

## Company Secretary

### Qualifications of the Company Secretary

1. Having knowledge and understanding concerning legal matters and regulations related to the Public Companies Limited Act and Securities and Exchange Act. The consultation with legal advisors could promote such knowledge and understanding.
2. Possess knowledge and understanding of corporate governance principles and practices.
3. Having well-rounded knowledge and understanding of the Company's businesses.
4. Do not exploit the Company's business opportunity for personal benefits as well as preserve the confidential information of the Company.

### Roles and responsibilities of the Company Secretary

1. Perform her duty with responsibility, due care and loyalty as well as has to comply by laws and any other related regulation;
2. Support the Board of Directors for their activities including provide consultation with related to Company's Articles of Association, and any other regulations from related authorities to enable them to discharge their duty efficiently and in the manner most beneficial to the Company;
3. Arrange meetings for Board of Directors, Committees and Shareholders as well as coordinate to ensure all resolutions have been implemented complying with Company's Objectives, Articles of Association, laws and related regulations;
4. Preparing and keeping important documents of the Company, i.e. a register of directors, notices calling directors' and shareholders' meetings as well as the reports of such meeting and the annual report, etc.;
5. Keeping the report on interest filed by Directors and executives as well as submit a copy of such report to the Chairman and the Chairman of Audit Committee within 7 business days from the date on which the Company has received the report.

### Company Secretary - Siam Steel Service Center Public Company Limited

The Board of Directors resolved to appoint Mr. Hirun Komolhirun as the Company Secretary on April 30, 1998 to take responsibilities for matters connected with the meetings of the Board and the shareholders and to contribute to best corporate governance practices

## **Profile of Company Secretary Siam Steel Service Center Public Company Limited**

|                         |   |
|-------------------------|---|
| <b>Name</b>             | <b>Mr. HirunKomolhirun</b> Age 60 Years   |
| <b>Position</b>         | <b>Company Secretary / Deputy General Manager Legal &amp; CSR/SD Dept.<br/>Head of Compliance /<br/>Head of Organization Development to Sustainability</b>  |
| <b>Appointment Date</b> | 30 April 2008   |
| <b>Education</b>        | - Bachelor of Laws(L.L.B), Ramkhamhaeng University<br>- Barrister at Law, Institute of Legal Education Thai Bar Association   |
| <b>Training</b>         | -<br><ul style="list-style-type: none"><li>- Diploma courses Laws and Practice for company secretary according to Securities and Exchange Law, Research Center for Law and Development, Faculty of Law, Chulalongkorn University.</li><li>- Certificate courses Company Secretary Program Class 39/2011, Thai Institute of Directors : IOD</li><li>- Certificate courses Fundamental Practice for Corporate Secretary,(FPCS25) Thai Listed Companies Association</li><li>- Anti-Corruption Course : The Practice Guide (ACPG2/2013),Thai Institute of Directors : IOD</li><li>- Specialized Personnel Program in Corporate Social Responsibility Management Department of Industrial Works, Ministry of Industry</li><li>- The GRI Certified Training Course based on the GRI Sustainability Reporting Standards</li><li>- Certificate courses :Social Innovation and Business Development in the New Normal Era, Social Innovation Driving Unit: SID, National Innovation Agency (Public Organization)</li><li>- IOD Open House for Company Secretary : The role of the company secretary in promoting good corporate governance for the organization</li><li>- The GRI Certified based on the GRI Sustainability Reporting Standards</li><li>- CGR Workshop 2/2022: Seminar Explaining Criteria for CGR Project Survey in 2023</li><li>- CGR 2023 Coaching: Seminar In-depth on survey guidelines for CGR projects in 2023</li><li>- Company Secretary Forum 1/2022: Company Secretary Challenges in Building Trust in the Boardroom</li><li>- New AGM Checklist 2023 from Thai Investors Association</li><li>- CEO Club 2022 (EP2): "Technical issues, Patent issues that you should know"</li></ul> |
| <b>Shareholding</b>     | None  |

**Work Experiences :**

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|---------------------|--|
| 2008 - Present      | Company Secretary Siam Steel Service Center Plc.                   |
| Dec 2021 - Present  | Deputy General Manager Legal Dept., Siam Steel Service Center Plc. |
| Feb 2020 – Nov.2021 | Senior Manager Legal Dept., Siam Steel Service Center Plc.         |
| Sep.2013 – Feb 2020 | Senior Deputy Manager Legal Dept., Siam Steel Service Center Plc.  |
| Oct.2011 - Sep.2013 | Manager Legal Dept. Siam Steel Service Center Plc                  |

- Family Relationship with Management Team None
- Illegal record in the past 10 years None