

Chapter 5 Responsibilities of the Board of Directors

The Board of Directors is responsible for overseeing the work of the management to ensure compliance with policies, strategies, plans and budgets, as well as its responsibilities toward the Company and its shareholders.

The Company has set the guidelines regarding the responsibilities of the Board of Directors as follows:

1. Structure of the Board

1.1) The Board of Directors prescribed the structure of the Board of Directors consists of directors with various qualification in term of sex, age, education Professional experience skills and knowledge specific capabilities that benefit the Company. There should be at least one non-executive director who has experience in the core business or industry of the Company.

1.2) The Board of Directors ensures that the Board's diversity policy and the number of years each director has served as a director of the Company are disclosed in the Annual Registration Statement/Annual Report (Form 56-1 One Report) and on the Company's website. This includes:

1.2.1) Disclose the procedures for selection of directors that is formal and transparent and the number of years each director has served as a director of the Company are disclosed in the Annual Registration Statement/Annual Report (Form 56-1 One Report) and on the Company's website.

1.2.2) Disclose the name, history, qualifications, experience and shareholding in the Company of the directors in order to show that the Board has the knowledge, skills, characteristics and experience that are useful to the Company in the Annual Registration Statement/Annual Report (Form 56-1 One Report) and on the Company's website.

1.2.3) Disclose clearly in the Annual Registration Statement/Annual Report (Form 56-1 One Report) the directors representing the shareholders / non-executive directors / independent directors / executive directors.

1.3) The Board is appropriately sized and is composed of persons with sufficient characteristics knowledge, experience and skills to perform their duties efficiently. The Board is composed of at least 5 but not more than 12 directors.

1.4) The Board consists of independent directors who can independently comment on the performance of the management in the number prescribed in the notification of The Securities and Exchange Commission, Thailand.

1.5) The proportion of directors is in accordance with the director nomination process, which is mainly based on the criteria of knowledge, competency and suitability of the person to be appointed as a director rather than on the criteria on proportion of investments.

1.6) The Company takes into account the benefits to corporate management according to the director nomination process set by the Company rather than the number or proportion of independent directors.

1.7) The Board of Directors has determined the tenure of each term of office but has not set the limit on the number of consecutive terms in office.

1.8) The Board considers the qualifications of the person to be appointed as an "independent director" to ensure that the independent directors of the Company are truly independent and are appropriate for the specific nature of the Company. Their independence must at least be in accordance with the criteria set by The Securities and Exchange Commission, Thailand and The Stock Exchange of Thailand.

1.9) The continuous tenure of the independent director will be beneficial to the corporate management and business operations of the Company. In addition, the search for a competent person to serve as independent directors cannot be implemented immediately.

1.10) The Chairman of the Board and the Managing Director have different roles and responsibilities. The Board has clearly defined the roles and responsibilities of the Chairman and the Managing Director and has recruited different persons to hold the positions of Chairman and Managing Director so that neither person has unlimited power.

1.11) The Company respects the judgment of the Managing Director and senior executives of the Company not to serve as a director of other companies with the same business as or are in competition with the business of the Company or are contrary to the interests of the Company.

1.12) The Company has appointed a Company Secretary to be responsible for advising on laws and regulations of relevance to the Board of Directors and for overseeing the activities of the Board, including coordinating the compliance with the Board's resolutions. The Board of Directors has determined the qualifications and experience of the appropriate Company Secretary who will perform the duty as the secretary of the Company. The qualifications and experience of the Company Secretary are disclosed in the Annual Registration Statement/Annual Report (Form 56-1 One Report) and on the website of the Company.

1.13) The Company Secretary has received training and continuous development in legal, accountancy, or company secretarial practices. The Company determines the qualifications and appoints a person as the Company Secretary by taking into consideration of mainly his knowledge, capability and work experience, disregarding whether such person is a permanent employee of the Company or not.

2. Sub-Committees

2.1) The Board of Directors has appointed an Audit Committee in accordance with the requirement of The Stock Exchange of Thailand with a term of office of 3 years to perform specific duties and to propose matters for consideration or acknowledgement by the Board. The Audit Committee has rights and duties as set out in the Scope of Responsibilities of the Audit Committee and has qualifications according to the criteria prescribed by the Office of The Securities and Exchange Commission, Thailand.

