Qualifications of **CFO and Chief Accountant**

<table>
<thead>
<tr>
<th>The SEC’s Rules</th>
<th>Qualifications of the incumbent CFO / Chief Accountant of listed companies</th>
<th>In case of change in CFO or Chief Accountant and successor</th>
</tr>
</thead>
</table>
| CFO             | • Minimum bachelor’s degree or equivalent  
• Minimum 3 years of experience in accounting or finance within the last 5 years, or minimum 5 years of experience in any other field that is beneficial to the company’s business within the last 7 years  
• Orientation training: 12 hours  
• Continuing development course in accounting knowledge: 6 hours / year | Had been CFO / Chief Accountant of any listed company and resigned no more than 1 year | Never been CFO / Chief Accountant of any listed company or resigned more than 1 year |
| Chief Accountant| • Registration certificate as an accountant in compliance with Department of Business Development’s notification  
• Minimum 3 years of experience in accounting within the last 5 years  
• Continuing development course in accounting knowledge: 6 hours / year in compliance with Department of Business Development’s notification. | |

* In case of any change in CFO / Chief Accountant, such information must be disclosed within 3 business days via SETLink system.  
In case of an appointment of “acting” CFO / Chief Accountant, the designated person should fully be qualified as per applicable regulations.
Let's donate securities or dividends to Sai Jai Thai Foundation under the Royal Patronage to participate in and contribute to a more sustainable Thai society.
Information Disclosure
of Material Events of Listed Companies

Timing of disclosure
(from the date of material event)

Immediately

Within 3 Business days

Within 7 Business days

Within 14 Days

Type of information

Information about operations or information with impact on securities trading prices, or on investment decision making, or on shareholders’ benefits such as:
- Schedule of the date of shareholders’ meeting / record date / book closing date
- Change in shareholding structure
- Increase / decrease of capital and treasury stocks
- Dividend payment or omitted dividend payment, and change in par value
- Managing Director / Audit Committee left before the tenure ended / replacement of more than half of board of directors
- Financial assistance provided to other person / other juristic person which is not a part of the listed company’s or its subsidiaries’ normal business operations at a significant amount, such as ≥ 3% of NTA, etc.
- Debt payment default of the listed company or its subsidiary with value more than 5% of total asset

Information which does not have direct effect but should be disclosed to investors such as:
- Head office relocation
- Change of the companies’ directors / auditors
- Change of CFO / Chief Accountant

Director’s / Audit Committee’s biographical information

Information compiled by SET for reference such as:
- Report of shareholders’ meeting
SET Social Impact Platform

Visit SET Social Impact Platform that binds businesses and social enterprises (SE) together, aiming at achieving goals of social and environmental development towards sustainability, with social impact multiplier effect.
## Periodic Information Disclosure

### Report Submission Deadline

<table>
<thead>
<tr>
<th>Report</th>
<th>Submission deadline*</th>
<th>Information submission to SET via SETLink</th>
<th>Information submission to the SEC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Annual financial statements</td>
<td>2 months 3 months 45 days</td>
<td>• Financial statements (Full version) • Form F-45 • MD&amp;A in the case that revenue or net profit differs from the same period in the previous year &gt; 20% • The summary of auditor report (Form 61-4)</td>
<td>The information submitted via SETLink will be considered as it has been submitted to the SEC.</td>
</tr>
<tr>
<td>2. Quarterly financial statements</td>
<td>3 months 4 months</td>
<td></td>
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<tr>
<td>3. Form 56-1</td>
<td>3 months 4 months</td>
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<tr>
<td>4. Form 56-2</td>
<td>3 months 4 months</td>
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</tbody>
</table>

*If the deadline falls on holiday, it will be postponed to the next business day.

