

Annual Registration Statement / Annual Report 2023  
(Form 56-1 One Report)

---

Enclosure 1.2

The Company Secretary and Agents Scope of Duties And Responsibilities

## 1.2 The Company Secretary and Agents Scope of Duties And Responsibilities

### 1.2.1 The Company Secretary's scope of duties and responsibilities

To comply with Section 89/15 of the Securities and Exchange Act, the Board of Directors' meeting of the Company No. 6/2019 on 13 May 2019 had a resolution to appoint Mrs. Ngamchit Kiattanavith as the Company Secretary which shall have scope of duties and responsibilities as follows:

- (1) Prepare and keep all documents relating to Central Retail Corporation Public Company Limited (CRC)'s statutory register of directors, the Board of Directors' meeting invitations, meeting minutes and supporting documents, annual reports, shareholders' meeting invitations, meeting minutes and supporting documents.
- (2) Submit a copy of report on interest prepared by a director or an executive under Section 89/14 of the Securities and Exchange Act to the Chairman of the Board of Directors and the Chairman of the Audit Committee within seven (7) business days from the date on which CRC has received such report and keep the report on interest filed by a director or an executive.
- (3) Provide initial advice regarding to regulations, laws and Company's rules to the Board of Directors and executives and regular follow up, as well as report the significant changes in regulations and/or laws to the Board of Directors and executives.
- (4) Supervise and coordinate to ensure that CRC accurately complies with laws, regulations, rules, the Board of Directors' resolutions and shareholders' meeting resolutions and the corporate governance policy.
- (5) Organize the Board of Directors meetings and shareholders' meeting according to applicable laws, CRC's rules and practices.
- (6) Ensure that appropriate information disclosure and information reports are submitted to the related regulators as required.
- (7) Ensure that the Board of Directors activities and any actions are in line with the laws and or the regulations of the Thai Capital Market Supervisory Board or as assigned by the Board of Directors.
- (8) Supervise, promote, and encourage the importance of compliance with the good corporate governance principles in conducting business, along with adhering to the practical guidelines set by regulatory and assessment bodies standards such as CGR, DJSI, THSI, ACGS, and CG Code.

### 1.2.2 Responsibility of agents (overseas)

-None-