2.2) The Board of Directors has appointed the Corporate Governance and Risk Oversight Committee which consisting of the director from supporting unit or a person with sufficient knowledge and experience to perform governance and risk responsibilities and be independent from management. The committee consists of at least 3 directors to perform the duties of monitoring, auditing, evaluating and giving advice in regards to corporate governance and risk management.

2.3) The entire the Board of Directors, except those who have conflicts of interest, performs duties for the Remuneration Committee. Duties performed are within the scope of considering the criteria for payment and forms of remuneration to the directors and presenting its opinion to the Board before presenting such remuneration to the shareholders' meeting for approval.

2.4) The entire Board of Directors, except those who have conflicts of interest, performs duties for the Nomination Committee in order to consider the rules and procedures for the recruitment of suitable and qualified persons in line with the Company's business strategy to be a director, including selection of people in accordance with the specified recruitment

process, propose opinions to the Board of Directors to propose to the shareholders' meeting to appoint directors. The process of recruiting the said person, the Company has been selected from the professional committee in the directory of the Thai Institute of Directors (IOD) and personnel in various fields, by considering qualifications and working experience.

3. Roles and Responsibilities of the Board

3.1) The Board's duties and responsibilities should include the following matters:

- 1) The Board of Directors has the authority to approve various matters of the Company according to the scope of duties prescribed by the laws, the Articles of Association, and the resolution of the shareholders' meeting, as well as consider and approve key matters on the Company's operations, such as the vision and mission, strategy, financial targets, risks management, plans, budgets, the corporate governance policy and the anti-corruption policy, including regular review and approval to be consistent with the Company's situation.
- 2) Monitor and ensure efficient and effective implementation by the management of approved policies, strategies and plans.
- 3) Internal control and risk management, including the process for receiving and handling complaints.
- 4) Ensure long-term business continuity, including employee development plan and succession plan.

3.2) The Board of Directors has determined in writing a corporate governance policy for the Company as follows:

- 1) The Board has determined and approved a written corporate governance policy.
- 2) Communicate to everyone in the organization for their understanding.
- 3) Have method to encourage everyone in the organization to comply with the corporate governance policy.
- 4) Assess compliance to the corporate governance policy and review the policy at least annually.

3.3) The Board of Directors promotes the preparation of a written code of conduct so all directors, executives and employees will understand the ethical standards the Company uses in its business operations and seriously monitors compliance with the code.

3.4) The Board of Directors considers any conflict of interest thoroughly. There should be clear guidelines on the approval of transactions with possible conflicts of interest, which is chiefly for the best interests of the Company and all its shareholders. Stakeholders should not participate in the decision-making process. The Board should also monitor compliance with regulations regarding the procedures for and disclosure of information on transactions that may have conflicts of interest to ensure accuracy and completeness.

3.5) The Board of Directors ensures that internal control systems for financial reporting and compliance with regulations and policies are in place. The Board has assigned a person or a department that is independent to audit such systems and to review the main systems at least annually, as well as disclose the review results in the Annual Registration Statement/Annual Report (Form 56-1 One Report).

3.6) The Board has established a risk management policy covering the whole Company and has assigned the management to implement the policy and regularly report to the Board. The risk management system is reviewed or the effectiveness of risk management is assessed at least once a year with the results disclosed in the Annual Registration Statement/Annual Report (Form 56-1 One Report), and whenever, there is a change in risk level, which includes focusing on early warning signs and unusual transactions.

3.7) The Board of Directors or Audit Committee should provide its opinion on the adequacy of the Company's internal controls and risk management systems in the Annual Registration Statement/Annual Report (Form 56-1 One Report).

3.8) The Board of Directors has set clear procedures for whistle-blowers or stakeholders through its website or directly to the Company or report directly to the Company. The Board has assigned the Company Secretary as the recipient and handler of complaints from the stakeholders. The procedures and channels for filing complaints are disclosed on the Company's website and Annual Registration Statement/Annual Report (Form 56-1 One Report). The Company has mechanisms for whistle-blower protection and compensation measures in the case stakeholders receive damages from the Company's violation of their legal rights.

3.9) The Board of Directors has mechanisms for governing its subsidiary in order to protect the benefits from its investment. The Board is responsible for determining the suitability of persons to be appointed as directors of the subsidiary company in order to ensure that its management complies with the policies of the Company and that various transactions are executed correctly according to securities and exchange laws and notifications of the SET.