### Information disclosure at other intervals

<table>
<thead>
<tr>
<th>Report</th>
<th>Submission deadline</th>
<th>Submit information via SETLink system</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Report of the utilization of capital increase</td>
<td>• Every 6 months (within 30 days from the end of June and December)</td>
<td>For dissemination to investors: ✔️</td>
</tr>
<tr>
<td>2. Report on shares distribution of minority shareholders (Free Float)</td>
<td>• 14 days from the last day required by law to hold AGM • To be delivered along with an invitation letter to the shareholders • 14 days from the shareholders' meeting</td>
<td>For SET’s information: ✔️</td>
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<tr>
<td>3. Invitation letter for shareholders’ meeting</td>
<td></td>
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<tr>
<td>4. Shareholders’ meeting report</td>
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</tbody>
</table>
Experience SET’s new digital initiative / service. e-Dividend service is currently used for dividend or interest payment by transferring to a bank account, making it convenient for stakeholders, while promoting paperless approach, instead of using cheques previously.
Shareholders’ Meeting

- Record date to determine the rights to attend the shareholders’ meeting
- ≥ 14 days
- ≤ 2 months

- Send invitation letter for shareholders’ meeting

- ≥ 7 days

- Shareholders’ meeting date

- ≥ 5 business days

- Record date to determine the rights such as dividend, etc.

- ≤ 14 days

- Submit shareholders’ meeting report

- ≤ 1 month

- ≤ 1 month

- Dividend payment date

Tips

- In case of any change in the record date, it is required to notify in advance ≥ 7 days prior to the previous record date.
- In case of cancellation / addition / change in important agenda items, the company is required to notify in advance ≥ 14 days prior to the record date.

- Send ≥ 14 days in advance in case of important agenda item.
- Disclose shareholders’ meeting resolutions before 9.00 a.m. of the next business day.

Disclose the Board of Directors’ resolution before 9.00 a.m. of the next business day.

MORE INFO.
IN THAI
MORE INFO.
IN ENGLISH
Go green together. The SET building has been designed with the energy-efficient and eco-friendly concept in line with the LEED (NC) standard green building, and well managed under the standards of Green Office and LEED (EBOM). SET has recently been awarded the 3-star rating for its building in the category of well-being of users from the US-based fitwel, marking the first-ever building in Asia and outside the American continent to earn this recognition. Moreover, this eco-friendly building has also received a world-class certification: LEED EBOM Platinum, recorded as highest score in Thailand.
## Types of capital increase

- **Specified objectives**
- **General Mandate**: Shareholders approve allocation frameworks, but not yet known the objective by giving a mandate to the company’s Board of Directors to consider capital increase and allocation.

### Share allocation for general mandate

<table>
<thead>
<tr>
<th>Rights Offering (RO)</th>
<th>Preferential Public Offering (PPO)</th>
<th>Public offering (PO)</th>
<th>Private placement (PP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of shares (% of paid-up capital as of the date of the Board of Directors’ resolution on capital increase)</td>
<td>Not over 30%</td>
<td>Not over 20%</td>
<td>Not over 20%</td>
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<tr>
<td>Offering price</td>
<td>Not specified</td>
<td>Must not be below the market price according to the SEC regulation</td>
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<tr>
<td>Allocation period</td>
<td>Within the next AGM or the date the law requires to hold the next AGM, whichever comes first</td>
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<tr>
<td>Type of securities</td>
<td>Common shares / preferred shares / TSR*</td>
<td>Common shares / preferred shares</td>
<td></td>
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</tbody>
</table>

* From the last subscription and payment date
** Transferable Subscription Rights: TSR

### Timeframes

- **Within 14 days**
- **Within 30 days**
- **Every 6 months (within 30 days from the end of June and December)**
Increase more green space. The initiative rooftop greenery on the ninth floor of SET building grows circular organic vegetables to increase green space, produce oxygen to the city, provide eco-learning source and knowledge-sharing about organic farming to promote more understanding, engagement, and practical application among SET employees.
Minority shareholders refer to non-strategic shareholders who hold common shares. Strategic shareholders consist of:

