




Policy: Good Corporate
Governance (CG)

Document No.: PB-COM-001

Effective Date: January 28, 2022

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Company Policy

Corporate Governance (CG)

1. Introduction

Hinsitsu (Thailand) Public Company Limited (the "Company"), We are confident that good corporate governance processes will help The Company has effective and effective management, transparency, accountability and enhance the Company's performance. Build confidence and confidence in shareholders The Company has set the company's corporate governance policy to adhere to the company's guidelines and framework in accordance with the relevant regulatory guidelines.

And in accordance with the rules set by the Securities and Exchange Commission to be the principle of the Board of Directors who are the leaders or the most responsible persons of the Company. It is used to supervise the business to have good long-term, reliable performance for shareholders. For the sake of creating value, sustainable business meets the aspirations of the whole business sector.


2. Corporate Governance Policy

Therefore, the Company aims to promote the company's operations in accordance with good corporate governance principles, covering key principles. You can:


2.1 Roles and Responsibilities of the Board of Directors As an organization that creates sustainable value for the business.

The Board of Directors should understand its role and recognize its responsibilities as a leader who must supervise the organization with good management.

- (1) Setting objectives and goals
- (2) Formulating strategies, operational policies, and allocating critical resources to achieve objectives and goals.
- (3) Monitoring, evaluating and overseeing performance reporting
- (4) Creating sustainable value for the business The Board of Directors should take care of the business to be governance outcomes. At least the following:
 - Competitive and good performance with long-term impact in mind

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- Conduct business ethically Respect rights and responsibilities to shareholders and stakeholders
 - It is beneficial for society and develops or reduces negative environmental impacts.
 - Adaptable under change factors
- (5) The Board of Directors has a duty to ensure that all directors and executives perform their duties with caution. Duty of care and honesty to the organization (duty of loyalty) and ensure that the operation is in accordance with the law. Articles of Association and Resolutions of the Shareholders' Meeting The Company requires sufficient systems or mechanisms to ensure that its operations comply with the law. Articles of Association The resolutions of the shareholders' meeting, as well as the policies or guidelines set forth, as well as the important operational approval process.
- (6) The Board of Directors understands the scope of duties and responsibilities of the Board of Directors and establishes the scope. Assigning Duties and Responsibilities to the Chief Executive Officer Clearly managing director and management, as well as monitoring the Chief Executive Officer. Managing Director and Managing Director perform duties as assigned.
- The Charter Committee of the Board of Directors shall specify the duties and responsibilities for reference in the performance of duties of all directors. The charter is reviewed at least once a year, as well as the division of roles and duties of the Board of Directors. Managing Director and Management regularly to comply with the direction of the organization.
 - The Board of Directors understands the scope of their duties and assigns the management authority to the Management department in writing. However, such assignment does not discharge the responsibilities of the Board of Directors. The Board of Directors shall monitor management to perform their duties as assigned. The scope of duties of the Board of Directors, Chief Executive Officer and Management department may be considered as follows:
- Matters that the Board of Directors should take care of.
- a. Setting objectives, key business goals
 - b. Creating an organizational culture that adheres to ethics and behaves as a model.

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c. To effectively take care of the structure and practices of the Board of Directors in order to achieve the objectives and goals of the business.

d. Establishing a remuneration structure that incentivizes employees to work in accordance with their objectives. The main goals of the organization

Matters taken by the Board of Directors in conjunction with management

- a. Determination and review of strategies, goals, annual plans
- b. Adequate suitability of risk management and internal control systems
- c. Determining the appropriate authority for management's responsibilities
- d. Framing resource allocation, development, and budgeting, such as human resource management policies and plans and information technology policies.
- e. Monitoring and evaluating performance
- f. Providing reliable disclosure of financial and non-financial information


Matters that the Board of Directors should not take

- a. Execution in accordance with the strategies, policies, plans approved by the Board of Directors.
- b. Matters prohibited, such as approval of transactions in which directors have interests, etc.