3.10) The Board of Directors ensures that the management monitors and evaluates the financial position of the business and reports to the Board of Directors on a regular basis. If there is a problem, the Board of Directors and the management will work together to find a solution quickly and reasonably with regard to fairness to stakeholders, including creditors as well as follow up problem solving by having the management report the status on a regular basis and in approving any transactions or proposing opinions to the shareholders' meeting for approval. The Board of Directors will consider that such transactions will not affect the continuity of business operations, financial liquidity or the ability to pay debts.

4. Board of Directors' Meetings

4.1) The Company sets the schedules and agendas of the Board of Directors' meeting in advance and notifies each director of the schedule so that all directors can manage time to attend the meetings.

4.2) The number of Board meetings should correspond with the duties and responsibilities of the Board and the nature of business of the Company.

4.3) The Chairman of the Board and the Managing Director jointly selects matters for inclusion in the agenda of the Board meeting and ensures that all important matters are included. Opportunity is provided for each director to independently propose any matter that is beneficial to the Company as an agenda item.

4.4) The meeting documents are sent to the directors at least 5 working days in advance of the meeting date.

4.5) All directors attended at least 75 percent of all Board meetings held during the year.

4.6) The Company has a policy regarding to the minimum quorum at the time that the Board of Directors will pass a resolution in the meeting of the Board that there must be at least 2 in 3 of the total number of directors.

In the event of an emergency and/or force majeure which may result in negative impacts to the business or operation of the Company and may not have at least 2 in 3 of the total number of directors to attend the meeting; then not less than half of the directors in accordance with the regulations have such authority to consider and pass a resolution for that agenda.

4.7) The Chairman allocates adequate time for the management to propose matters and enough time for all directors to discuss important problems carefully. The Chairman promotes the prudent use of discretion. All directors paid attention to all matters raised at the meeting, including those concerning corporate governance.

4.8) The Board of Directors encourages the Managing Director to invite the senior executives to attend the Board meetings to provide additional information on the problems to which they are directly related and to provide an opportunity for the Board to learn more about the senior executives for use in supporting the consideration of the succession plan.

4.9) The Board of Directors has access to additional necessary information from the Managing Director, Company Secretary or other executives assigned under the scope of the policy set. If necessary, the Board may obtain independent opinions from external consultants or practitioners at the Company's expense.

4.10) The Board of Directors considers it a policy to provide opportunities for non-executive directors to meet among themselves as necessary to discuss various management issues of interest without participation of the management and to inform the Managing Director of the outcome of such meetings.

4.11) The minutes of the meeting consist of at least the following information and there must be a good storage system with easy data search but cannot be amended without approval of a Board meeting.

- Date, start time and end time;
- Names of the directors present and absent;
- Summary of important information on the matters proposed to the Board;
- Summary of the matters discussed and observations of the directors;
- Resolutions of the Board and opinions of the dissenting directors (if any);
- Recorder of the minutes - Secretary of the Board of Directors;
- Certifier of the minutes - Chairman.

5. Board Self-Assessment

5.1) The Board of Directors and the sub-committees conduct self-assessment of its performance at least once a year so that the directors can collectively consider its performance and problems for further improvement by setting a benchmark for systematic comparison with its performance.

5.2) The Board of Directors' performance evaluation is in form of both the group and individual while the sub-committees' evaluation is in the entire group only. Such evaluation's criteria and procedures have been disclosed in the Annual Registration Statement/Annual Report (Form 56-1 One Report).

5.3) The Board of Directors assesses the performance of the Chairman of the Executive Committee or the highest ranking executive of the Company regularly every year for use in determining the remuneration. The criteria for the assessment is in accordance with the rules for the assessment specified by The Stock Exchange of Thailand.

For the Board self-assessment process, the Company Secretary sends the evaluation form mentioned above to all directors in November and respond within 15 December of every year. After that, the Company Secretary will collect and report the results of the evaluation in comparison with the previous year to the next Board of Directors' meeting to acknowledge and improve the work to be more effective.

