board of Directors, the Chief Executive Officer, and the Company Secretary are responsible for reviewing the Board of Directors meeting agenda policy on an annual basis and can make revisions as 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