



The Company's Secretary and Compliance

The 2/2008 Board Meeting on 30 April 2008 resolved for the appointment of **Mr.Hirun Komolhirun** as Secretary of the Company to take effect since 2 May 2008. The Secretary provides legal advices to the Board on matters relating to laws, regulations, and rules that bind the Company. As well as to oversee operations of the Board and coordinate with concerned units regarding the implementation of the resolutions of the Board's meeting and the shareholders' meeting.

Qualifications of the Company's Secretary and Compliance

1. Possesses legal knowledge and understanding of the governance agencies in relations to laws, regulations and rules applicable to public limited companies and securities and exchange. Promotes the aforesaid knowledge and understanding through seeking legal advice or view from expert or adviser.
2. Possesses good knowledge and understanding of the principles and practices of good corporate governance.
3. Possesses extensive knowledge and understanding of the Company's business.
4. Never use business opportunity for personal gains. Maintains a high level of confidentiality of the Company.

Duties and Responsibilities of the Company's Secretary and Compliance

1. Performs duties according to applicable laws and regulations with accountability, deliberation, and integrity.
2. Oversees and manages operations of the Board, and provides advice in relation to law, articles of association of the Company as well as rules and regulations of relevant agencies, including the code of conduct of corporate governance practice so that any activities of the Board of Directors are undertaken in compliance with those relevant laws, to facilitate the performances of directors to be effective and efficient which adversely contributes to the highest returns to the Company.
3. Responsible for setting policies, rules, and standards for compliance and steers compliance of matters under responsibility, counsels, educates and communicates defined policies, laws, and regulations.
4. Manages and organizes Board's meeting, sub-committee meeting, and shareholders' meeting, ensures the compliance of the operations with the Company's objectives and articles of association, resolutions of the meeting of the Board/shareholders, and other related rules and regulations.
5. Prepares and maintains Company's documents e.g.
 - Director Registration
 - Notice of the Board of Directors Meeting including committees for which she acts as secretary to those committees; Corporate Governance Committee, Sustainability Committee and Risk Management Committee
 - Minutes of Meetings of the Board of Directors and those committees' meetings
 - Notice and Minutes of Shareholder Meetings
 - Annual Report (56 – 1 One Report), etc.

6. Maintains stakeholders' record as reported by director or executive. Submits the record to Chairman of the Board and Chairman of the Audit Committee within 7 days from the day of receiving such record.
7. Handle any actions required as per the regulation of the Capital Market Supervisory Board and as assigned by the Company

Company Secretary and Compliance

Mr. Hirun Komolhirun

Company Secretary / Deputy General Manager Legal Dept.

Head of Compliance / Head of Organization Development to Sustainability

Age	62 years
Appointment Date	30 April 2008
Education	<ul style="list-style-type: none"> • Bachelor of Laws(L.L.B), Ramkhamhaeng University • Barrister at Law, Institute of Legal Education Thai Bar Assoc

Training:

- 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
- Certificate courses Company Secretary Program Class 39/2011 Thai Institute of Directors
- Certificate courses Fundamental Practice for Corporate Secretary, (FPCS25) Thai Listed Companies Association
- Anti-Corruption Course: The Practice Guide (ACPG2/2013), Thai Institute of Directors
- Specialized Personnel Program in Corporate Social Responsibility Management
- Certificate course: Social Innovation and Business Development in the New Normal Era, Social Innovation Driving Unit: SID, National Innovation Agency (Public Organization)
- IOD Open House for Company Secretary: The role of the Company Secretary in promoting good corporate governance
- The GRI Certified based on the GRI Sustainability Reporting Standards
- CEO Club 2022 (EP2): "Technical issues, Patent issues that you should know"
- CGR Workshop 1/2023: Seminar Explaining Criteria for CGR Project Survey for the year 2023 from Thai Institute of Directors (IOD).
- Refreshment Training Program Courses (RFP 10/2023) from Thai Institute of Directors.
- Seminar: - Company Directors and Senior Executives with ESG Risk Management from Federation of Accounting Professions and the SEC.
- Company Secretary Forum 2023: "The role of the company secretary in driving ESG", from Thai Institute of Directors (IOD)
- Seminar: "SDG Guidebook for Thai Listed Companies & SDG Impact Standards", from The Securities and Exchange Commission, Thailand.
- Insight in SET: knowledge for growth and sustainability in the capital market (3rd Generation), from The Stock Exchange of Thailand.

- CYBER RISK 2023 from Thai Listed Companies Association.
- COSO – ERM 2017: Organizational Risk Management from the Thai Listed Companies Association.
- Training workshop on Comprehensive Human Rights Due Diligence (HRDD) under the Business and Human Rights Project for the Thai Capital Market Business Sector (Phase 3) from the Sustainability Promotion Division, SEC Office on June 13, 2024.
- SET Sustainability Forum 2/2024: Scaling up Synergies and Solutions for Net-Zero from the Stock Exchange of Thailand on June 18, 2024
- SDG Guidebook for Thai Listed Companies and SDG Impact Standards, Class 1 from The Securities and Exchange Commission, Thailand, on June 28, 2024
- ESG Risk Management Workshop from the Stock Exchange of Thailand on July 4-5, 2024
- Live – Road to Certify 3/2024 with Thai CAC on July 17, 2024
- Aspiring Directors 3/2024: Fighting Fit: Approach to Balancing Life and Work from Thai Institute of Directors (IOD) on August 5, 2024
- Special Event 8/2024: Multiply Organization Performance with A High Trust & Inclusive Board Culture from Thai Institute of Directors (IOD) on August 7, 2024
- Enhance awareness and knowledge about biodiversity from the SEC Office in collaboration with the United Nations Development Programmed: UNDP and the Office of Natural Resources and Environmental Policy and Planning (ONEP) on August 13, 2024.
- Training workshops “ESG Risks Management Navigating Climate Risks” from the SEC Office in collaboration with the Thailand Federation of Accounting Professions on November 15-16, 2024
- SET ESG Professionals Forum 2024: “Innovative and Adaptive Governance: Leading Boards Excellence” from the Stock Exchange of Thailand on November 19, 2024
- Seminar on ESG-related risks and management: A practical guide for listed companies from the Stock Exchange of Thailand in collaboration with Thammasat University and Electricity Generating Public Company Limited on November 26, 2024
- Seminar to explain the criteria for the 2025 CGR project survey from the Thai Institute of Directors (IOD) on November 28, 2024

Shareholding None

Work Experiences:

- 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

Family Relationship with Management Team None

Illegal record in the past 10 years None