For the Board self-assessment criteria, the Company has evaluated the performance of the entire committee and evaluate the performance of individual by using the method of 5 level scoring for each topic, which are:

0 = Strongly disagree or there has been no implementation of the matter,

1 = Disagree or there has been little implementation of the matter,

2 = Agree to a limited extent or there has been initial implementation of the matter,

3 = Mostly agree or there has been progressive implementation of the matter,

4 = Strongly agree or there has been complete implementation of the matter

The evaluation topics consist of 6 main topics, which are:

1. Structure and characteristics of the Board
2. Roles and responsibilities of the Board
3. Board meetings
4. Dynamics of the performance of the Board
5. Relationship with management
6. Development of directors

For the assessment criteria of each sub-committee, the Company conducts performance assessments of the entire committee. The scoring method is used in the same manner as the performance evaluation of the Board and the individual performance evaluation. The assessment consists of 4 main topics, which are

1. Structure and characteristics of the sub-committee
2. Sub-committee meetings
3. Roles, duties, and responsibilities of the sub-committee
4. Reporting of the sub-committee

In addition, the Company evaluates the performance of the Chairman of the Executive Committee by consideration of the Company's operating results and the implementation of the policies received from the Board of Directors for use in improvement. The method employed is the same as in the evaluation of the performance of the entire Board of Directors and as individuals. The evaluation consists of 3 main sections, which are:

Section 1 : Status of Achievements

Section 2 : Performance Measures

- 2.1 Leadership
- 2.2 Strategy formulation
- 2.3 Strategy implementation
- 2.4 Financial planning and financial performance
- 2.5 Relationships with the Board
- 2.6 External relations
- 2.7 Administration and personnel relations
- 2.8 Succession
- 2.9 Product/service knowledge
- 2.10 Personal characteristics

Section 3 : Development of the Chairman of the Executive Committee

6. Remuneration

The remuneration of directors is comparable with the industry level and reflects the experience, duties, accountability and responsibilities, as well as expected contributions of each director. Directors who are assigned to more tasks and have accountability and responsibility, such as being a member of a committee, should receive additional remuneration as appropriate.

7. Board and Management Training

7.1) The Board encourages and facilitates training and educating for those involved in corporate governance of the Company, such as directors, members of the Audit Committee, Executives, Company Secretary, etc., to assist them to continuously improve their performance. Training and educating can be done internally or through the use of the services of external institutions.

7.2) The Board of Directors determines that new directors must be provided with an orientation to create knowledge and understanding of the Company's business and the various processes, to prepare for the performance of their duties as directors. The Company Secretary shall act as coordinator on various matters, such as business and management structures, scope of authority, regulation, general business knowledge, operating procedures, etc.

7.3) The Board of Directors has established a personnel development policy for directors and executives and it has been disclosed in the Company's Annual Registration Statement/Annual Report (Form 56-1 One Report).

7.4) The Board of Directors assigns the Managing Director to present them with the Company's succession plan at least once a year. The Managing Director and senior executives have prepared continuous succession plans in case they cannot perform their duties.

2. Code of Conduct

Premier Products Public Company Limited conducts business by adhering to accuracy and fairness, in accordance with the core values that the Company's employees have always adhered to in their work, which are honesty, responsibility and commitment to work, discipline, unity, sacrifice and continuous development. Such values are considered the ethics and morality of the Company that has been continuously practiced.

In compliance with the principles of good corporate governance and as a clear guideline for the good conduct of its employees, the Company has compiled a code of conduct for use of its executives and employees as the guiding principles in conducting their work as follows:

1. Treatment of Customers

- 1.1 Fulfill the requirements of the customers/consumers with products and services that are of quality, standard and safe.
- 1.2 Provide complete and accurate information about the products and services without distorting facts.
- 1.3 Provide warranties of products and services with appropriate terms.
- 1.4 Strictly comply with terms and conditions made to customers.
- 1.5 Notify the customers immediately in advance in the case of inability to fulfill any agreement made with customers in order to jointly find solutions to the problem and prevent damages.
- 1.6 Strive to maintain production costs at a minimum whilst ensuring that the quality standard of the products and services are maintained at all times.

1.7 Organize mechanisms and customer service systems that allow customers to contact the Company easily and quickly.

1.8 Maintain customers' sensitive information and customer information.

2. Treatment of Business Partners and Creditors

2.1 Conduct mutual business fairly without exploitation, and honor and comply with the conditions stipulated in the contracts. In the case of inability to fulfill any agreement, immediate negotiations must be made in advance with the business partner or creditor to jointly find solutions to the problem and prevent damages.