1. Directors, managing director or the top four executives after managing director level, including all those whose positions are equivalent to the fourth highest-level executives, and connected and related persons
2. Shareholders holding > 5% shares, including related persons
3. Persons with controlling power

Guidelines for consideration of connected and related persons:

- Par value ≥ THB 0.50
- Directors, management and controlling parties without prohibited qualifications
- Having qualified Chief Financial Officer and Chief Accountant
- Having Chairman and Chief Executive Officer or equivalent position in other names not being the same person
- At least 3 audit committee members and one-third of directors being independent directors (at least 3 persons)
- Having the SEC-approved auditor
- Having an internal control system as required by the SEC
- Having no conflict of interests
- Free float ≥ 150 shareholders + holding shares ≥ 15% of paid-up capital
- Providing provident fund according to the law
- In case of a holding company: must hold shares in ≥ 1 profit-making subsidiaries engaged in core business. In case of foreign subsidiary: must have directors residing in Thailand and must not as an investment company
Care the bear, Change the Climate Change

Care for all. All organizations are welcome to take part in raising awareness, changing behaviors to reduce global warming with the 6-care principles: using public transport; reducing paper and plastic; banning styrofoam products; reducing the use of energy from electrical appliances; reusing / recycling decoration items; and reducing food waste. The 6-care principles can be practically used to calculate greenhouse gas emissions in each operation.
Information Disclosure of Listed Companies

Key Principles
1. True information based on fact without ambiguity or exaggeration
2. Information is adequately summarized for investment decisions.
3. The disclosure must be sufficient and on time for making investment decision for investors to receive information equally
4. The information will be mainly disclosed through The Stock Exchange of Thailand (SET) system to ensure thorough dissemination and equal access.

Guidelines for executive interview

According to law / regulatory requirements such as financial statement, material events which can impact securities prices and investment decisions e.g. acquisition / disposition of assets, capital increase & decrease and dividend payment / omitted dividend payment, etc.

When information is incorrect / inaccurate / expected to affect securities prices, such as
- Rumor / news from third parties
- Misleading information
- Wrong analysis report

Information which affects securities price, such as
- Operating result in each quarter or close to the required period for disclosure to SET
- Opinions that dictate share prices
- Unclear or uncertain information

Information Disclosure of Listed Companies
Green Procurement

Set another green approach. SET has published a green procurement process guidelines manual, setting an example and sharing with listed companies, while keeping stakeholders informed continuously about eco-friendly procurement approach. Green Procurement is the purchase of products & services involved with eco-friendly manufacturing and service processes.
Acquisition or Disposition of Assets

Procedure according to the size of transaction
(X = size of transaction)

- Not required to notify SET
- Required to notify SET if securities are issued

Calculation of Transaction size

Use every calculation methodology that is applicable and select the highest value as size of transaction

Calculation based on NTA

\[
\frac{\text{Proportion of equity holding (increase / decrease)}}{\text{NTA of investing company}} \times 100
\]

Calculation based on net operating profit

\[
\frac{\text{Shareholding ratio (increase / decrease) \times net operating profit \ of company that makes transactions}}{\text{Net operating profit \ of listed company}} \times 100
\]

Calculation based on total value of consideration paid or received

\[
\frac{\text{Value of transaction paid or received}}{\text{Total assets of listed company}} \times 100
\]

Calculation based on value of equity shares

\[
\frac{\text{Shares issued for the payment of assets \times 100}}{\text{Issued and paid-up shares of the listed company}}
\]

Cash Company

- Listed company or subsidiary has disposed of all or nearly all of its assets used in normal operations, resulting in all or nearly all of its assets being in the form of cash or short-term securities.

Listed company’s process

- Disclose information immediately, appoint IFA, and seek shareholders’ approval with requirement of three-fourths of voters.
- Submit the statement of financial position reviewed by auditor within 30 days from the date of asset disposal.
- The company must manage to have appropriate business within 6 months from the date of financial position statement submitted to SET.