2.2 Determination of the main objectives and goals of the business that are sustainable.

(1) The Board of Directors will define or maintain objectives for sustainability as objectives and goals that are consistent with creating value for the whole business. Customers, stakeholders and society as a whole


- The Board of Directors is responsible for maintaining that the Company has its main objectives or goals. Objectives are clear and appropriate. It can be used as a core concept for defining a business model and communicating to everyone in the organization in the same direction, using vision and values or principles and purposes or others.
- To achieve a primary objective or goal The Board of Directors will define a business model that can create value for both the business, stakeholders and society as a whole, considering
 - a. Environment and changes in factors including the proper adoption of technology

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- b. Needs of customers and stakeholders
 - c. Readiness, expertise Competitiveness of the business
 - The Board of Directors promotes corporate values such as accountability, integrity, transparency and due consideration of social and environmental responsibilities.
 - The Board of Directors will promote communication and strengthen the main objectives and goals of the organization reflected in the decisions and operations of personnel at all levels to become a corporate culture.
- (2) The Board of Directors is responsible for ensuring that objectives and goals as well as strategies in the medium and/or annual periods of the business are consistent with achieving the main objectives and goals of the business. Innovation and technology are used appropriately and safely.

2.3 Strengthening effective boards


- (1) The Board of Directors should be responsible for determining and reviewing the structure of the Board of Directors. In terms of element size. Proportion of independent directors who are suitable and necessary to lead the organization to the main objectives and goals set forth. The number of directors should not be less than 5 and should not exceed 12, depending on the size and complexity of the business.
- (2) The Board of Directors should select the appropriate person to chair the Board of Directors and ensure that the composition and operation of the Board of Directors is conducive to the exercise of discretion in making independent decisions. The Chairman of the Board of Directors is an independent director and has a role to play. You can:
- Supervise, monitor, and ensure that the performance of duties of the Board of Directors is effective. and achieve the main objectives and goals of the organization.
 - Ensure that all directors are involved in promoting an ethical corporate culture and good corporate governance.
 - Set the Agenda of the Board of Directors' meetings with the Chief Executive Officer and/or Managing Director and take measures to ensure that important matters are included as agenda items.

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- Allocate enough time for management to propose the matter, and enough for the company's directors to carefully discuss important issues. Encouraging directors to exercise discretion and provide free opinions.
 - Strengthen the good relationship between executive directors and non-executive directors and between the Board of Directors and management.
- (3) The Board of Directors should supervise the nomination and selection of directors with a transparent and clear process in order to obtain a board of directors that meets the requirements of the specified elements.
- (4) In the proposal of remuneration, the Board of Directors grants shareholders approval. The Board of Directors should consider that the structure and remuneration rate are appropriate for responsibility and incentivize the Board Of Directors to lead the organization to meet both short-term and long-term goals. The Board of Directors has appointed a nomination and remuneration committee. The majority of members and the chairman are independent directors to consider the policies and criteria for determining remuneration. In addition, in the event that the Board of Directors has appointed any person to be the advisor of the Nomination and Remuneration Committee, the Board of Directors shall appoint any person to be the advisor to the Nomination and Remuneration Committee Disclosure of the advisor's information shall be disclosed in the annual report, including independence or no conflict of interest.
- (5) The Board of Directors should supervise the board of directors to be responsible for their duties and allocate sufficient time.
- The Board of Directors shall establish criteria for holding positions in other companies of directors by considering the performance of directors who hold multiple positions and ensuring that directors can devote sufficient time to performing their duties in the Company.
 - The Board of Directors shall provide a reporting system for other positions of directors and disclose them to be informed.
 - In the event that a director holds a director or executive position or has an interest, either directly or indirectly, in other conflicts of interest, or can use the company's opportunities or information for their own benefit. The Board of Directors must ensure that the Company takes adequate precautions and that shareholders are informed as appropriate.