2.2 Do not solicit, accept or give any undue benefits in dealing with business partners or creditors. If there is any information regarding the bestowment of any undue benefits, consultations must be made with the business partners or creditors to mutually resolve the matter on a fair and timely basis.

3. Treatment of Business Competitors

3.1 Compete under the rules of fair competition.

3.2 Do not seek confidential information of the business competitors through dishonest or illegal means.

3.3 Do not discredit competitors through slandering or any other actions without the truth and unjustifiably.

4. Treatment of Shareholders

4.1 Perform duties with integrity and make decisions with honesty, transparency and benefit to the Company and its shareholders.

4.2 Perform duties by applying knowledge and management skills to the maximum for the benefit to the Company and its shareholders.

4.3 Supervise and manage any asset of the Company to prevent unreasonable depreciation or wrongful loss.

4.4 Report on the status and results of operations of the Company completely and accurately.

4.5 Refrain from seeking personal gains for oneself or related parties by exploiting any information of the Company that has not been disclosed to the public.

4.6 Refrain from divulging any confidential information of the Company to outsiders, especially to competitors.

4.7 Refrain from any action that might cause conflicts of interest with the Company without first notifying the Company.

5. Treatment of Society

5.1 Refrain from any actions that will damage the natural resources or the environment.

5.2 Support activities that are beneficial to communities and society as a whole.

5.3 Comply with or supervise the compliance with laws and regulations issued by regulatory agencies.

5.4 Attend to and resolve the public's fear of any danger that may be caused by the Company's products/ services or operations.

5.5 Refrain from supporting or participating in any transactions with third parties that may harm society or the environment.

6. Code of Conduct for Employees

- 6.1 Perform duties with responsibility, integrity and perseverance for the progress and stability of the Company and the employees themselves.
- 6.2 Perform duties diligently, as well as seek ways to constantly develop and improve work efficiency.
- 6.3 Strictly comply with the Company's policies and regulations.
- 6.4 Jointly forge and maintain unity and solidarity among employees, work together, and solve problems as an effective team.
- 6.5 Use the Company's assets for the maximum benefit of the Company and ensure no damage or loss of these assets, as well as refrain from using the Company's assets for personal benefit or the benefit of other persons.
- 6.6 Refrain from any action that infringes the intellectual property rights of the Company or others, including the use of pirated software in the Company.
- 6.7 Secure the Company's confidential information by cautiously protecting all confidential documents and information of the Company against any leakage or usage by non-related persons that may cause damages to the Company.
- 6.8 Refrain from disclosing or exploiting any information that is confidential business information of the Company's, which includes the production formula, production process, and important business information and news of the Company that must be concealed from other persons by any means whatsoever.
- 6.9 Provide care and assistance in maintaining work safety and good work environment.
- 6.10 Inform relevant agencies or the management if there is any misconduct or illegal action within the Company, including the possession or use of drugs.
- 6.11 Do not exploit ones' authority or permit others to exploit their authority to wrongfully seek personal gains for oneself or for others.
- 6.12 Refrain from any act that causes damage to the Company's image and reputation.

7. Treatment of Colleagues (Supervisors, Subordinates and Colleagues)

- 7.1 Provide assistance and support to each other for the benefit of the work and the working environment of the Company as a whole and respect the rights of other employees within the same company.
- 7.2 Supervisors must make themselves respectable to the subordinates, strictly comply with policies and regulations, be a role model for the subordinates and administer the subordinates with principles and reasons that are righteous.
- 7.3 Treat supervisors with respect and treat colleagues with kindness and good human relationship. Do not defame supervisors and colleagues without actual evidence.
- 7.4 Honor others by not claiming ownership of their work.

8. Code of Conduct for IR

- 8.1 Perform duties with honesty and integrity.
- 8.2 Disclose necessary information completely and equally to all relevant parties.
- 8.3 Provide an opportunity for all relevant parties to access and inquire about information.
- 8.4 Perform duties by adhering to the interests of shareholders and stakeholders.

- 8.5 Keep confidentiality of the Company and do not use inside information for personal benefits.
- 8.6 Perform duties with full utmost efficiency and professionalism.
- 8.7 Eligible to acquire knowledge to improve work efficiency.
- 8.8 Follow the guidelines for not accepting appointments during the period close to the disclosure of financial statements and the guidelines for securities trading specified by the Company.