SET’s process

- SET will post NP (notice pending) and C (caution) signs for 6 months pending listed company’s business adjustment.
- If the company fails to adjust appropriate business within 6 months, SET will announce that the securities are subject to delisting, and post NC and SP (suspension) signs.

Backdoor Listing

- Companies or subsidiaries acquire assets of other companies and
  (1) Transaction size ≥ 100% or
  (2) Transfer controlling power to other companies or
  (3) A merger that causes a decline in collective shareholding of listed company’s existing shareholders to < 50%, or change of controlling power.
- SET may count transactions made during the period of 12 months.

Exception must meet all the following conditions

(1) The acquired business is similar to or supports existing business.
(2) Listed company’s core business remains unchanged.
(3) Company group remains qualified as listed company.
(4) The Board of Directors and controlling power have no significant change.

Listed company’s process

- Disclose information immediately, appoint IFA, and seek shareholders’ approval with requirement of three-fourths of voters.
- Apply for the listing of new securities on SET.

*Combination

- May combine transactions that have been separated intentionally where transaction occurred 6 months prior to the previous transaction, except for transaction which has already been approved by the shareholders’ meeting.
- Transactions related to takeover or merger of businesses

*Exception:

- Normal business operation (current assets used for business operation only)
- Investment to increase liquidity

The Company or Subsidiary

- Purchase or disposal of assets

Person or Juristic person

- Acquisition or disposition of assets

Buy-Sell
Transfer-Receive
Exchange
Obtain-Waive right
Invest-Cancel

Calculation based on NTA

\[
\frac{\text{Proportion of equity holding (increase / decrease)}}{\text{NTA of investing company}} \times 100
\]

Calculation based on net operating profit

\[
\frac{\text{Shareholding ratio (increase / decrease) \times net operating profit \ of company that makes transactions}}{\text{Net operating profit \ of listed company}} \times 100
\]

Calculation based on total value of consideration paid or received

\[
\frac{\text{Value of transaction paid or received}}{\text{Total assets of listed company}} \times 100
\]

Calculation based on value of equity shares

\[
\frac{\text{Shares issued for the payment of assets \times 100}}{\text{Issued and paid-up shares of the listed company}}
\]
Waste Management

Manage waste by cultivating consciousness and changing behaviors of employees, visitors, and shopkeepers. SET has encouraged them to create coordinated effort to reduce environmental impact and move towards 'Zero Waste to Landfill' by adopting "reduce waste, maximize use, separate well, recycle more" principles to achieve the goals of zero waste, and the most efficient waste reuse.
Related Transactions

Transactions made by a listed company or its subsidiary with the person related to the listed company

Related person refers to:
1) Directors, executives, major shareholders, controlling person, or persons to be nominated for directorship, executive or controlling person positions, as well as their related persons and close relatives.
2) Any juristic person with major shareholder or control person according to 1)
3) Any person whose actions can be identified as proxy or under the influence of 1) and 2)
4) Director of a juristic person with controlling power over the company
5) Spouse, underage child or adopted underage child of the director in (4)
6) A juristic person under the controlling power of the person in 4) or 5)
7) Nominee: Any person taking action under the perception or agreement that if such action is to bring financial benefit to the person, the following persons will also gain similar benefit: the company’s directors juristic, the company’s executives, the company’s control person, the director of the juristic person with controlling power over the company, the spouse, children or adopted child under the age of majority of the person

Exempted transactions
1) Connected transactions between listed company and its subsidiaries, or subsidiary and subsidiary, in which the related persons hold no more than 10% shares.
2) Issuance of new securities to related persons according to related regulations
3) Transactions with juristic person in which the listed company or subsidiary sends its representative to be in the management team as a shareholder
4) Transactions that is fair and do not lead to benefit transfer

Calculation of the transaction size (whichever is higher)
Small: ≤ THB 1 million / ≤ 0.03% NTA
Medium: 1 < x < THB 20 million / 0.03% < x < 3% NTA
Large: ≥ THB 20 million / ≥ 3% NTA