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- Each director attended at least 75% of the meeting. of the total number of board meetings held in the year, except where necessary.
- (6) The Board of Directors shall supervise the framework and mechanisms for supervising the policies and operations of subsidiaries and other businesses in which the Company invests significantly at the appropriate level for each business. Including subsidiaries and other businesses in which the Company invests, there is a good understanding.
- The Board of Directors considers the governance policies of subsidiaries, including:
 - ก. appointment of persons to be directors. Unless the Company is a small operating arms company of the Company. The Board of Directors may assign the Chief Executive Officer to be appointed.
 - ข. Determine the scope of duties and responsibilities of the person representing the Company in accordance with Clause A and have the Company's representatives supervise the compliance with the policies of the subsidiary and in the event that the subsidiary has other investors. The Board of Directors will establish a policy for agents to act in the best interests of their subsidiaries and in accordance with the policies of the parent company.
 - ค. Appropriate and adequate internal control system of subsidiaries and legal transactions and relevant guidelines.
 - ง. Disclosure of financial position and performance of transactions with connected parties Acquisition or disposition of assets, other important transactions, capital increase, capital reduction, dissolution of subsidiaries, etc.
 - If it is a significant participation in other businesses, such as having a voting shareholding from 20% but not exceeding 50% and the amount of investment or additional investment may be significant to the Company. If necessary, the The Board of Directors will ensure thatshareholders' agreements or other agreements are arranged to provide clarity on management powers and participation in decision-making in important matters. Performance tracking to be used as information in the preparation of the Company's financial statements in order to meet standards and deadlines.

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- (7) The Board of Directors should evaluate the annual performance of the Board of Directors, sub-committees and individual directors. At least once a year, the results should be used for further development of the operation.
- (8) The Board of Directors shall supervise the Board of Directors and each director. Including persons appointed as new directors with an understanding of roles and duties. The company also encourages all directors to regularly enhance their skills and knowledge for performing their duties.
- (9) The Board of Directors will ensure that the operation of the Board of Directors is complete, has access to the necessary information, and has a company secretary with the necessary and appropriate knowledge and experience. Supporting the operation of the Board of Directors

2.4 Recruitment and Development of Senior Executives and Personnel Management

- (1) The Board of Directors should ensure that the nomination and development of the Chief Executive Officer Managing director and senior management to have the knowledge, skills, experience and attributes necessary to drive the organization towards its goals.
 - The Board of Directors considers or assigns the Nomination and Remuneration Committee to consider the criteria and procedures for recruiting qualified persons to be chief executive officers.
 - In order to continue the business operation, The Board of Directors shall set out a succession plan. (SuccessionPlan) to prepare for succession of chief executive officer and senior management officer.
 - The Board of Directors will promote and encourage chief executive officers and senior executives to receive training and development. To enhance knowledge and experience that is beneficial to the operation.
 - The Board of Directors shall consider and supervise the proper directorship at other companies of the Chief Executive Officer and senior management officers. Both the type of director position and the number of companies that can take office.
- (2) The Board of Directors should supervise the structure of remuneration and evaluation.
 - The Board of Directors may assign the Nomination and Remuneration Committee to consider the appropriate remuneration structure. To incentivize senior management to


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work in accordance with the main objectives and goals of the organization and in line with the company's interests in the long run.


- The Board of Directors should consider, supervise, evaluate the performance, and approve the remuneration structure of senior executives and monitor the Chief Executive Officer to evaluate the senior management in accordance with the company's performance assessment principles.
- (3) The Board of Directors should understand the structure and relationship of shareholders that may affect the management and operation of the business.
- The Board of Directors understands the structure and relationship of shareholders, which may be in the form of agreements, shareholders or policies of the parent group, which affect the control of the management of the Company.
 - The Board of Directors shall ensure disclosure of information in accordance with agreements affecting the control of the Company.
- (4) The Board of Directors should monitor and supervise Managing and developing personnel with the right amount of knowledge, skills, experience and motivation, such as providing provident funds as appropriate for the age range of employees.

2.5 Promoting innovation and doing business with liability

- (1) The Board of Directors should focus on and support innovation that values the business while creating benefits for customers or related parties and is socially and environmentally responsible.
- The Board of Directors promotes and supports the creation of an organizational culture that encourages innovation and ensures that management is part of the strategic review. Planning and monitoring performance, as well as promoting business model design and development of products, work processes to meet ever-changing environmental conditions.
- (2) The Board of Directors should monitor the management of the business in a socially and environmentally responsible way and reflected in the operational plan to ensure that all parties of the organization comply with the main objectives and strategies of the business by establishing a code of conduct to cover the following matters:

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- Responsibility to employees and employees It complies with applicable laws and standards and treats employees and employees fairly and respects human rights, including determining fair compensation and other benefits, welfare arrangements that are not less than required by law or more as appropriate. Healthcare, health and safety at work, training, educating, developing potential and promoting progress, as well as giving employees the opportunity to develop their skills in other areas.
- Responsibility to customers by complying with relevant laws and standards and taking into account health, safety, fairness, retention of customer data. After-sales service throughout the life of products and services Monitoring customer satisfaction for improving products and services, including advertising, public relations and promotions, must be done responsibly. Do not mislead or exploit customer misunderstandings.
- Responsibility to partners, with procurement processes and fair terms and contracts or agreements. Helping knowledge develop potential and enhance production capabilities and provide standardized services. Clarify and ensure that partners respect human rights and treat themselves fairly. To be socially and environmentally responsible, as well as monitor and evaluate partners for sustainable business development.
- Responsibility to the community by using knowledge and business experience to develop projects that can enhance the benefits of the community in a concrete way. Long-term progress and success are tracked and measured.
- Environmental responsibility by preventing, reducing, managing and ensuring that the Company does not create or cause adverse environmental impacts covering the use of raw materials. Energy consumption (for production, transportation, or office) Water usage, renewable resource usage The company operates in the Waste Management industry, greenhouse gas emissions, etc.
- Fair competition by conducting business openly, transparently and without creating an unfair competitive advantage.
- Anti-Corruption Policy is in accordance with applicable laws and standards and requires the Company to have and publicly declare its anti-corruption policy.

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- (3) The Board of Directors should ensure that the management manages and manages resources efficiently and efficiently. Taking into account the impact and development of resources throughout the value chain in order to achieve the main objectives and goals sustainably. In achieving the objectives and goals of the business, Management should review, develop, maintain the efficient and effective use of resources, as well as take into account changes in internal and external factors. The location is perfect. There are at least 6 types of resources that the business takes into account: finance, manufacturing, wisdom, people, society and relationships, and nature.
- (4) The Board of Directors has provided a framework for the supervision and management of information technology at the level of the organization that meets the needs of the business, as well as to ensure that information technology is used to increase business opportunities and improve operations. Risk management so that the business can achieve its main objectives and goals.

2.6 Maintaining appropriate risk management and internal control systems


- (1) The Board of Directors should ensure that the Company has a risk management system and internal control system that will achieve its objectives effectively and in accordance with relevant laws and standards. Before proposing to the Board of Directors for consideration, such as:
- Understanding the Company's significant risks and approving acceptable risks
 - Considering and approving risk management policies in accordance with the objectives
The Company's core goals, strategies and risks are acceptable. It is a framework for the risk management process of everyone in the organization to be in the same direction. The location is perfect. The Board will focus on early warning signs and ensure regular reviews of risk management policies, such as once a year.
 - To ensure that the Company identifies risks by considering external and in-house factors that may result in the Company failing to meet its intended objectives. The main risks focused on the Board of Directors may be strategic risks, operational risks, financial risks, and compliance risks.
 - Supervision to ensure that the Company assesses the impact and likelihood of the risks identified to rank the risks and has appropriate risk management methods.
 - Regular monitoring and evaluating the effectiveness of risk management