Type and procedures of connected transactions

N
Y
1. Normal business
General commercial conditions
Seek principles from the Board
2. Support normal business
3. Rent / rent out real estate ≤ 3 years without general commercial conditions
Small -> Management
Medium -> Board + Disclose
Large -> Shareholders
4. Assets / services
Y
Small -> Management
Medium -> Management + Disclose
Large -> Board + Disclose
5. Financial assistance
Receive assistance
Provide assistance
Y
Juristic person that listed company holding shares ≥ Related person
N
< 3% NTA / THB 100 million (low value) -> Board
≥ 3% NTA / THB 100 million (low value) -> Shareholders

MORE INFO.
IN THAI
MORE INFO.
IN ENGLISH
Care the forest. The collaboration among network of various alliances for fundraising purpose from private sector and general public is initiated to increase forest areas by planting & replacing new trees, while promoting tree nurture via good governance practice. The Plant & Protect initiative with elephant project mascot is aimed to encourage participants to plant trees, understand forest ecosystem, as well as protecting trees to grow strong and healthy the way they should be and truly become forest areas. Eventually, this will help tackle global warming and create balanced ecosystem.
**Takeover & Tender Offer**

**Counts of total securities holding (%)**
- Mr. A or Company A (acquire / dispose)
- Person according to Section 258 of Mr. A or Company A
- Concert party of Mr. A
- Person according law Section 258 of concert party

**Calculation of voting right (%)**
- Voting rights of shareholding \( \times 100 \) / Total voting rights of the company \(^1\)
- Voting rights for convertible securities \( \times 100 \) / Total voting rights of the company \(^1,2\)

**246-2 Form ... an alert to warn investors before the takeover**
- Report to the SEC when reaching or passing Trigger Point every 5% of all voting rights (within 3 business days from the date of acquisition / disposition: T+3 for general case; except for the share disposal in a tender offer which has to report within 5 business days from the end of the offer period)
- In case the company buys back shares or fully exercises subscription rights for newly issued shares, causing the proportion of shareholding to reach or pass Trigger Point
  - at that time: no report/ no T/O required
  - If obtains additional shares later: it is required to report/ undertake T/O.
- Person obliged to report must submit the 246-2 form via online system

**Takeover or holding securities to control the business**
- When reaching Trigger Point:
  - 25% >> 50% >> 75% of total voting rights
  - Must make Tender Offer (T/O) or offer to buy stock as an option, enabling all shareholders to make their fair exit.

**Offering price (general case)**
- Acquire shares within 90 days: Not less than the highest acquisition price in 90 days
- No acquisition of shares in 90 days: Price can be set at any level.

**T/O is exempted if Trigger Point is reached**
1. Reduce share proportion to lower than Trigger Point within 7 business days by selling on the main board or selling back to persons who sold the shares
2. Abstinence from the exercise of voting rights for portion of shares required to be reduced

**Calculation of voting right (%)**
- \( \text{Voting rights of shareholding} \times 100 \) / \( \text{Total voting rights of the company} \)
- \( \text{Voting rights for convertible securities} \times 100 \) / \( \text{Total voting rights of the company} \)

\(^1\) In case of repurchased shares: total voting rights - treasury stock at the end of the month before the transaction occurs
\(^2\) Current voting rights excluding shares to be derived from convertible securities

For more information: the SEC
SEC Call Center: 1207
Invest in sustainable stocks. SETTHSI Index reflects the movement of the stock price of listed companies that embrace environmental, social and governance (ESG) in their operations. These listed firms that have been selected as qualified for Thailand Sustainability Investment (THSI) list must meet market capitalization and liquidity criteria as determined. SETTHSI is expected to encourage listed companies to realize the importance of business growth in accordance with the sustainable business practice.
Independent Director (ID) and Audit Committee (AC)

**Independent Director (ID) and Audit Committee (AC)**

ID: ≥ one-third of total directors but not less than 3 members
AC: ≥ 3 members (at least 1 member with qualified knowledge and experience to verify the credibility of financial statement)

**Key additional qualifications: AC**

- Having qualifications of an independent director such as
  - Holding no more than 1% of total shares including the shareholding of related persons
  - Not currently be or never been the company’s executive director, worker, employee, salaried consultant, or control person in the past two years.
  - Not related by blood or by legal registration with other directors, executives, major shareholders, controlling parties
  - Not having or never have had business relationship with the company in the past two years
  - Not being or never have been the company’s auditor in the past two years
  - Not providing or never have provided professional services with a fee more than THB 2 million per year during the past two years
  - Not representative of the company’s directors, major shareholders, persons related to major shareholders
  - Not operating similar business and competing with the company / its subsidiary

**Action when there is any change on AC**

<table>
<thead>
<tr>
<th>Types</th>
<th>Report Submission Deadline News</th>
<th>Submission via SETLink</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment</td>
<td>Within 3 business days</td>
<td>News disclosed to investors [✓]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Report to SET</td>
</tr>
<tr>
<td></td>
<td>Resignation</td>
<td>Document to certify the biography of the AC (F24-2) (To submit within 7 business days from the appointment date) [✓]</td>
</tr>
</tbody>
</table>

- Not the director authorized by the Board of Directors to make decisions of the company’s operation
- Not the director of the parent company, subsidiary, or same-level subsidiary, particularly in the case of listed companies
Care the community. The campaign aims to efficiently and systematically reduce use of non-recyclable items and manage wastes under the zero waste concept "get rid of waste and efficiently reuse it". A total of 14 organizations on Ratchadapisek Road and business partners specializing in waste management have joined hands to create a balanced environment, process waste recycling, and promote circular economy.
Share Repurchase for Financial Management

Disclose Board of Directors’ resolution regarding share repurchase project
(≥14 days prior to the starting date of share repurchase)

- Buy on SET’s main board
- Buy via a general offer (GO)
- Submit repurchase offer to shareholders and SET

Disclose Board of Directors’ resolution within 9.00 a.m. of the next business day

- In case specified in the company’s article of association and the repurchase amount not over 10%*
- Listed company eligible for share repurchase must have retained earnings, excess liquidity and free float as required.

*Outstanding repurchased shares of all the projects + Repurchased shares of new projects

Tips
- Repurchased shares will neither be counted to form a quorum of the shareholders meeting nor be eligible to vote with no rights to receive dividend payments.
- The company must completely sell repurchased shares before issuing new shares (increased capital).

Report on buying / selling of repurchased shares
- Buy / sell in SET: within 9.00 a.m. of the next business day from the date of buying / selling repurchased shares
- General offer (GO): within 5 business days from the completion date of buying / selling of repurchased shares

- Buying on SET: when completely repurchased at specified amount, but not exceeding 6 months
- GO: At least 10 days but not exceeding 20 days

Starting date
Completion date

After 6 months
Disclose board resolution on selling repurchased shares
(≥ 14 days prior to the start date of selling the repurchased shares)

Starting date for selling the repurchased shares

Complete selling within 3 years from the completion date of repurchase. If the shares are not sold out, notify the capital reduction by writing off the unsold repurchased shares and disclose information to SET when the registration of the capital change is completed.

Able to start treasury stock program again 1 year after the completion date of the latest repurchase
Promote the use of clean energy. SET has installed solar panels to generate electricity from the sunlight. The clean energy is used for the car parking building, while the EV station and the bicycle parking space are also provided.

Green Energy

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>12th December</td>
<td>National Wildlife Day</td>
</tr>
</tbody>
</table>
# 2565 | 2022

## Calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>01 JANUARY</th>
<th>02 FEBRUARY</th>
<th>03 MARCH</th>
<th>04 APRIL</th>
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<tbody>
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<td>Sun Mon</td>
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