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- The Board of Directors is responsible for maintaining that the Company operates in accordance with applicable laws and standards, both domestically and internationally.
 - In the event that the Company has a subsidiary or other business in which the Company invests significantly (e.g. having a voting shareholding of 20% but not exceeding 50%), the Board of Directors will also take the internal control system assessment and risk management into consideration.
- (2) The Board of Directors must establish an audit committee that can perform its duties efficiently and independently.
- The Board of Directors shall have an audit committee consisting of at least 3 directors, all of whom must be independent directors and have qualifications and duties in accordance with the regulations of the Securities and Exchange Commission and the Stock Exchange of Thailand.
 - The Board of Directors has written the duties of the Audit Committee, with at least the duties specified in the Charter of the Audit Committee.
 - The Board of Directors shall ensure that the Company provides mechanisms or tools that will allow the Audit Committee to access the information necessary to perform its assigned duties, such as allowing the Audit Committee to summon the relevant parties for information. To discuss with the auditor or seek independent opinions from other professional advisors for the consideration of the Audit Committee.
 - The Board of Directors has arranged for an independent person or internal audit body to perform its duties as responsible for developing and reviewing the effectiveness of the risk management system and internal control, as well as reporting to the Audit Committee and disclosing the review report in its annual report.
 - The Audit Committee must consider the adequacy of the risk management and internal control system and disclose it in its annual report.
- (3) The Board of Directors should monitor and manage potential conflicts of interest between the Company and management. This includes preventing the undue use of assets, information and opportunities of the Company and transactions with people with ties to the Company in an unreasonable manner.

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- The Board of Directors oversees information security systems, including confidentiality, integrity and availability, as well as the handling of information that may affect securities prices. In addition, the Board of Directors will supervise the directors, Executives, senior executives and employees, as well as related third parties such as legal advisors, financial advisors, Also comply with data security.
 - The Board of Directors shall ensure that transactions that may be conflicts of interest are handled and monitored, as well as to ensure that such transactions are carried out in accordance with procedures and disclosures. As required by law and in the interests of the Company and its shareholders as a whole, stakeholders are not involved in the decision.
 - The Board of Directors shall supervise the Directors to report their interests at least before considering the agenda of the Board of Directors' meeting. and recorded in the minutes of the Board of Directors' meetings. The Board of Directors shall ensure that directors who have significant stakeholders in a manner that may prevent such directors from commenting freely, refraining from participating in the meeting for consideration in that agenda.
- (4) The Board of Directors oversees the preparation of clear anti-corruption policies and practices and communicates at all levels of the organization and to outsiders in order to be implemented.
- (5) The Board of Directors should ensure that the business has a mechanism for handling complaints and taking action in case of clues.
- The Board of Directors shall supervise the mechanisms and management processes (records, (Track progress, fix problems, reports) Stakeholder complaints and ensure that more than one channel is provided for receiving complaints, as well as to disclose complaint channels on the website or annual reports.
 - The Board of Directors shall ensure clear policies and guidelines in the event of a whistleblowing, which will require a channel to provide whistleblowing via the Company's e-mail or through an independent director or audit committee, as well as an information review process. Actions and reports to the Board of Directors

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- The Board of Directors shall ensure appropriate protection measures for whistleblowers who provide whistleblowing with good faith intent.


2.7 Maintain financial credibility and disclosure

- (1) The Board of Directors is responsible for maintaining the financial reporting and disclosure system. Important information is accurate, adequate, timely, in accordance with the relevant rules, standards and practices.
 - The Board of Directors oversees personnel involved in the preparation and disclosure of information. Have knowledge, skills and experience suitable for the responsibilities and have sufficient number. The personnel include the chief executive of accounting and finance. Accountants, internal auditors, company secretaries and investor relations
 - In order to approve the disclosure, the Board of Directors should take into account the relevant factors. In the case of financial reports, at least factors are considered. The following are also available:
 - a. Evaluation of the adequacy of the internal control system
 - ข. Auditor's opinions on financial reports and auditor's remarks regarding internal control systems, as well as observations of auditors through other channels of communication (if any)
 - ค. Opinions of the Audit Committee
 - ง. Compliance with the company's objectives, key goals, strategies and policies.
 - The Board of Directors will oversee the disclosure of information, including financial statements. The Annual Report Form 56-1 adequately reflects the financial position and performance, as well as encourages the Company to provide management discussion and analysis (MD&A) for the disclosure of financial statements quarterly. This is to keep investors informed and understand the changes to the company's financial position and performance. Each quarter has been better. In addition to the numerical data in the financial statements alone.
 - In the event that the disclosure of any information relating to a particular director is The directors shall ensure that the disclosure of their part is complete and accurate, such

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as the shareholder information of their group. Disclosure in connection with the Group'sshareholders' agreement


- (2) The Board of Directors monitors the adequacy of financial liquidity and the ability to make repayments.
 - The Board of Directors will ensure that management monitors and evaluates the company's financial position and regularly reports to the Board of Directors. The Board of Directors and management will find a solution as soon as possible if there are signs of financial liquidity problems and debt repayment capacity.
 - To approve any transaction or to propose an opinion to the shareholders' meeting for approval. The Board of Directors will ensure that such transactions do not affect the continuity of operations. Financial liquidity or debt repayment capacity
- (3) In the face of financial difficulties or likely problems, the Board of Directors should ensure that the business has a resolution plan or other mechanism that can solve financial problems. The location is perfect. Under consideration of stakeholder rights
 - Where the company is likely to be unable to repay debts or have financial problems The Board of Directors will closely monitor and ensure that the Company conducts its business with caution and complies with disclosure requirements.
 - The Board of Directors will ensure that the Company sets out a financial resolution plan. It takes into account fairness to stakeholders, including creditors, as well as monitoring problem solving by having management report status regularly.
 - The Board of Directors shall ensure that any decisions made in resolving the Company's financial problems in any way must be reasonable.
- (4) The Board of Directors should consider the preparation of sustainability reports as appropriate.
 - The Board of Directors will consider the appropriateness of disclosure of compliance information. Compliance with the Code of Conduct Anti-Corruption Policy Treatment of employees and stakeholders, including fair treatment and respect for human rights, as well as social and environmental responsibility. This information may be disclosed in the annual report or may be prepared in a separate book as appropriate by the Company.

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- The Board of Directors will ensure that the disclosure of information is important and reflects the practices that will lead to sustainable value creation for the Company.
- (5) The Board of Directors should supervise the management to provide an entity or person responsible for investor relations that is responsible for communicating with shareholders and other stakeholders, such as investors. Analysts are appropriate, equitable and timely.
- The Board of Directors shall establish communication policy and disclosure policy to ensure that communication and disclosure to third parties is appropriate. Equal, timely. Use the appropriate channel. Protect confidential information and information that affects the price of securities, as well as communicate with the entire organization in compliance with such policies.
 - The Board of Directors shall establish who is responsible for providing information to third parties. They are suitable for their duties. Understand the company's business, including its objectives, core goals, Values and ability to communicate well with the capital market.
 - The Board of Directors will ensure that management determines the direction and supports investor relations such as providing informational practices. Internal Data Usage Policy: Information Management Policy that affects the price of securities, as well as clearly define the duties and responsibilities of investors. To ensure effective communication and disclosure.
- (6) In addition to disseminating information in accordance with the criteria specified and through the channels of the Stock Exchange of Thailand, the Board of Directors should encourage the use of information technology to disseminate information. The Board of Directors may also consider disclosing information in both Thai and English through other channels, such as the Company's website, by acting regularly and presenting up-to-date information.

2.8 Supporting shareholder engagement and communication


- (1) The Board of Directors has a duty to ensure that shareholders are involved in making decisions on important matters of the Company.

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- The Board of Directors will oversee important matters, including issues set out in law and issues that may affect the company's operational direction. Such important matters are contained as agenda items for the shareholders' meeting.
 - The Board of Directors will support shareholder participation, such as:
 - n. Determination of the criteria for minority shareholders to propose additional agenda items in advance of the shareholders' meeting date The Board of Directors will consider the matters proposed by shareholders as agenda items. In the case of the Board of Directors' rejection of the matters proposed by the Shareholders for the term, the Company will not be charged the information. The Board of Directors must inform the shareholders' meeting of the reasons.
 - ๓. Criteria for minority shareholders to nominate candidates to serve as directors The location is perfect. The Board of Directors will ensure that such criteria are disclosed to shareholders in advance.
 - The Board of Directors will ensure that the notice of the shareholders' meeting is accurate. complete and sufficient to exercise the rights of shareholders.
 - The Board of Directors will ensure that the notice of the shareholders' meeting with relevant documents be submitted and published on the Company's website at least in advance of the period specified by law prior to the date of the meeting.
 - The Board of Directors will allow shareholders to submit questions in advance of the meeting date by establishing the criteria for submitting questions in advance and publishing them on the Company's website.
 - The notice of the shareholders' meeting and related documents will be prepared in English and published together with the Thai version.
- (2) The Board of Directors maintains that the proceedings on the day of the shareholders' meeting will be completed. Transparency, efficiency and enable shareholders to exercise their rights.
- The Board of Directors will determine the date, time and venue of the meeting, taking into account the ease with which the shareholders attend the meeting, such as the appropriate meeting period and sufficient for discussion. Meeting venues are convenient for travel, etc.

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- The Board of Directors will ensure that no action is taken that limits the chances of attending the meeting or overloads the shareholders, such as not requiring shareholders or proxies to bring documents or proof of presence beyond those set out in the relevant regulatory practices.
- The Board of Directors will promote the adoption of technology for shareholders' meetings, including shareholder registration, vote counting and display, so that the meeting can be conducted quickly and accurately. Precise
- Chairman of the Board of Directors presided over the shareholders' meeting. It is obliged to ensure that the meeting is compliant with the law. The Company's relevant rules and regulations allocate time for each agenda item set out in the notice of the meeting appropriately and allow shareholders to express their opinions and question the meeting in matters relating to the Company.
- To enable shareholders to make important decisions. Directors, as attendees and as shareholders, do not support the unnecessary addition of unannistered agenda items. In particular, it is important that shareholders spend time studying the data before making a decision.
- Encourage all directors and related executives to attend the meeting so that shareholders can ask questions on related issues.
- Prior to the start of the meeting, the Company should notify shareholders of the number and proportion of shareholders attending the meeting in person and of the proxy shareholders. How to set up meetings, voting, and vote counting
- If there are multiple agenda items, you can use the <a0> Agenda < The chairman of the meeting shall hold a separate resolution on each item, such as the shareholder exercising the right to appoint directors individually in the term of appointment of directors.
- The Board of Directors will encourage the use of ballots for important agenda items and encourage independent parties to count or monitor votes at meetings and disclose the results of the votes agreed. Disagree and abstain from voting. In each agenda item, the meeting shall be informed and recorded in the minutes of the meeting.

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- (3) The Board of Directors oversees the disclosure of the resolutions of the meeting and the preparation of the minutes of the shareholders' meeting in a complete and accurate way.
- The Board of Directors will ensure that the Company discloses the resolutions of the shareholders' meeting and the results of the vote within the next business day through the News System of the Stock Exchange of Thailand and on the Company's website.
 - The Board of Directors will ensure the delivery of minutes of the shareholders' meeting to the Stock Exchange of Thailand and on the Company's website. Within 14 days from the date of shareholders' meeting
 - The Board of Directors will ensure that the minutes of the shareholders' meeting record at least the following information:
 - ก. List of directors and executives attending the meeting and proportion of directors attending the meeting did not attend the meeting.
 - ข. How to vote and count Resolutions of the meeting and the results of the vote (approved, disapproved, abstained) of each agenda item.
 - ค. Questions and answers at the meeting, including the name and surname of the questioner and respondent.

Announced on January 28, 2022

Hinsitsu (Thailand) Public Company Limited

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(Mr. Weidt Nuchjalearn)

Chairman of the Board of Directors